

JONES, Dearne

From: GIBBONS, Racquel
Sent: Thursday, 8 February 2018 1:50 PM
To: JONES, Dearne
Subject: FW: Request for information

Follow Up Flag: Follow up
Flag Status: Flagged

Kind regards

Racquel



Racquel Gibbons | Assistant Regional Director
Metropolitan Region
Department of Education

P: 07 302 88050 | F: 07 302 88000 | E: Racquel.Gibbons@det.qld.gov.au
Level 2 | Block B Garden Square Building | MacGregor Street | Upper Mt Gravatt QLD 4122
PMB 250 | Mansfield DC QLD 4122

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From: GIBBONS, Racquel
Sent: Thursday, 1 February 2018 1:06 PM
To: Marshall Road SS (lrobi58@eq.edu.au) <lrobi58@eq.edu.au>
Cc: WOOLLETT, Laurelle <Laurelle.WOOLLETT@det.qld.gov.au>
Subject: Request for information

Hi Leigh

Thanks for your time on the phone this morning. Please check the responses and add further detail where possible.

Facilities:

1. Please list the major things maintenance funds (minor works and D2M) were spent on in 2017? Add any comments about your prioritisation of works.
2. Bitumen repair – **completed in holidays**
3. Spikes in garden bed – **Leigh to check with School's Officer**
4. Staircase – **Leigh to progress the Engineers Report with Better Build, also seek quote to strip railings**
5. Tuckshop powerboard – **P&C to pay for upgrade**
6. Taps in toilet – **taps have been replaced, paper towels provided, P&C provide additional soap**
7. Sunshade – **completed in December holidays**
8. Drainage – **Quote for \$21000 to obtain a report has been received. Region applying to fund.**
9. **Approval and scheduling for outdoor learning area – prosed for July or September holidays \$200 000**

Data:

1. What money was spent on staff professional development?
2. How many staff accessed it?
3. What processes do staff need to undertake to request PD?
4. Have all staff completed code of conduct?
5. What does Marshall Road do to support staff well being, especially about bullying?
6. Please give as much information as possible about 6 teaching staff and 2 support staff that have left. – **TA's were finished their contract, one teacher to AVT, One teacher transferred, one contract moved to the coast.**

Community:

1. Outline your blue card facilitation process
2. What has the school spent P&C funds on?
3. Please send through minutes for July, August, September and October if meeting were held.
4. Newsletter with explanation of 'No teacher no play'
5. What's published about the volunteer induction program?
6. Consider consultation processes outside P & C meetings?

We will follow up on continuing coaching with Jo Diesel and data related to staff and student retention.

Thanks for your time. Please ensure you contact me if you require any additional support.

Kind regards

Racquel



Racquel Gibbons | Assistant Regional Director

Metropolitan Region

Department of Education and Training

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CRANE, Kathleen

From: JONES, Dearne
Sent: Thursday, 9 August 2018 2:04 PM
To: CRANE, Kathleen
Subject: FW: Emailing: Marshall Rd Inspection 2018.docx
Attachments: Marshall Rd Inspection 2018.docx

Hi Kathleen,

Please see information from Laurelle Woollett in relation to the Workplace Health and Safety audit undertaken at Marshall Road State School in February 2018 by regional workplace health and safety officers – between 1 February 2018 and 31 March 2018.

Kind regards
Dearne Jones
Executive Services Officer

Metropolitan Region
Department of Education

P: 07 3028 8146

E: Dearne.JONES@qed.qld.gov.au

Level 2 | Block B Garden Square Building | MacGregor Street | Upper Mt Gravatt QLD 4122 PMB 250 | Mansfield DC QLD 4122

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-----Original Message-----

From: WOOLLETT, Laurelle
Sent: Tuesday, 7 August 2018 3:20 PM
To: JONES, Dearne <Dearne.JONES@qed.qld.gov.au>
Subject: FW: Emailing: Marshall Rd Inspection 2018.docx

