



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

Minutes of the Budget Meeting held on 14th March 2016 at 7:30pm in School Library

1. **Attendance:** Rachel Thompson, Nadia Bowey, Angie Doust, Gavin Power, Kate Langdon, Liz Lyttle, Mark Pudovskis, Colin West, Jim Gerrard, Amanda Ranford, Kelly Shay, Monique Wesley, Claire Burt, Derril Tennant, Fran Odgers, Sam Wagenaar, Mandy Twomey, Nicky Bailey, Jonathan Parker, Neda Kazemi, Soumya Nayar

Apologies: Narelle Foster, Anna Robinson, Narelle Gadsby, Kylie Sutton, Simone Williams, Amanda Rothman, Julie Marshall

2. **Approval of Budget Meeting Minutes:**

Amendment to Budget Mtg. Minutes, Section 8: "With the new supplier, we will have to order a minimum of 500 Jarrah faction shirts over a two year period. The new supplier is a better quality and cheaper price; however, we will have a twelve-week lead-time. With the survey indicating that there should be no change of uniform, we will go back to our current supplier for better terms."

Motion to amend: 1. Sam Wagenaar 2. Angie Doust

Motion: That the minutes of the Budget Meeting held on 15th February, 2016 are received and accepted as a true and accurate record with the above amendment incorporated.

Moved: Sam Wagenaar Seconded: Amanda Ranford
All in favour.

3. **The Fathering Project** – Colin West

Thank you, Colin, for coming to our school and telling us about this exciting organization. Colin has a wealth of experience in education and now puts his energy towards The Fathering Project, a not for profit, non-religious initiative which tries to help fathers and father figures to better engage with their children. Its ultimate goal is for every child in Australia to have an effective father figure.

In his role, Colin finds passionate teachers and passionate dads who

become the drivers and run activities such as the Dads Camp Out. Once they have some dads, Colin runs an info night, which is very social, to discuss, give tips and show what the other schools are doing. They are called Champion Dads Groups. It is fun for dads and great for the kids. There are now 65 groups, which should be 100 by the end of the year.

There is usually one Dads activity once a term plus a Children and Dads activity once a term.

The Fathering Project is run on donations.

We will put the word out at Woodlands PS, via the newsletter and the Class Reps, and hope to get some Dads coming forward.

4. President's Report – Nadia Bowey

Report Attached.

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

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

5. Principal's Report – Gavin Power

Report Attached.

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

Moved: Nadia Bowey Seconded: Rachel Thompson
All in favour.

6. Treasurer's Report – Angie Doust

Report Attached.

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

Moved: Monique Wesley Seconded: Claire Burt
All in favour.

7. Fundraising Committee – Nadia Bowey

A. Election of Fundraising Committee Members

Elected to the Fundraising Sub-Committee were Nicky Bailey, Kelly Shay and Claire Burt. Nadia Bowey remains lead.

B. Agree on all scheduled events for 2016 and recruit volunteers to help with the organisation.

Entertainment Book Sales: This is going on now. Thank you Kylie for your organization. \$13 from each book goes towards the P&C fundraising efforts for 2016. Digital memberships also available.

Quiz Night will run this year. Nicky Bailey will lead – thank you!

Proposed date in term 3 is Saturday, August 20th, taking into account footy and City to Surf. We will check the dates for Churchlands and Holy Rosary, to avoid conflict and we will use Holy Rosary as the venue. Contact Nicky if you want to help with Quiz Night.

A Read-a-thon has been tabled as a possible fundraiser in June; Simone is going to lead it with Claire and Angie. We should keep it away from Lapathon, which also relies on donations from friends and family.

The Federal Elections have been confirmed for July 2nd. We can do toy, book, and cake stalls and a sausage sizzle. Mands and Nicky Bailey are to run point.

The Lapathon will be held in the afternoon this year. Narelle Gadsby and Emily ran it previously and have all the materials to pass on. It is a straightforward one to run.

The 5/6 Contribution from the P&C this year will go towards their shirts. They also have two discos, an Easter raffle, and food sales from the Athletics Carnival.

The Halloween Free Dress and After School Cake Stall is proposed for 28th October. \$2 donation to wear a costume and a Halloween-themed cake stall.

Dads' Camp Out – David Wesley is happy to do it but it is contingent on the dates.

