



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

General Meeting
14th December 2015 at 7.30pm in the School Library

MINUTES

No.	Subject	Responsible
1.	Welcome 1.1 Attendance: Rachel Thompson, Kylie Sutton, Claire Burt, Sam Wagenaar, Jim Gerrard, Nadia Bowey, Amanda Ranford 1.2 Apologies: Narelle Foster, Monique Wesley, Carlene Thorpe 1.3 Confirmation of agenda	Amanda Ranford
2.	Minutes of Prior meeting 2.1 Acceptance of Previous General Minutes: 1. Mands Ranford 2. Sam Wagenaar	Amanda Ranford
3.	Outstanding Actions from previous minutes 3.1 Uniform shop survey 3.2 Playground upgrade: \$20000 to spend on Phase II; Claire to retrieve photo of missing plan	
4.	Treasurer's Report: attached below Query for Narelle: How can families get the school diaries if they are not using the online ordering system? Moved: Claire Burt Seconded: Mands Ranford	Narelle Foster
5.	Principal's Report: attached below Moved: Rachel Thompson Seconded: Sam Wagenaar	Rachel Thompson for Carlene Thorpe
6.	School Board Report: informal 6.1 New Faction for 2016: Jarrah (Purple) 6.2 Query: Liz Hurst has prepared a survey regarding new uniform, as it is a Board decision? Mands and Ruth to discuss with Carlene about the survey. We should endeavor to make it a collaboration between Board, P&C and school.	Jim Gerrard
7.	President's Report: attached below	Amanda Ranford

	<p>Strategic Plan to be approved in 2016.</p> <p>Moved: Nadia Bowey Seconded: Kylie Sutton</p>	
8.	<p>Fundraising Report: attached below</p> <p>8.1 Christmas Carols and Market Stalls summary</p> <p>8.2 Year End report for 2015</p> <p>8.3 Approval of Meet and Greet date and budget: tentatively booked for 19 Feb.</p> <p>8.4 Confirm Fundraising and Events Term 1 2016</p> <p>8.5 P&C Levy: Email early in 2016 to outline our yearly target and explain how it breaks down for each family. More levies = less or no fundraising!</p> <p>Moved: Claire Burt Seconded: Rachel Thompson</p>	<p>Mands Nadia Bowey Nadia Bowey Nadia Bowey</p>
8.	<p>General Business</p> <p>8.1 Travel Smart Program: Footprints are being redone with borrowed paint. Most of the perimeter is complete. Next year, the plan is to educate the students re. how to use the steps. Note from Narelle Foster that we may actually receive the 40 km flashing signs on Bentwood Ave. near Cedar Place, as well as on Teakwood, near Oakwood Ave.</p> <p>8.2 Budget Meeting: A request for the Board and the School to let the P&C know well before the Budget Meeting what they would like. These could be circulated to the school community prior to the meeting and everyone would be invited to come and have a vote.</p>	<p>Derril Tennant Amanda Ranford – for M. Wesley</p>

Meeting closed at 8:45 p.m.

Treasurer's Report:

The current bank balance as at 30/11/2015 is \$76,101.74.

Dad's Campout was a great night with 109 Dads and 164 students attending (the figures being slightly down on last year of 107 Dads and 197 students). The event raised \$1,654, which was a fantastic effort.

The Mosaic project is now completed and the school has sent through an invoice for the artists' wages as was originally budgeted for in 2014. Therefore the total expense that the P&C will incur with regard to this project is \$21,000. This will be reflected in the December accounts as the invoice from the school was only received last week.

