



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

Minutes of the Budget Meeting held on 13th June 2016 at 7:30pm in School Library

1. **Attendance:** Rachel Thompson, Nadia Bowey, Angie Doust, Gavin Power, Claire Burt, Amanda Ranford, Daryl Freame, Sandra Law, Sam Wagennar, Narelle Gadsby, Gretchen Carden, Kelly Shay, Kylie Sutton, Neda Kazemi, Jim Gerrard

Apologies: Mark Pudovskis, Nicky Bailey, Simone Williams, Julie Marshall

2. **Outstanding Items from the Previous Minutes:**

Amendment to Section 9, e) AOB “Angie put forward a motion to investigate putting the \$35k set aside for the courts in a term deposit until the funds are required”.

Motion: That the minutes of the General Meeting held on 9th May, 2016 are received and accepted as a true and accurate record with the above amendment incorporated.

Moved: Claire Burt Seconded: Amanda Ranford
All in favour.

3. **Correspondence** – Nothing of note.

4. **President’s Report** – Nadia Bowey

Report Attached.

NB: The P&C is taking over the Travel Smart program and will need volunteers to stencil the remaining footprints. The teachers are then willing to provide the relevant education.

Motion: The President’s Report as tabled by Nadia Bowey to be received and accepted.

Moved: Angie Doust Seconded: Claire Burt
All in favour.

5. Principal's Report – Gavin Power

Report Attached.

NB: In response to a question about Long Service Leave in terms 3 and 4, Gavin responded that this year will see the biggest impact, as outstanding leave needs to be taken by the end of 2016.

Announcements are to be made next week about teacher replacements. Gavin will be away for the final week of Term 2.

In regards to the school survey, every child from Year 2 onwards will take it. Families with multiple children can only fill out the survey once so unfortunately it won't allow complete specificity to each child.

Motion: The Principal's Report as tabled by Gavin Power to be received and accepted.

Moved: Sam Wagennar
All in favour.

Seconded: Narelle Gadsby

6. Treasurer's Report – Angie Doust

Report attached.

Motion: The Treasurer's Report as tabled by Angie Doust to be received and accepted.

Moved: Kylie Sutton
All in favour.

Seconded: Kelly Shay

7. Fundraising Committee Updates

All events that were approved last meeting have been confirmed. If we fall short of the school goal by term 4, we may add a gold coin fundraiser or similar.

Kylie reported that 162 Entertainment Books have been purchased so far, which equals a profit of \$2106. However, there are still books outstanding (49) and members of the community might buy. Letters will go out tomorrow. Thanks Kylie!!

The Read-a-thon will launch at Wednesday's assembly. Claire, Simone, Jen and Angie are on the committee. Carlene is out for dressing up now. Handouts have gone home, posters are up, teacher participation signs are to go up and teachers have been briefed.

Students will receive weekly prizes from teachers, ie. Stickers, bookmarks. The forms have gone over well. There have been some worries about payment, but a fixed donation is a good option. The Read-a-thon will run over four weeks but some might want to focus on in term, while others might want to focus on school holidays. It is the first time so we need to go easy, especially keeping in mind that the Lapathon is in Term 3 and is also sponsor-based.

The Election Day fundraiser (Mands coordinating) is on track. We are getting volunteers for stalls and Evan is coordinating the Sausage

Sizzle. The cake stall is in desperate need. Liz Howe is coordinating the toy stall. Kelly is coordinating the book stall. A timetable is also to go up outside the office. On the Friday, we need help from 9-10:30 and 2:30-4 to collect cakes, toys, books, etc. Or people can bring them on the day, which lots do. Toy shoppers come early. People must bring ingredient lists and we are asking for donations of black foam trays. A collection container is in the office for books (children and adult books). A Lapathon coordinator is still needed. Narelle Gadsby has all the materials ready to pass on.

A Christmas Carols committee will need assembling. Neda has volunteered.

Quiz Night will be on the 20th of August at Holy Rosary. Nicky Bailey is taking lead and is seeking prize donations.

8. School Board Report – Jim Gerrard

Jim had nothing of note to report, other than that the surveys and the 3 year plan are being industriously worked on. The Board has a meeting coming up and thus Jim will have more for the next General Meeting.

