

Payne Road State School

P&C Sub-Committee / Major Activity Report

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| Sub-Committee Name: Tuckshop | Your Name: Shaye Giess | Date: 17 March 09 |
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Brief overview of your actions for this month....

New Convenor began employment – Shaye Giess.
 Shaye reviewed safe food handling procedures.
 9 new volunteers recruited to work in the Tuckshop, volunteer roster drawn up and new volunteers officially thanked (letter).
 Shaye has been learning the day to day operations of the tuckshop guided by Lois Aittola and this week she commenced learning ordering procedures.

Current profit / loss against Budget:

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

Current Convenor Lois Aittola will reduce her hours in the next few weeks as Shaye begins to take on more responsibilities.
 Shaye plans to write up procedures for the various tasks taken on by herself and the volunteers who help in the tuckshop.
 Investigation and the possible purchasing of a coffee machine to service volunteers, teachers and 'treat time' visitors.

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

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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:
Shaye Giess

Date:
17 March 2009

P&C Meeting:

Date:
19 March 2009