

Payne Road State School

P&C Sub-Committee / Major Activity Report

Sub-Committee Name: OSHC	Your Name: Louise Winn	Date: 24/7/2008
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Brief overview of your actions for this month....

1. Updated policies have been completed and require perusal and ratification by Exec. (David has copies)
2. Office was broken into on the 10th June with the laptop being stolen and fax machine damaged. New laptop was purchased on the day and uploaded and insurance claims are currently getting finalised. Due to this we have obtained quotes for security screens to be installed and this will be carried out in the next few weeks and the laptop, if not in Susie's possession, will now be locked into a secure cupboard in the office.
3. Compliance Issues – Need to install a weatherproof cover over the sandpit and will obtain quote from Ken Marshall to do this.
4. Repairs have been made to the slippery slide in the playground with only the extra rings now to be installed.

Current profit / loss against Budget:

Surplus as at July 2008 is \$20,667.93. This is down on last months surplus but this is due to fact that we have had to purchase a new laptop, fax machine and external hard drive, along with the fact that Susie has recently re-stocked the art & craft supplies and sporting supplies used by the service. We remain in line however with our budget projections for this period.

Plans of any new tasks / actions for the next month?

1. Installation of security screens.
2. Obtaining further quotes for painting of the building.
3. Application for grant from Dept of Education, Employment & Workplace Relations to assist with the associated costs in the transition to the new Child Care Management System.
4. Julie to obtain email list of families using the service so that we may send out our new email newsletter.

Details of any opportunities that you believe exist for your sub-committee or the P&C in general.

Discussed the desire to obtain drawings of the Grandstand roof so that we may have these on file and future plan for the construction to this area.

Key Questions for Your Sub-Committee	Yes ✓	No ✓
Has there been any issues/incident within your sub-committee's responsibility that could pose a "workplace health & safety" risk to the P&C?		✓
Has there been any issue/incident within your sub-committee's responsibility that could pose a "duty of care" risk to employees, volunteers, or other people (including students) within our care?		✓
Are there any financial issues that you believe the P&C should be aware of?		✓
Are there any other problems that you would like the P&C to address?		✓

Explanation of items checked yes (include problems, recommendations, and/or planned solutions)

Completed by: Julie Marshall	Date: 24/07/2008	P&C Meeting: Executive	Date: 24/07/2008
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