End of Year Christmas Carols – We would like to hold this annually but it requires a sub-committee. It is run as a social, like the Meet and Greet, rather than as a fundraiser.

Other Suggestions: 80s Disco but maybe for term 1 next year, as 2016 is quite full.

Year Group Cake Stall: Mands suggested that each year group hold one cake stall per month. We will think about it for next year.

Kate Langdon queried whether we could source outside of the school more for our fundraising so that we are not always asking the school families.

Motion to approve this year's events.

Moved: Mands Ranford 2. Nicky Bailey

All in favour.

8. School Board Report – Jim Gerrard

The Board had not met prior to the meeting thus Jim had no formal report. Their focus currently is developing the new School Plan. He likes the idea of the Fathering Project and suggests a call out for some

Champion Dad volunteers.

9. General Business:

a) Canteen Update: Yvette started at the beginning of Term 2 and is settling in well. There were four candidates for the role and Yvette had the most experience, with three years as assistant manager and canteen manager. Canteen volunteers are needed for two or four hour shifts. Yvette has added a few things to the menu already. She is not making any major changes yet but will revamp the menu for next term. The goal is to get the canteen back in the black. There is a thank you card for Cedric in the front office with a small token of appreciation.

b) Uniform Shop Update: The Jarrah shirts are due in two weeks, the bottle is available now in shop or online. We can pre-order the shirts now. Ruth has officially resigned but cannot find a replacement yet. We might need to open less often and only online is possible now. The day and time it opens can be changed. The uniform shop has moved into bigger premises, next door. Thank you Narelle for getting that online. We are looking for a main coordinator but with a committee of volunteers to help. Derril suggested maybe advertising to the community for help, as it doesn't have to be a school parent.

c) Communications Update: The P&C Levy Thermometers are ready to go. Thank you Simone for printing and laminating them. Claire will nominate parents to update them. We can re-use them year after year.

d) Travel Smart program – Derril Tennant: The safety issue around the school was identified last year in terms of driving behavior. A letter went to council. It has been suggested that we re-install our Travel Smart program from 6 years ago with the aim of educating students and parents. Last year, we re-painted some of the footprint and stop sign icons. Derril has done a template to identify what areas are remaining. The school will help. We have the paint and stencils but need the education component to go along with it. We will get the immediate school boundary done first. We can get Alison Jenkins on board to delegate classes. We are on the list for receiving flashing 40 signs. A reminder will go in the newsletters about parent driving and courtesy.

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. Gavin Power authorized this on behalf of the school.

Moved: Mands Ranford 2. Nicky Bailey
All in favour.

10. Next Meeting: The next general meeting is scheduled for **Monday, 13th of June** at 7:30pm in the school library.

Meeting Adjourned: The meeting closed at 9:30 p.m.

ATTACHMENTS:

A. Principal's Report – Gavin Power

Welcome

Woodlands PS is the only school I have applied for in several years.

A world of opportunity through the power of learning.
Respect, Belonging, Possibilities Humanity

It was the values and development of the whole student as outlined in the Business Plan, which made me want to apply. Therefore I am delighted to be here and I look forward to working alongside students, staff and the community to successfully implement strategies to achieve our stated purpose. I have received a very warm welcome and I have been impressed by the enthusiasm of students and staff.

Shared Success

I believe all success is shared; it is the result of many people working together overtime. The resurfacing of the school oval is an example of the P and C working together to achieve an end goal.

Gathering Information

Over the first half of this term I will be busy learning as much about how Woodlands PS operates as I can. My first actions have been to

1. read many of the school documents;
2. look at the website; and
3. I am presently meeting with each teacher to discuss the school and his or her strengths and weaknesses.

Student Safety

One area the staff and I have commenced reviewing is school procedures around student safety. This review may result in some changes to procedures, which will be clearly communicated to parents.

Excursions Applications

Since being here I am delight to say I have read an approved several excursions, which all clearly link to classroom learning programs.

IPS External Review

An external review of the level of progress the school has made with the 2014-2016 Business Plan will be conducted in Term 3, which means this term we will be compiling schools performance and review data to present.

