



WOODLANDS INDEPENDENT PRIMARY SCHOOL

Parents and Citizens Association Inc

Minutes of the Annual General Meeting held on 15th February 2016 at 7.30pm in School Library

1. Attendance

Amanda Ranford, Kylie Sutton, Nadia Bowey, Jim Gerrard, Rachel Thompson, Nicky Bailey, Claire Burt, Angie Doust, Carlene Thorpe, Derril Tennant, Narelle Gadsby, Sam Wagenaar, Gretchen Carden, Monique Wesley, Rajeev Shrestha, Tiffany Kailis

Apologies – Narelle Foster, Genevieve Dawkins, Sandra Law

2. Previous Annual General Meeting Minutes

The previous Annual General Meeting minutes were made available prior to this meeting. The minutes were accepted without amendment.

Motion: That the minutes of the Annual General Meeting held on 9th March 2015 are received and accepted as a true and accurate record.

Moved: Nadia Bowey
Seconded: Kylie Sutton

3. President's Report

Report Attached.

Motion: The President's Report as tabled by the President be received and accepted.

Moved: Claire Burt
Seconded: Monique Wesley

4. Treasurer's Report

Report Attached.

Motion: Narelle Foster and Kylie Sutton, in their capacity as Treasurer (2015) and Assistant Treasurer (2015) be able to continue to process wages and pay accounts until signatories for the new P&C Committee are finalised with the ANZ Bank.

Moved: Claire Burt
Seconded: Monique Wesley

Motion: The Treasurer's report as tabled by Kylie Sutton be accepted as a true and fair representation.

Moved: Nicky Bailey
Seconded: Amanda Ranford

Motion: The audited Financial Accounts of Woodlands Independent Primary School P&C for the year ending 31st December 2015 are prepared for audit at the earliest availability of the honorary auditor, Sarah Bratts.

Moved: Narelle Gadsby
Seconded: Claire Burt

5. Principal's Report

Carlene thanks the outgoing Committee for all of their hard work in 2015. See attached report.

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

Moved: Mands Ranford
Seconded: Nadia Bowey

6. School Board Report – Jim Gerrard

Thank you to the outgoing P&C Committee for their dedication and hard work. The Principal position is currently being advertised, with a closing date of 22nd February. If there are any suitable candidates, they will be selected by the end of March. Due to the hiring freeze, we cannot hire externally but only can hire existing Level 5 Principals. The Board has secured a guarantee that, if no one is deemed a suitable candidate from the first round of applicants, the process will be started anew. Jim and Carlene are working closely together on this task. There will be a school review mid-year so stability is greatly desirable.

Motion: The School Board report as tabled by Jim Gerrard be received and accepted.

Moved: Claire Burt
Seconded: Rachel Thompson

7. Appointment of New Office Bearers

Nominations are taken for the following positions:

Motion: Nomination for President – Nadia Bowey

Nominated: Sam Wagenaar
Seconded: Derril Tennant

Motion: Nomination for Vice President – Claire Burt

Nominated: Nadia Bowey
Seconded: Narelle Gadsby

Motion: Nomination for Secretary – Rachel Thompson

Nominated: Narelle Gadsby
Seconded: Carlene Thorpe

Motion: Nomination for Treasurer – Angie Doust

Nominated: Nadia Bowey
Seconded: Sam Wagenaar

Motion: Nomination for Assistant Treasurer – to be determined by the next mtg.

General Committee – Mands Ranford, Monique Wesley, Neda Kazemi

Canteen Committee – Nerrida Damian, Narelle Foster

Uniform Committee – Narelle Foster, Ruth Ashton

Fundraising Committee – Nadia Bowey

8. General Business

i. Canteen Position – Cedric will stay on for Term 1. The new Canteen Committee will re-evaluate the JDF and amend it before more widely advertising the position, including the newsletter, ads and WACSSO.

ii. Uniform Shop – Thank you to Tiffany Kailis' mother, Rose, who has generously donated a Toshiba laptop and printer for use with the online Uniform Shop!!

iii. School Banking – Sam Wagenaar will continue to run school banking on Tuesday mornings, which is greatly appreciated! Narelle Gadsby has volunteered to help.

Meeting Closed: The meeting closed at 8:45 p.m.

Next meeting date: Budget Meeting Monday 14th March 2016

ATTACHMENTS:

A. President's Report – Mands Ranford

WELCOME

On behalf of the Woodlands Primary School P&C I would like to extend a warm welcome to everyone here tonight. This is our first meeting of the year, which is also our AGM. At this meeting all executive positions will be vacated. We will then take nominations and vote in the committee for this year.

ACTIVITY SUMMARY

2015 was another busy year. My sincere thanks to everyone who put time and effort into making all our events so enjoyable and successful. After the hectic 50th year fundraising, our emphasis last year was less on fundraising and more towards celebrating the great community spirit that exists within Woodlands School.

We started the year with a very successful Meet and Greet. This was followed by the official opening of the marvellous Urban Orchard, which makes the face of the school look good and has created a great outdoor learning space. We tried a new social event this year - Bogan Bingo – co-ordinated by Cally Davidson, which was a rip-roaring success and kept people laughing and talking for days.

