



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, Narelle Foster, Julie Marshall, Simone Williams, Claire Burt, Carlene Thorpe, Jim Gerrard, Mark Pudovskis, Liz Howe, Narelle Gadsby, Jan Payne, Kathryn Pickering, Gretchen Carden, Melissa Forsyth, Sam Wagenaar, Mandy Twomey, Robyn Robinson, Cally Davison, Avanthi Fernando, Anna Robinson, Amanda Ranford, Monique Wesley, Neda Kazemi, Heidi Rix

Apologies: Michelle Fellows, Bec Ryan, Anna Crockett, Amanda Rothman, Genevieve Dawkins, Kylie Sutton, Helen Parker, Ali Morris

- 2. Approval of AGM Minutes:**

Motion: That the minutes of the Annual General Meeting held on 15th February, 2016 are received and accepted as a true and accurate record.

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

- 3. President's Report:**

Report Attached.

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

Moved: Claire Burt Seconded: Rachel Thompson

Highlights: Thank you Mands for coordinating the Meet and Greet!
Thanks also to Ruth Ashton for her help and initiative with the uniform shop for the last 15 months.

- 4. Principal's Report :**

Report Attached.

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

Moved: Jim Gerrard
All in favour.

Seconded: Rachel Thompson

5. Financial Matters:

A. Year-to-date Financial Report

Report Attached.

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

Moved: Claire Burt
All in favour.

Seconded: Anna Robinson

B. Presentation of Audited Financial Statements for 2015

Motion: The Audited Financial Statements of Woodlands Independent Primary School for the year ending 31st December 2015 as tabled by Narelle Foster to be received and accepted.

Moved: Claire Burt
All in favour.

Seconded: Mandy Twomey

6. Presentation of 2016 Forecasted Budget Items for Consideration:

A. Revised School Wish-list: Carlene Thorpe (speaking on behalf of the school, rather than in her capacity as Principal)

Carlene thanks Claire for setting up our new Budget Submission process and the P&C for supporting the school's initiatives, as well as the parents and community.

i. Decodable Readers and Guided Reading Resources: As the new WA curriculum was in draft form, the school has held off until the commercial products caught up to the new curriculum. Last year, this came together. Woodlands have audited resources on an ongoing basis as a TDS school. For English, they had struggled to find anything good to support reading and literacy, as it is more than just about the mechanics. Finally, there is something that will enable the curriculum to be taught effectively. A recommendation has been made to purchase a sizable amount of decodable readers for K to 4. For older students, it is easier to find literary texts but the school would still like to upgrade current resources for a smaller amount of money.

ii. STEM resources: Lynette Martin, our STEM specialist teacher, has researched some excellent, up to date resources. Digital elements are the springboard elements that support the texts. Navigating online and digital texts is an essential skill (specific resources as outlined in Budget Submission document attached). ***The STEM resources will

be used with all the students, not just for those in STEM club.

Carlene stated that the above two areas were voted most important for the staff and are also department priorities.

iii. As well, Mathletics has been supported by the P&C in the past and the school requests that we continue to do this. Parents contribute \$11, as has been done for the previous two years as well.

iv. The Air conditioning units in PP1 and PP3 are not working effectively and they were not included in upgrades by the Department last year. The school seeks the support of the P&C for the above two upgrades. The school would pay now and the P&C would reimburse the school for half of the total cost up to a maximum of \$8000. In future years, the P&C would not be responsible for ongoing maintenance.

v. The trial of the Hokki stools: These stools provide many benefits to students and Carlene asks us to fund 10 stools for the trial. For students who have difficulty focusing, the stools help them to rebalance and focus. So far, a two-week test trial has been positive. Year 3 teacher Anna Crockett has fully researched the stools and the students have investigated them as well. Currently, there are 32 stools in the school, purchased by the school, for use in the multi-purpose room as a class set.