The Profit and Loss report for November is showing a loss of \$30,322. This is due to the fact that the costs for the playground were not incurred until 2015 although they were budgeted for in 2014. Therefore the adjusted profit for 2015 up until 30th November is \$29,016. Our fundraising efforts this year have raised \$41,210 (to 30/11/2015)

P&C Levy	21,380
Booklist Commission	2,160
Bakers Delight Commissions	761
Halloween/Cake Stalls	670
Dad's Campout	1,654
Picture Plates	500

Entertainment Books	2,670
Lapathon	7,764
School Banking	820
Derby Day	453
Anniversary/Merchandise	910
Bogan Bingo	1,423
Total Fundraising	41,165

The Uniform Shop is currently reporting a loss year to date. This is due to the fact that Ruth has purchased a large quantity of uniforms in preparation for January. A stocktake is to be completed at 31st December and a stock adjustment will be processed accordingly. It is anticipated that after this the uniform shop would report a profit. We have noted more people are beginning to utilise the online system for purchasing uniforms and credit card payments are also beginning to come through.

Budget Details 2015

Description	Budget	Spent so Far	Balance Remaining
Mosaic	21,000	2,994	18,006
Teacher Allocation	3,750	3,750	Nil
Year 6 Camp	2,800	2,800	Nil
Mathletics	2,000	2,000	Nil
Canteen	1,200	1,200	Nil
Orchard	4,600	3,039	1,561
Total	35,350	15,783	19,567

Based on the current cash balances and expenses to date

Current Cash Balance 76,101 at 30/11/2015
 Less: Budgeted Expenditure 19,567
 Adjusted Balance 56,534
 Less: Ongoing Costs 25,000 (this includes canteen/uniform and general running costs)
 Balance Surplus \$31,534

This \$31,534 is the balance that would be available to spend on Stage 2 of the playground.

These figures do not take into account any additional income, which may be raised until the end of the year, such as the Christmas Carols which has not been finalised, the canteen and uniform shop.

President's Report:

2015 has been, despite our best intentions at the start of the year, yet another busy year. My heartfelt thanks to everyone who put precious time and effort into making all our events so enjoyable and successful.

We have had many highs this year such as celebrating the kids playing on stage 1 of the playground, the very enjoyable Meet and Greet, the opening of the Urban Orchard, the "totally awesome" Bogan Bingo, the Lapathon, the Halloween cake stall, the beautiful and inspiring Mosaic and for the finale, the wonderful Community Christmas Carols and Markets. We also had several other very successful fundraising projects such as the hot cross buns, entertainment book sales, merchandise sales and Crazy Camel and Picture Plate productions. A big Thank you to Nadia Bowey, Vice president and fundraising committee chair for planning and co-ordinating these events.

This year the canteen ran at a small profit thanks to Cedric and his tasty food and the clever tweaking of the canteen committee – my Thanks to Narelle Foster and Nerrida Damian for

heading that up. The uniform shop also hit its stride this year under the management of Ruth Ashton who has diligently sourced new, more durable, cost effective and good looking uniform items. There are plans underway to change the school shirt so watch this space and please add your comments to the debate.

Our aim, as for every year, has been to support the social, emotional and learning environment at Woodlands Primary School, and to strengthen the partnership between the home, school and the community. To do this we have made choices voted by the majority. This has been hard when representation at meetings is small. None-the less, we hope that with our decisions we have accurately represented you and thereby benefitted the Woodlands school community.

Our priorities for next year have yet to be determined, however we still need to afford stage 2 of the playground which was agreed this year and, judging by the preferences identified in the online parent survey earlier this year, items such as educational materials and netball courts may be on the agenda. If you'd like to have a say in how the hard earned dollars are spent, remember you just need to come to a meeting, or if you can't, email or speak to someone who is attending so your point can be heard.

A big Thank you once again to everyone who has helped in any way during the year, we couldn't have done it without you. Additional Thanks to my hard working committee – Nadia Bowey (Vice President) Narelle Foster (Treasurer), Kylie Sutton (Deputy Treasurer) and Rachel Thompson (Secretary). These ladies have given up a lot of time to not only plan and run events this this year, but to plan for next year as well. They are fun, inspiring, generous and patient and it has been my pleasure to work with them!

I wish you and your families and very Merry Christmas and a safe and happy 2016!