Laurelle Woollett
Metropolitan Region
30288032

s.47(3)(b) - CTP

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-----Original Message-----

From: CUNNINGTON, Scott
Sent: Tuesday, 7 August 2018 3:19 PM
To: WOOLLETT, Laurelle <Laurelle.WOOLLETT@qed.qld.gov.au>
Cc: NEWBOLD, Lisa <Lisa.NEWBOLD@qed.qld.gov.au>
Subject: Emailing: Marshall Rd Inspection 2018.docx

Your message is ready to be sent with the following file or link attachments:

Marshall Rd Inspection 2018.docx

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

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RTI Act by DOE

Marshall Road State School – Site Review

clever • skilled • creative

On Monday 5 February, Monday 12 February and Thursday 1 March 2018, Scott Cunnington (SC), Regional Health and Safety Consultant, Metropolitan Region, attended Marshall Road State School to assist with a full site inspection following some complaints from parents of the school.

Background Information:

- Several complaints had been raised by parents relating to possible high risk health and safety hazards on site, including various stairs and the school pool.

Observations:

- A full site walk around was conducted with Leigh Robinson (Principal, Marshall Road).
- The specific areas identified in the complaint were inspected as well as the remainder of the school.
- There were no significant health and safety issues identified that posed a serious risk to the health and safety of persons on site.
- School safety management processes, such as committee meeting management, chemical management and electrical safety were also reviewed. At the time of my visit, there appeared to be no issues in this regard.

Recommendations

In line with the above information and legislative requirements, the following recommendations are made:

- Continue to reinforce safe movement around the pool site when students are using the change rooms.

Please do not hesitate to contact me if you require any further information.

Scott Cunnington, Regional Health and Safety Consultant, s.47(3)(b) - CTPI



Queensland
Government

CRANE, Kathleen

From: JONES, Dearne
Sent: Thursday, 9 August 2018 2:05 PM
To: CRANE, Kathleen
Subject: FW: Available dates this and next week

Hi Kathleen,

Please see information from Laurelle Woollett in relation to the Workplace Health and Safety audit undertaken at Marshall Road State School in February 2018 by regional workplace health and safety officers – between 1 February 2018 and 31 March 2018.

Kind regards
Dearne Jones
Executive Services Officer

Metropolitan Region
Department of Education

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Kind regards
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From: WOOLLETT, Laurelle
Sent: Tuesday, 7 August 2018 3:22 PM

To: JONES, Dearne <Dearne.JONES@qed.qld.gov.au>
Subject: FW: Available dates this and next week

Laurelle Woollett
Metropolitan Region
30288032

s.47(3)(b) - CTF

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From: WOOLLETT, Laurelle
Sent: Monday, 12 February 2018 3:40 PM
To: GIBBONS, Racquel <Racquel.Gibbons@det.qld.gov.au>
Subject: FW: Available dates this and next week

Laurelle Woollett
Metropolitan Region
30288032

s.47(3)(b) - CTF

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From: CUNNINGTON, Scott
Sent: Monday, 12 February 2018 3:36 PM
To: WOOLLETT, Laurelle <Laurelle.WOOLLETT@det.qld.gov.au>
Cc: NEWBOLD, Lisa <Lisa.NEWBOLD@det.qld.gov.au>
Subject: Available dates this and next week

As discussed and requested, I am available the following days in the coming fortnight:

- Friday 16 February
- Tuesday 20 February
- Wednesday 21 February
- Friday 23 February

If none of these dates suit, there are others after early March.

Scott

CRANE, Kathleen

Subject: FW: Marshall Road follow up and recommendations
Location: Racquel's office

Start: Fri 23/02/2018 9:00 AM
End: Fri 23/02/2018 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: WOOLLETT, Laurelle

-----Original Appointment-----

From: WOOLLETT, Laurelle

Sent: Thursday, 15 February 2018 3:53 PM

To: WOOLLETT, Laurelle; ELLIOTT, Geoffrey; BURROWS, Jennifer; NEWBOLD, Lisa; CUNNINGTON, Scott; GIBBONS, Racquel

Subject: Marshall Road follow up and recommendations

When: Friday, 23 February 2018 9:00 AM-11:00 AM (UTC+10:00) Brisbane.

Where: Racquel's office

Folks

Following on from the school visits by infrastructure and WH&S, Racquel and I would like to meet with you to seek feedback from your visits and collaborate on developing some short and long term recommendations with proposed timelines and monitoring processes to support the school.