B. Other requests for consideration:

i. Oval Repair (Carlene Thorpe): The Department has informed us that we are not on the list for oval upgrade. On Carlene's request, they immediately came out to do a survey and have put in writing that there are significant problems with it, such as a Parramatta Grass infestation, which is causing trip hazards. As well, the soil is hydrophobic and therefore not allowing the irrigation to reach the required depth. The department is getting quotes for the mowing contractor to remove the top 40mm, an addition of organic matter tilled into the soil profile and replacement of the turf. The Department stated that fundraising from the P&C would be happily received and the Department would provide the rest of the funding for these turf works. Therefore, a contribution request towards the oval repairs is being put forward by the school to the P&C, if there is any money left over after funding our 2016 budget priorities.

ii. Courts (Carlene Thorpe): A quote came through from Spotless, which is same as Angie Doust's quote. There are two choices, \$43 000 versus \$42 000 for a Plexipave Acrylic Surface System. On behalf of the school, this upgrade is recommended as well, as this is the most used outdoor area other than the oval.

C. Survey Results Summary - Claire Burt

To see the results of the school wide 2016 Budget Survey, please click on the link: http://3345-presscdn-0-78.pagely.netdna-cdn.com/wp-content/uploads/2013/04/2016-Woodlands-PS-Parent-Survey_Results-PDF.pdf. You can also get to it from the school website, under P&C

News.

D. Vote on the 2016 Budget Allocations

The following link provides a summary of all the items put up for consideration and the results of the vote:

<http://woodlandsps.wa.edu.au/pc-news/>. This information is also available for viewing on the school website, under P&C News. If you would like to view the detailed Budget Meeting spreadsheet, please contact Claire Burt on claire.botsis@yahoo.com.au.

***It is important to note that the P&C raise funds throughout the year. *At the Budget Meeting, we approve a list in priority order subject to earnings.* The total amount requested for 2016 is within the range of our average annual fundraising totals, thus the goal is achievable. Obviously, it is very important that we try to get the other half of the parents to pay the voluntary levy. The school has said that we can order the priority items now and then the P&C will reimburse as the money comes available, which is fantastic for getting the resources in and the work done sooner rather than later, to benefit our children this year.

Motion: The priority Budget Request Items to be accepted in order, as per the votes. All budget priority items were voted in.

Accepted: Narelle Foster Seconded: Amanda Ranford

7. Bi-Election: Assistant Treasurer:

Motion: To nominate Julie Marshall as our Assistant Treasurer.

Accepted: Claire Burt Seconded: Simone Williams
All in favour.

8. Other Business:

i. Uniform: The purple shirt needed for our new faction, Jarrah, is not a standard colour thus there has been a delay in production and there is a minimum number we must order. We will order 130 to start, rather than too many at once, but we must commit to spending \$9000 over two years. The company is in the process of making a sample now, which is a 10 week process.

9. Next Meeting: The next general meeting is scheduled for **Monday, 9th of May** at 7:30pm in the school library.

10. Meeting Adjourned: The budget meeting closed at 9:10 p.m. Nadia thanks everyone for filling out the survey, attending the meeting and being part of the voting process.

ATTACHMENTS:

Principal's Report – Carlene Thorpe:

1. Staff Changes – Unfortunately we have said goodbye to Mrs Kristie Downing, who taught two days per week in Year 1 Room 13, due to family reasons. Mrs Christine Pearce, who is excited to join our team and tandem teach with Mrs Hyde, has replaced her. Mrs Deb Worley, Library Officer, has also taken extended sick leave for the remainder of this term and will not return at this stage. We have a relief Library Officer during this time until we can advertise for a permanent replacement. We extend our well wishes to Mrs Downing and her family. We are very grateful for Mrs Worley's service and dedication to our school. Her skill set and kindness to our students and staff will be missed.

2. Principal Position – Interviews for the new principal are tomorrow. We should have more information in the next two weeks.

3. Staff Professional Learning – Teachers have engaged in professional learning in guided reading, cooperative learning, effective writing instruction, and spelling assessment and teaching. All of these areas form part of the school operational plan to improve the reading, writing, spelling and social skills of our students.

4. Positive Behaviour Support – Our team has started to develop the lessons for students to engage with regarding the behaviour matrix. This is to explicitly teach the expected behaviours. The staff decided to begin with "Respect" in the "Outside Areas".

Parents and community members are encouraged to read the newsletter each week to be kept up to date with the latest in school news.

2. President's Report – Nadia Bowey:

Events & Fundraising: We had our Annual Meet & Greet on Friday February 19th to welcome new & returning families to the school for the 2016 year. There was a waterslide, an obstacle course & a sausage sizzle. Thank you to Carlene for agreeing to do the opening remarks for this event as I received positive feedback about the school being represented at this event. A big thanks to Mands Ranford and her volunteers for all of the hard work they put into making it even a success.