A highlight of the community year was the creation of the inspiring and very beautiful Mosaic – our thanks to the very talented Danny Parker for his time, the artists Dorothy Burke and Nathan Hopkins for their vision and patience and Genevieve Dawkins for making the project happen in the first place.

The Dad's Campout organised by David Allan and his team – thank you - was a great hit with dads and kids alike and served as great example of fundraising with the emphasis on fun. We rounded off the year with our inaugural Christmas Carols and Markets event. Our thanks to Pauline O'Rourke for teaching the children their carols, to Nadia Bowey and Nerrida Damien for developing the concept and helping to plan, and to Carlene Thorpe and all the volunteers who pitched in to help the event run smoothly.

Other fundraising events included - Hot cross buns and entertainment books thanks to Kylie Sutton, Merchandise thanks to Nicky Bailey and Picture Plates, Crazy Camel Art and the Father's Day raffle thanks to Claire Burt. The Father's Day Stall headed by Lea Cameron and the delicious and creative Halloween cake stall co-ordinated by Nadia Bowey were very well received. Thank you both. The kids also had fun while getting fit with a great Lapathon day thanks to Narelle Gadsby and her team.

SPECIAL THANKS

I would like to thank my amazing committee – Nadia Bowey (VP), Narelle Foster (Treasurer), Kylie Sutton (Assistant Treasurer), Rachel Thompson (Secretary), Claire Burt and Genevieve Dawkins (Executive Committee) for all the time they have spent debating issues, agonising over decisions, planning goals and making events happen. Without them - their energy, dedication and support this P&C year would not have been a success.

I would also like to thank all the people who came to meetings during the year, who gave us feedback, provided ideas and helped make decisions. Your assistance as representatives of the parent collective was invaluable. My thanks also to all the people who provided donations and/or put up their hands during the year to help us. Whether the task was large or small, your time and effort was greatly appreciated. We just couldn't do it without you!

A big thank you to Carlene Thorpe and the teachers, assistants, gardeners, handyman, and front office admin ladies for all your help during the year. Your assistance with information dissemination, photocopying, grounds prep, Santa, set-up and pack-up has been invaluable. Carlene, I have really appreciated your "can-do" approach, willingness to help and positive attitude to all our efforts. I hope you will be able to stay and do the same for the incoming committee.

Lastly to Jim Gerrard and the Board: Thank you for being willing to work with us to ensure effective collaboration between the school, Board and parent group. I really appreciate the P&C being given a voice on the Board and hope we will be valuable contributors to the planning process for the future.

FUTURE PLANS

I will be stepping down from the President's position this year after 2 years in office. I have learned a lot, been challenged to think outside the box and have really gotten to know more about this amazing community we are a part of. I feel privileged to have been able to represent your opinions and contribute to making Woodlands Primary the very best environment for our kids.

The outgoing exec and I have formulated a few plans for this year so the new committee can have a head start, and I wish them all the very best in their endeavours.

B. Treasurer's Report – Narelle Foster

December Accounts Report

We finished 2015 with \$56,298 in the bank after finalising payments for the Mosaic Project. The Profit and Loss shows a loss for the year of \$46,789, which is due to the payment of prior year's budgeted items being the Nature Playground (\$59,338) and Mosaic Project (\$21,000).

The total fundraising for the year was \$38,320, which is lower than the previous year of \$81,626, which was an extra-ordinary result due to the 50th Anniversary celebrations.

Our Major Fundraising Events for the year were; P&C Contributions - \$21,380, Lapathon - \$7,764, Dad's Campout - \$3,080, Entertainment Books - \$2,670, Booklist Commission - \$2,160 and Bogan Bingo - \$1,423.

Our Major Projects which we funded this year were; Mosaic Project - \$21,000, Teacher Allocations - \$3,750, Athletics - \$2,000 and Year 6 Camp - \$2,800.

P&C Contributions for 2015 were lower than 2014 with only 60% of families (\$21,380) paying their contributions compared to 65% (\$22,585) in 2014. Booklist Commission was also lower with many families not utilising the school-preferred stationer due to online issues.

Canteen made a small profit for the year \$633 compared to the loss of (\$1,550) in 2014. Sales increased for the year by 22%, which we believe, is partly due to implementing the online ordering system. Online orders are now consistently making up 50% of the orders.

The accounts are currently with the auditor and a final audited report will be tabled at the next General Meeting.

I would like to thank all of the P&C Executive Committee and the parents for their support during the year. I wish the new committee and the Treasurer every success for the coming year.

C. Principal's Report – Carlene Thorpe

1. Start to Year – We have had a smooth start to the school year with 462 students enrolled in Kindergarten to Year 6.

2. Positive Behaviour Support – We are launching the behaviour matrix and our mascots at an assembly this Wednesday. It will be a vibrant celebration and launch. We would value as many

parents and community members attending the assembly. The behaviour matrix will be embedded across the school and parents' support will be a key part.

3. The Budget 2016 and The Annual Report 2015 – These are currently being finalised. A copy of the Annual Report will be placed on Schools Online. Thank you to the P&C for their ongoing support towards the school endeavours financially.

4. Parent Information Sessions – These will be held over weeks 3 and 4. Thanks, Amanda, for a quick blurb about the P&C for our teachers to share. They will also share about the Parent Rep role.