

Payne Road State School

P&C Sub-Committee / Major Activity Report

Sub-Committee Name: Facilities Hire	Your Name: Katrina Shore	Date: 19/03/09
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Brief overview of your actions for this month....

Updating database for keys held for various facilities.
 Liase with Electoral Commission re use of OSHC for election day including visit to school for an inspection.
 Started promoting use of OSHC for birthday parties on weekends.

Current profit / loss against Budget:

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

Flyer (including photo of play equipment) to be put up at local daycares and kindys
 Promoting use of OSHC for weekend functions.
 Continue updating databases for keys, annual court hire memberships.
 Will advertise hire of tennis courts on white noticeboard on Payne Road. The sign that is changed every week.

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

Increase knowledge in local community that our tennis courts and OSHC are available to hire (particularly on weekends) even if you are not a member of the PRSS family.

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?		x
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?		x
Are there any financial issues that you believe the P&C should be aware of?		x
Are there any other problems that you would like the P&C to address?		x

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

Completed by: Katrina Shore	Date: 19/03/09	P&C Meeting:	Date: 19/03/09
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