Air conditioning

The quotes from Spotless for providing reverse cycled split air conditioning for PP 1 and PP 3 comes to \$25630.00

B. President's Report – Nadia Bowey:

Thank you to everyone for coming and for your support of the P&C so far this year. A lot has happened since our last meeting including the oval being upgraded! It was a joint effort from the school and P&C to get this over the line with the department. A lot of volunteer time and effort went into getting a resolution on this and other budget related items. In regards to the oval we were very lucky that the department acted quickly in assessing the oval's condition and providing us with a written report. Due to the nature and scope of the work required, we were extremely fortunate that department had it within their budget to absorb the total cost of the upgrade. The school provided the extra funds required to have the cricket pitch removed. A very special thanks to Liz Howe for putting together the budget submission request for the oval upgrade and for putting together an extensive report about the oval in preparation for our budget meeting. Also, thank to the school and Carlene Thorpe for following up directly with the department to make sure we had some clear information on outstanding issues such as the oval, courts, washrooms and A/C. So well done everyone!

Moving forward we now have all of our forecasted budget properties that we need to fundraise for. We look forward to hearing your ideas and having your support throughout the year so we may reach our goals. We will talk in detail about which events we hope to run this year later on the agenda. I would also like to report that Gavin Power and I have met a couple time to identify the next steps needed on a number on ongoing matters. We are happy to provide updates as we have them.

Volunteer Help:

We are always in great need of volunteer help. Please try to do some word-of-mouth recruiting for some extra helpers. We would be grateful for whatever time anyone can spare and we promise not to pressure you into doing more than you can ☺ please contact us at woodlandspandc@gmail.com with your interest & availability. Or you may directly contact the lead coordinators of any subcommittee that you might be interested in helping with. All contact information will be listed on Facebook or our P&C Events page on the school website.

Once again, I would like to thank you for whatever time and help you have provided us so far. All your efforts helps us in our goal to fundraise to provide extra and much needed resources for the school which benefits our kids.

C. Treasurer's Report – Angie Doust:

The current bank balance as at 9/5/2016 is \$76,491.

Fundraising

Our fundraising efforts so far this year have raised \$21,968 (up to 9/5/2016)

P&C Levy 20,095

Hot Cross Bun fundraiser 546

School banking 499

50th anniversary merchandise 50

50th anniversary cookbook 325

Derby Day 453
Total fundraising 21,968

Meet and Greet update

Additional Meet and Greet expenses were submitted during March. As mentioned at the P&C meeting in March, the event is a social event and therefore not expected to make money. Income was \$1,104 and expenses \$1,954 therefore a loss of \$850 was incurred.

Uniform Shop

The Uniform Shop is currently reporting a profit of \$4,231, however there are invoices of \$6,823 in uniform stock purchases outstanding and the future purchase of the new Jarrah shirts. We have a large quantity of uniform stock now. A stocktake is to be completed at the end of June and a stock adjustment will be processed accordingly.

Canteen

This year to date the canteen is reporting a loss of \$268. As Term 2 and 3 are the busiest terms of the year for the canteen it is expected that this figure should improve.

Budget Details 2016

Description	Budget	Paid so Far	Balance Remaining
English: Decodable readers (K-4)	16,929	0	16,929
English: Guided reading resources (Yr2-6)	2,727	0	2,727
Science: Edison Robots classroom pack	1,345	1,345	0
Science: Beebots 12-pack etc	821	821	0
Mathletics	2,000	0	2,000
English: Springboards Interactive CD	3,290	0	3,290
Science: Little Bits base kit	918	918	0
Teacher Allocation	3,750	0	3,750
Year 6 Camp	2,600	0	2,600
Canteen	500	0	500
Orchard	2,000	662	1,338

Jarrah shirts	5,000	0	5,000
Uniform Shop	350	0	350
Total	42,230	3,746	38,484

Note: The English decodable readers and guided reading resources have initially been paid by the school. The school has agreed for the P&C to repay the school in instalments in 2016.

Based on the current cash balances and expenses to date:

Current Cash Balance	76,491 at 9/5/2016
Less: Court resurfacing	35,000 (*)
Less: Ongoing costs	25,000 (this includes canteen/uniform and general running costs)

Adjusted Balance	\$16,491
Less: Budget balance remaining	38,484
Less: Additional funds for courts	8,685
Balance deficit	(\$30,678)

Therefore, the P&C needs to fundraise an additional \$30,678 to pay for all of the budget items and the courts in 2016.

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

*In 2015 \$35,000 was raised and allocated to a staged upgrade of the grounds. At the budget meeting in March 2016 it was decided that these funds would be allocated towards resurfacing of the courts once the additional funds of \$8,685 was raised.