Regards

Laurelle

Laurelle Woollett

Principal Advisor Education Services

Metropolitan Region, Mt Gravatt

Department of Education and Training

P: 07 302 88032 | M: s.47(3)(b) - CTF | E: laurelle.woollett@dei.qld.gov.au <mailto:laurelle.woollett@det.qld.gov.au>
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<< Attachments:

ATT41330 <<https://EV-MAILBOX.res.eq.edu.au/EnterpriseVault/ViewMessage.asp?VaultId=1521B934BF08A0941A060F98CA2101C8D111>>

0000EV-
MAILBOX&SavesetId=201803272138158~201802150550130000~Z~509C5B964221FFBE981E51C44A0BF831&For
mat=MSG> (45.7KB)
>>

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JONES, Dearne

Subject: Marshall Road follow up and recommendations
Location: Racquel's office

Start: Fri 23/02/2018 9:00 AM
End: Fri 23/02/2018 11:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: WOOLLETT, Laurelle
Required Attendees: ELLIOTT, Geoffrey; BURROWS, Jennifer; NEWBOLD, Lisa; CUNNINGTON, Scott; GIBBONS, Racquel; WOOLLETT, Laurelle

Folks

Following on from the school visits by infrastructure and WH&S, Racquel and I would like to meet with you to seek feedback from your visits and collaborate on developing some short and long term recommendations with proposed timelines and monitoring processes to support the school.

Regards

Laurelle

Laurelle Woollett

Principal Advisor Education Services
Metropolitan Region, Mt Gravatt
Department of Education and Training

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CRANE, Kathleen

From: JONES, Dearne
Sent: Thursday, 9 August 2018 2:15 PM
To: CRANE, Kathleen
Subject: Marshall Road Feedback
Attachments: Meeting 2 March.docx

Hi Kathleen,

Please see below information from Laurelle Woollett & Racquel Gibbons in relation to the Workplace Health and Safety audit undertaken at Marshall Road State School in February 2018 by regional workplace health and safety officers – between 1 February 2018 and 31 March 2018.

Kind regards
Dearne Jones
Executive Services Officer

Metropolitan Region
Department of Education

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From: WOOLLETT, Laurelle
Sent: Tuesday, 7 August 2018 6:45 PM

To: JONES, Dearne <Dearne.JONES@qed.qld.gov.au>
Subject: FW: Feedback

Dearne
Need to clarify this email

These notes were prepared for the meeting with Leigh R (Principal) so include things around other follow up not just the meeting on 23 Feb with the corp people

Will still look for my notes around the 23 feb

Laurelle Woollett
Metropolitan Region
30288032
s.47(3)(b) - CT

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From: WOOLLETT, Laurelle
Sent: Tuesday, 7 August 2018 6:20 PM
To: JONES, Dearne <Dearne.JONES@qed.qld.gov.au>
Subject: FW: Feedback

This is the notes from the meeting I was talking about 23 Feb and follow up and includes amendments from my notes

Laurelle Woollett
Metropolitan Region
30288032
s.47(3)(b) - CT

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From: GIBBONS, Racquel
Sent: Tuesday, 7 August 2018 6:17 PM
To: WOOLLETT, Laurelle <Laurelle.WOOLLETT@qed.qld.gov.au>
Subject: FW: Feedback

Early March Notes. Lots of facilities info

Kind regards

Racquel



Queensland
Government

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Department of Education

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From: GIBBONS, Racquel

Sent: Monday, 5 March 2018 1:35 PM

To: Marshall Road SS (lrobi58@eq.edu.au) <lrobi58@eq.edu.au>

Cc: JONES, Dearne <Dearne.JONES@qed.qld.gov.au>; MARSH, Christine <Christine.MARSH@qed.qld.gov.au>;

WOOLLETT, Laurelle <Laurelle.WOOLLETT@qed.qld.gov.au>

Subject: Feedback

Dear Leigh

Please find attached my notes from our meeting last Friday. If you have any questions please don't hesitate to call.