9. General Business:

a) Canteen Update: Nerrida has compiled a policy manual, which will help greatly. Thank you! First, it will be sent to Gavin for endorsement, as it is an official document, and it will then be approved by the P&C and stored in the canteen. This document needs to be stored on 2 USB sticks bought by the P&C for the secretary and the school. The WIFI issue is being resolved and there will be a new menu next term.

Yvette is doing a great job. There is still a great need for volunteers. If we continue to struggle sourcing volunteers, perhaps there will be the need to look at the possible option of a year group doing a week each term. The roster would still be open to anybody but gaps would have to be filled by the year group. *NB: There were no objections at the meeting; it was a popular idea.* Yvette will start the roster for next term.

b) Uniform Shop Update: The Uniform shop is now shut. We are still doing online orders, which are going okay. MYOB is straightforward to use. The aim is to streamline the role of coordinator to make it less daunting. For example, we will order stock as a committee and only open the shop once a fortnight. Volunteers are processing and packing up orders on Thursdays and delivering them on Fridays. We are looking for someone to start in term 3. Stock take still needs doing after this next delivery, the last of the financial year. ** We need to show in our revised job description and advertising that the job is much simpler now. Thanks Narelle and Ruth for your feedback.

c) Communications Update: Feedback was received at the Class Rep. meeting that the newsletter was too long, but then other class reps said they love the detail. There admittedly were a few weeks

where there was a lot of information to disseminate. However, we are now trying to put the most important point or the action item needed as the first sentence under each heading for those who just want to skim read. The detail will still be provided in an attempt to please all. Nadia is scheduling the key items from the newsletter to be posted to Facebook and has updated the school website with all the event information. Thus, the information can go out across all mediums. Mands asked that the EduDance show schedule and reminders go back in the newsletter next year.

d) AOB:

i. School Banking: Sam Wagenaar is wrapping up this year after 4 years. She has done a fantastic job – thank you! Sam is happy to put the word out next term and then train someone in term 4. It involves lots of fun one morning per week followed by a couple of hours a week to do the banking. The Commonwealth Bank gives a reference for CVs. Sam also available next year to fill in if need be. Awesome forward planning, Sam, thanks again!

ii. Spotless: Their contract ends as of June and a new company is starting in July so it will be hard to nail anything down now re. the courts/quad. We would like to do it in the term 3 holidays but we can't confirm yet.

10. Next Meeting: The next general meeting is scheduled for **Monday, 8th of August** at 7:30pm in the school library. In lieu of a July General Meeting, we may have WACSSO do an info session for the Executive Council, which we can open to anyone, including local primary schools.

Meeting Adjourned: The meeting closed at 8:40 p.m.

ATTACHMENTS:

A. President's Report – Nadia Bowey:

As we are approaching the halfway mark through the year, I would like to thank everyone who has volunteered their time, attended meetings and provided feedback and support for P&C fundraisers and activities so far this year.

A special thanks to:

Narelle Foster: Thank you for all of your dedication and hard work on the P&C and the subcommittees especially the Canteen & Uniform Shop. Narelle has taken up chairing the Netball association and has taken on some other responsibilities so is there for support and help but is taking a bit of a step back.

Ruth Ashton: for being our fabulous uniform Shop coordinator for the last year and half and for also extending her help and support to us as long as she has. Derril Tennant: for all of her work on Road Safety & Travel Smart. Her letters to the council have lead to the installation of the flashing 40km zone signs that were recently put up a few weeks ago. And for following to ensure the Travel smart program and other safety issues do not get lost in the shuffle.

Kylie Sutton: for running the Entertainment book fundraiser for the past two years!

Nerrida Damian: with her girls Aylaza, Alanah & Phoebe took on the majority of the stamping for the readers.

Claire, Gen, Simone & Angie: for taking on the Read-a-thon which is just launching.

We also could not function properly without a strong executive committee as we have this year and the help of all of our subcommittee.

We are all volunteering our time around our other commitments such as full or part-time work, family life and other obligations. So we really need as much help and involvement from the wider parent body at the school. The P&C is a great vehicle to be active in your child's education and to have your voice heard. So, as we roll out the Read-a-thon, the Election day fundraiser & Quiz night and all of our other activities, I will be strongly encouraging everyone to be part of it and connect with the school in any way that they can as our success depends on your involvement.