Claire Burt & Kylie Sutton have organised a Hot Cross bun Fundraiser through Bakers Delight. Volunteers will assist to help collect and distribute orders. We can always use more volunteers to help with our events. Please contact Claire to find out how you can help with our Hot Cross Bun Fundraiser.

This Term we will also have a Derby Day free dress fundraiser on Friday 8th April which is the last day of term. I will be coordinating this event with the help of some PP mums who have already volunteered. However, we are always open to extra help.

On Wednesday 07 April I will be meeting with other group's school who typically engage in fundraising activities at the school such as the year 5/6 group so we can try to streamline a fundraising plan for the rest of the year in a more collaborative manner. I will report back with a proposed plan for the rest of the year at the Next General meeting. We need to start forming our fundraising committee for this year. Ideally am looking for two or more people who are committed and interested in joining me on our P&C fundraising committee. If you are interested please let me know.

Canteen: We are looking for a new Canteen Manager as Cedric will be returning to fulltime studies. This is a paid permanent part-time, 16 hours per week. Hours worked will be 9am to 2pm, Monday, Wednesday and Friday each school week with an additional hour for administrative duties. We are looking for an enthusiastic, innovative and reliable person to manage our canteen. For more information please contact Narelle or Nerrida, you can also find Information & the job description on the P&C classified section of the school Website. The deadline will likely be extended past this Friday.

Uniform Shop: The uniform shop is currently open this year on Thursdays from 8:30 am to 9:30 am. Unfortunately Ruth Ashton, Our coordinator for the past 15 months will have to move on from this volunteer role to find full-time employment. She has confirmed she is available to help transition the new Coordinator and volunteers. We sincerely wanted to thank Ruth for all of her hard work and dedication to the Uniform shop over the past 15 months and we wanted to recognise her initiatives that she undertook in implementing new products and suppliers to the shop so we can try to get the best value for money. We wish her well in finding employment. The Parent Survey resulted in a “No” vote to change the uniform. So I recommended that we consider this matter resolved. New Jarrah Shirts & Water bottles are to be ordered shortly and are due to arrive in term 2. Purple is not available in the same style water bottles as the other factions. We will be presenting the two alternate options to leaders of this faction for their feedback.

School Banking: Thanks very much to Sam Wagenaar and her team for continuing their efforts with the school banking program. This program is confirmed to run Tuesday Mornings.

Volunteer Help: We are in great need of volunteer help. Please try to do some word-of-mouth recruiting for some extra helping hands. 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.

Communications: We have formed a subcommittee to help investigate and implement some ways of more effective communication methods via the website, Facebook, posters and newsletter. An update report will be tabled at the next general meeting to outline this committee’s goals & actions for the rest of the year.

Budget 2016: A lot of effort, time and consultation has gone into this year’s budget process with the hopes of establishing a more collaborative approach. A HUGE thanks to Claire Burt, the executive Committee, Carlene and everyone who has provided their valuable input and feedback so far.

3. Treasurer’s Report – Angie Doust:

The current bank balance as at 29/2/2016 is \$81,964.

The Meet and Greet was a great success with a large number of families attending. The event is a social event and therefore not expected to make money. Income was \$1,104 and expenses \$1,550.00 to date (with some additional costs to come which were paid in March) therefore a loss of \$446. Expenses are higher this year as the inflatable obstacle course was also hired.

The Profit and Loss report for February is showing a profit of \$25,335. The majority of this can be attributed to the \$17,920 in P&C infrastructure levy received to date (which is approximately 50% of students).

Current Cash Balance	81,964 at 29/02/16	35,000
Less: Stage 2 playground funds	35,000	
Less: Jarrah uniform shirts	10,000	
Adjusted Balance	36,964	
Less: Ongoing Costs general running costs)	25,000 (this includes canteen, uniform and	

These figures do not take into account any additional income, which may be raised during the year, and the budget requests are to be confirmed at the 14 March 2016 P&C meeting.