Kind regards

Racquel



Queensland
Government

Racquel Gibbons | Assistant Regional Director

Metropolitan Region

Department of Education

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23/2/18

Marshall Rd

meeting - ARD, PAES, Scott C, Jennifer B, Lisa C.

Plan of Action - re parent complaints

(a) Infrastructure maintenance - Jennifer B.

(i) School Enhancement Program - approved fully.

SIE \$250,000

- outdoor learning area plan
- o/s Art block etc

(ii) SIP School Improvement Programs (Fac)

- strategic value to kids to learning
- not available for general maintenance
- scoped - going to tents - 2 weeks
- will remove trees (roots cause drainage problems)

(iii) drainage R+R funding from school

- sorts not finalized
 - scoping not completed
 - investigation to identify scope underway
- Timeline!

(c) maintenance matters

- drains - fencing off
- OHSC - separate building owned by PRC
- timed binocular to align with school
- stairs (2 sets of stairs) - corrosion
 - replacement of treads
 - treating corrosion - blatted & painted
 - pot hole at bottom

(c) WWTSS + maintenance - Scott C

- inspected pool areas + drying room
- tested tiles
- no issues needing immediate attention
- groundstand - loose bolts - fixed

- Soap dispensers all finished.
- walk around
- yellow paint suitable.

Process review for staff identification

- P to identify what is used & review
- delegate to other staff - BM / guard.
- log kept in MyHR.

Alubis - Lisa C.

- Policy re keeping doors + be reviewed.

Alubis Recommendations

- Jennifer B to update P + PTC exec on Fac measures.
- communications - advise of program of buildy when finished.
- Delegation - distribute L'ship - more responsibility to BM re maintenance.
- Risk assessments - Scott C to assist with ACARA planning.

Volunters

- review community engagement strategies (well being)
- align with audit of care.
- seek advice from JO D community research.
- ARD + PAES to follow up with P.

Marshall Road SS

Meeting 2 March 2018 to address the high levels of complaints currently being addressed by the region.

Areas of concerns as detailed in correspondence:

Facilities:

1. Drainage
2. Outdoor learning area and unsafe bitumen
3. Staircase

Maintenance:

1. Grounds care including spikes in garden beds
2. Soap in toilets
3. Slippery tiles in swimming area
4. Tuckshop powerboard

Progress to date:

Facilities:

1. School has been successful in obtaining a School Improvement Enhancement Fund to provide an Outdoor Learning Area. This will address the bitumen issues and some of the drainage issues.
2. There is an R&R application in for a plan to combat the overland flow. Laser images report has been completed and sent to region.
3. Quote for stripping and galvanising handrails to come. Treads will be replaced during the Easter break.
4. The surface in the pool changeroom is adequate.

Maintenance:

1. There has been a full maintenance check on site by facilities and WHS: There is no further work that is urgent which isn't being covered in the Outdoor Learning Area upgrade.
2. Taps have been replaced, paper towels provided, P&C provide additional soap
3. P&C to pay for upgrade to powerboard in tuckshop. Completed.
4. Spikes removed from all gardens.
5. Arborist report on recommended tree removal has been completed.
6. Pram ramp is not possible due to the gradient. This area will be cemented with some tree removal as recommended.
7. There is a current schedule of inspections undertaken by the Principal and BM.
8. There is a clear process for requesting action re maintenance matters
 - general maintenance matters emailed to BM
 - hazards which need to be addressed urgently emailed to Principal and reported to the WHS committee
9. Include BM on the front office WAAP delegation poster display

Further recommendations:

Facilities:

1. Jennifer to present plan for Outdoor Learning Area to P&C executive. P&C exec to present to P&C.
2. In consultation with Jennifer plan a budget for the expenditure of 'Planned Maintenance funds.'
3. Consider putting 'No Running' signs in the pool changerooms.

Maintenance:

1. Refine the process for reporting maintenance work to the school BM. (eg log in staffroom)
2. Develop a weekly work plan for the Schools Officer. To be checked weekly by the BM. Kuraby SS have a good example of this.
3. BM to complete a walk around each week to monitor the grounds and facilities.
4. P&C not pay for soap.
5. We will arrange for the Joy (BM coach) to support Di.

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