B. Principal's Report – Gavin Power:

Positive Behaviours in School Committee

This committee meets every fortnight and is responsible for coordinating the implementation of this initiative. At present the committee is looking at establishing a school wide positive encouragement system to further reinforce the school values. Susan Boylan, from Statewide Services came to have input.

Looking at repainting class doors and The Head Boy and Head Girl and 4 other senior students are coordinating the collection of ideas from students.

School Survey

The school survey will be reviewed by the Admin team after receiving feedback from the School Board on Tuesday. Should be live come Wednesday. Many questions are the same as 2014 to allow for comparison. Please encourage as many parents as possible to complete it.

Long Service Leave

Several staff will be taking Long Service Leave and other forms of leave next term. We are endeavouring to manage the leave in a way that has as little impact as possible on the smooth running of the school.

I am on LSL for the last week of this term.

Minor Improvements

Heaters have been fitted in the Yr 1 rooms.

Limestone wall to be extended and should be happening this week.

A minor improvement I will be strongly promoting to the grounds committee is the covering of the sand area at the end of the Undercover area. Hopefully as part of the Quadrangle resurface.

Gate

The Gate near Kindy will start being locked at 9.30 am this week and opened at 2.30 pm.

Kindy staff have taken responsibility for this.

Collecting information

I have spoken to all teachers individually to learn more about them, their strengths and to gain an insight into their views of the school. We have a great balance of teacher experience and expertise. Staff are positive and

rightly so, as the school has many strengths on which to build. I have been observing how students relate to each other. Preparing for the IPS Review provides great opportunity to gather further information and evidence on how the school is performing and where we can focus to continue to make our school the best possible school it can be.

C. Treasurer's Report – Angie Doust:

The current bank balance as at 13/6/2016 is \$76,885.

Fundraising

Our fundraising efforts so far this year have raised \$23,170.

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|--|----------------------|
| P&C contribution | 21,225 (approx. 63%) |
| Hot Cross Bun fundraiser | 546 |
| School banking | 499 |
| 50 th anniversary merchandise | 50 |
| 50 th anniversary cookbook | 375 |
| Derby Day | 475 |
| Total fundraising | \$23,170 |

P&C contribution

At the end of this month, a reminder email will be sent out to all families who haven't yet paid their levy.

Budget Details 2016

| Description | Budget |
|---|-----------------|
| English: Decodable readers (K-4) | 16,929 |
| English: Guided reading resources (Yr2-6) | 2,727 |
| Science: Edison Robots classroom pack | 1,345 |
| Science: Beebots 12-pack etc | 821 |
| Mathletics | 2,000 |
| English: Springboards Interactive CD | 3,290 |
| Science: Little Bits base kit | 918 |
| Teacher Allocation | 3,750 |
| Year 6 Camp | 2,600 |
| Canteen | 500 |
| Orchard | 2,000 |
| Jarrah shirts | 3,000 |
| Total | 39,880 |
| Paid so far | 10,658 |
| Balance remaining | \$29,222 |

*adjusted from \$5000

Based on the current cash balances and expenses to date:

| | | |
|----------------------------------|-------------------|---|
| Current Cash Balance | 76,885 | at 13/6/2016 |
| Less: Funds set aside for courts | 35,000 | |
| Less: Ongoing Costs | <u>25,000</u> | (this includes canteen/uniform and general running costs) |
| | 16,885 | |
| Less: Budgeted Expenditure | <u>29,222</u> | |
| Balance deficit | (\$12,337) | |

*These figures do not take into account any additional income, which may be raised until the end of the year.

School repayment plan

The school has agreed to pay for all of our budget items up front, aside from the canteen, orchard and Jarrah shirt expenses, totalling \$34,380. In April, the P&C paid \$3,084 to the school. As agreed with the Principal, the remaining balance will be paid in 8 monthly instalments of \$3,912 from May – December.

ANZ term deposit

The P&C will move ahead and place the \$35,000 set aside for the court resurfacing in a term deposit until the funds are required.