Remember – Many Hands Make Light Work – we hope to see more of you next year ☺

Principal's Report: to be added

Fundraising Report:

We had a fantastic year with a lot of success. The final amounts raised will be outlined in the Treasury report. Thank you everyone who supported us throughout the year.

Volunteer help was difficult to rally. A lot of unnecessary last minute "shuffle" happened for most events. This is needs to be improved for next year. We need to work on improving and retaining a larger volunteer group so the few that do help out do not get over worked. We need to start working smarter not harder ie if we don't have enough volunteer help to run an event we need to look at other options, down scaling, out sourcing or in some case cancelling the event. Other than that there was a general positive vibe about 2015 events however some still feel that we need to keep events to a minimum and keep things simple. Focused on a few large events instead of many small events.

Considering all feedback received so far this year, following schedule of events for 2016 will be recommend to The General Committee for consideration, feedback and approval.

Term 1: 01 Feb – 08 April 2016

Events

1) **Suggested Event:** Meet & Greet

Suggested Date /Time: Friday 19 Or 26 of Feb 3:30 to 6:30pm

Focus: Social

Aim: To Welcome all new & return families to Woodlands PS & provide a school wide social opportunity for interested parents/carers/staffs / teachers & Students Meet & Greet for the 2016 year.

Budget projections: maximum total expense for this event 1,200 with hopes to Breakeven or Better

Suggested Plan: Waterslides/bouncy Castle, obstacle course & face painting food Trucks, ice-cream truck. And try to Source an event sponsor if possible.

Suggested Subcommittee: Recommendation that this event should be planned by the 2015 Executive Committee & assisted by any interested volunteers.

2) **Suggested Event:** Harmony Day themed After Assembly - Morning Tea

Suggested Date: 21st March Is Harmony Day (nearest assembly to this date)

Focus: Social

Aim: Provide a social opportunity to celebrate the diversity at our School

Budget projections: Hope to achieve a 5% increase in morning tea sales for that day

Suggested Plan: Canteen to offer for sale some multicultural morning tea items at the after Assembly Morning Tea. A subcommittee can be formed to help to have descriptions of where the food is from and recipe sheets (?), decorate the canteen, and/or coordinate parents to bring /share cultural foods as well.

Suggested Subcommittee: lead organizer(s) & volunteers

3) **Suggested Event:** Derby Day

Suggested Date/time: Friday April 8 (last day of term)

Focus: Fundraiser

Aim: To have a fun and easy going event for the kids on the Last Day of term which they show their support for the favorite sports team

Budget projections: \$450 in funds raised

Suggested Plan: \$2 gold coin free dress in favorite team shirt or colours.

Suggested Subcommittee: lead organizer & volunteer(s)

Term 2: 26 April – 01 July 2016

Events

4) **Suggested Event:** Mother's Day Theme after Assembly Morning Tea

Suggested Date & Time: 08 May is Mother's Day so nearest assembly to this date

Focus: Social

Aim: To provide a social way recognize the importance of Mother's Day

Budget predictions: 5% increase in normal morning tea sales.

Suggested Plan:

Have canteen provide mother's day theme morning tea, Pink cupcakes, scones with jam & cream etc

Suggested Subcommittee: Lead Organizer & volunteers

5) **Suggested Event:** Entertainment book Sales

Suggested Date & Time: May 2016 – July 31st 2016

Focus: Fundraiser

Aim: provide value to the community while raising funds for our school

Budget Projections: \$2500 in fundraised or better

Suggested Plan: As done in the past

Suggested Subcommittee: Executive Member to lead in the organization of this supported by any volunteer help required.

6) **Suggested Event:** Parent & Friends Social Night: Crown Casino Night Out!

*Suggestion for **Event Date and Time** Required.

Foucs: Social

Aim: To have a fun social night with any interested parents/carers/staff/teachers/ and their Friends

Budgetary Predictions: \$275 based on minimum number of 25 people x \$10 = \$250 plus \$2 x 25 people gold coin for 50/50 draw = total of \$275 the more people that attend will result in more money being raise but this is a social event.