From: MATHERS Nicole [Strategic Asset Planning]
Sent: 14 March 2016 13:18
To: THORPE Carlene [Woodlands Primary School]
Cc: CASSIN Chris [Strategic Asset Planning]
Subject: RE: Mowing Contract

I have taken photos of the turf on the oval and shown Chris. Apart from your Parramatta Grass infestation, the oval has some more issues. The soil is hydrophobic and therefore not allowing the irrigation to reach the required depth. I conducted a visual inspection of the irrigation and found two missing sprinklers which I have informed your Gardener Jill and Jodie to call into faults to be repaired. This is causing a lack in pressure but not sufficient enough to cause the lack of growth. After discussing with Jill how long the stations are running for, she informed me that she believes the retic is running at 20-25 mins per station but will have to check with Warren. Kikuyu requires a 45 min run per station three times a week for healthy growth.

Fundraising from the P&C will be happily received and the Department to provide the rest of the funding for these turf works.

Kind Regards

Nicky Mathers
 TRAINING OFFICER (GROUNDS)
 STRATEGIC ASSET PLANNING
 Level 2, 1 Puccini Court
 STIRLING WA 6021
 08 9264 0187

5. Email Regarding Quote for Courts Upgrade (Section 6, B, ii)

From: Woodcock, Dean [Dean.Woodcock@spotless.com.au]
 Sent: 14 March 2016 17:37
 To: THORPE Carlene [Woodlands Primary School]
 Subject: RE:Woodlands PS - Quote Please

Hi Carlene

The contractor has been to site and unfortunately the surface will need to be repaired and a new Acrylic applied. Please see below for your consideration and direction the budget estimate for the requested works. The value will require these works to be tendered.

This Budget is based on the understanding that:-

- The works are to be carried out during favorable weather conditions.
- * There is clear and unimpeded access for the delivery of materials and equipment to site.
- * Clear access for the delivery of all materials and equipment to site is to be provided close to the court entrances.
- * The client will provide a suitably finished, new asphalt base, free of any oil / diesel spills; water stains; damage caused by vehicles, fencing materials and or other material /equipment.
- * Minimal surface preparation work is required other than blowing down the area to remove any loose sand and superficial deleterious material.
- * Any security on site is to be provided by others.

Scope of Works

Plexipave Acrylic Surface System

Grind down, sweep and patch specific areas. Supply and lay a three coat , Plexipave Pure Acrylic Surface System comprising one coat of Plexipave Acrylic Resurfacer (base coat) and two coats of Plexipave Fortified Finish to given area of 2721m². Line mark by hand for two netball, two basketball and two tennis courts with compatible textured Plexicolor in selected colours.
 Budget \$43,685.00 +GST

Option 2 – QA Sports Pave Acrylic Surfaces

Grind down, sweep and patch specific areas. Supply and lay a three coat QA Pure Acrylic Surface System comprising one coat of Rejuvenator (base coat) and two coats of QA Sports Pave Fortified Finish including line marking by hand for two x netball, two x basketball courts and two tennis courts with selected Plexicolor.
 Budget \$42,285.00 +GST

Product Profile

The Plexipave Pure Acrylic Surface System is accredited with an ITF CLASSIFICATION and is regarded by Tennis Australia as a Tier 1 Product. A Plexipave Prestige Cushion System is the surface for the tennis courts at the Australian Open, Hopman Cup (Perth Arena) and State Tennis Centre.

Plexipave has been laid on over 3000 courts throughout WA by Sports. Plexipave Surface Systems are products of the most advanced sport surface producer in the world. This is reflected in the applied surface performance, colour stability and long term cost saving attributes

QA Sportspave is an alternative, quality, Australian-made, acrylic coating system used on both Local Government and Education Department facilities throughout Australia. QA Sportspave is a highly durable, hard surface sports coating culminating from years of experience from the formulator and feedback from the top applicators around Australia and overseas.

QA Sportspave doesn't compromise materials used in its formulation and only uses the best and most durable resins, pigments and selected graded fillers and ancillaries. The graded silica aggregate used for controlled non slip texture is supplied carefully graded to a tight particle size range specification

Warranty

Both three-coat, UV stabilised Acrylic Surface System carry a five year warranty in respect to workmanship and materials subject to fair wear and tear.

The warranty offered will not cover cracks that may appear in the acrylic surface that emanate from sub-surface, base movement, or, differential cracking that may occur.

The life expectancy of any acrylic surface system depends on the amount of usage i.e. wear and tear, together with, together with the type of maintenance and care the court receives. A record of all maintenance should be kept to demonstrate that maintenance as recommended has been carried out. It can be expected that our acrylic systems would have an approximate life expectancy of 7-10 years.

Regards

Dean

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