Suggested Plan: Group booking Package with Crown Casino, Requires minimum of 25 people. They will keep adding Buses if we get more people, Includes Group Transport to & from Woodlands PS to Casino, Dinner voucher for at Carvers, Noodle 88 or Snax, And bonus Pack.

Suggested Price \$25 per/person. Details TBC

Term 3: 18 July -23 September 2016

Event

7) **Suggested Event:** Father's Day themed After assembly Morning Tea (& stall if needed to clear 2015 inventory * (suggestion to approach other P&C's in the area to see if they are interested by buying our excess stock from 2015 at cost) Narelle to follow up with Holy Rosary

Suggested Date: 04 September 2016 is father's day so closest assembly to this date

Focus: Social

Aim: To provide a social way recognize the importance of Father's Day

Budget Projections: 3% increase of normal morning tea sales

Suggested Plan:

Have canteen offer foods at morning tea that appeal to Dad's Sausage rolls, party pies chocolate slices, etc

Suggested subcommittee: lead planner and volunteers to assist

8) **Suggested Event:** Quiz Night

Suggested Date & Time: TBA

Focus: Fundraiser

Aim: TBC approx \$15,000 based on previous amounts earned

Suggested Plan: TBA As suggested Lead event organiser & Subcommittee

Suggested Subcommittee: Narelle Foster, Lead organizer, plus subcommittee

9) **Suggested Event :** Lapathon:

Suggested Date/Time: Friday 23 September Last day of term

Focus: Fundraiser

Aim: great way to earn funds while having a fun event to end the term.

Budget Projections: \$6500 or better based on previous amounts earned

Suggested Plan: As in previous years

Suggested Subcommittee: Open to coordinators and volunteers

Term 4: 10 October – 15 December 2016

Event

10) **Suggested Event:** Dad's Camp out

*More suggested details pending feedback received from this year's committee and post event report/survey

11) **Suggested Event:** Halloween Free Dress \$2 Gold Coin to Free Dress

Suggested Date & Time: Friday 28 October.

Focus: Fundraiser:

Aim: Fun thing to do for the kids while raising funds for the school

Budget Projections: \$450 in fundraised

Suggested Plan: As previous free dress days

Suggested Subcommittee: Nadia Bowey, Lead organizer plus volunteer(s)

12) **Suggested Event:** Christmas Carols & Market Stalls

Suggested Date & Time: 09 Friday December 2016

*More suggested details pending conclusion of this year's event and post event report/survey

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Other Ideas for Fundraising Received this year from our survey, word of mouth , email, Facebook etc

- Teacher Day (but it's on Oct 6 on school holidays)
- Tree Day event: in July to tie in with Orchard

Can look at adding a new plant to Orchard, Selling Jam based on fruits from trees in Orchard, Etc

- Harmony day – Parade of cultural clothing, cultural performances from kids and/or community members, food stall of cultural foods, Free dress etc
- Valentine's day cupcake sale or cookie sale, valentines delivery-grams
- Family Easter Egg Hunt/Treasure , Cake Stall
- Free dress day : Derby, etc
- Pizza day when Canteen is closed (Tuesday or Thursday) Selling pizza slices for a \$1.50 or whole pizzas to classes. Can have canteen make them or buy pizza hut or dominos \$5 pizzas and to sell off slices.
- Mother's day High tea, tie-in theromix raffle or other raffles, Selling flowers or cupcake stall.
- Father's day breakfast, raffle, Stall
- Election Day sausage sizzle + Cake stand
- Spring clean Drive
- Selling off of 50th year anniversary items
- Lunch wallets (for canteen)
- Family Sports day
- Melbourne Cup event
- Art Auction , Exhibition
- Concert /play,
- minifete,

- jack adder event
- bush dance,
- boot sale,
- dog wash,
- car spot raffle,
- Regular bingo/
- sundowner
- Parent & Kid Sport Day
- Kids organize event for Parents & teachers to precipitate in
- Night @ Races, Day in Valley
- Play Concert
- Other Suggestions are welcomed.