



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc. Annual General Meeting 13th February 2017 at 7.30pm in the School Library

AGENDA

1. **Attendance:** Rachel Thompson, Nadia Bowey, Nicky Bailey, Kelly Shay, Jenny Glew, Sandra Law, Angie Doust, Claire Burt, Mands Ranford, Marisa Phoebe, Kylie Sutton, Gavin Power, Sam Wagenaar, Michelle Lam, Sharon Wyllie, Monique Wesley

Apologies: Narelle Foster, Rachna Desai, Liz Howe, Derril Tennant, Amanda Rothman, Genevieve Dawkins, Simone Williams

2. **Approval of 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 15th February 2016 are received and accepted as a true and accurate record.

Moved: Sam Wagenaar
All in favour.

Seconded: Kylie Sutton

The previous General Meeting Minutes from Nov 21st, 2016 are received and accepted as a true and accurate record.

Moved: Mands Ranford
All in favour.

Seconded: Claire Burt

3. **General Welcome & President's Report - Nadia Bowey**

Report attached.

NB: Nadia's last report as President but will stay on the Exec.
Had a successful 2016- funded everything in the forecasted budget.
Ran many great events and fundraisers, as well as streamlining the budget and canteen processes.

Thanks to all the volunteers who helped in any small or huge way!

Thank you to the class reps, the school banking team, etc.

Much appreciation to the whole staff.

An individual thank you to the whole executive team...

All of our kids benefit directly from all the work the P&C does.

Motion: The President's Report as tabled by Nadia Bowey to be

received and accepted.

Moved: Angie Doust
All in favour.

Seconded: Claire Burt

4 Principal's Welcome & Report – Gavin Power

Report attached.

NB: A huge difference since last year with the amazing improvements made over the year. Thanks to all the P&C members for their help and a special thanks to Nadia and Claire and the team.

Marisa as Deputy was introduced and the new five teachers have all had a fantastic start.

There are 453 students this year. Smaller class size, which has been quite deliberate.

Transportable classroom is good to go but no internet as of yet.

The Business Plan is complete and Operational Plans are being completed soon.

Budget Requests: All requests have been submitted to finance committee.

The new website prototype is up. It is getting close to being ready.

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

Moved: Claire Burt
All in favour.

Seconded: Sandra Law

5 Presentation of 2016 Financial Report - Angie Doust

*Please note that the 2016 Audited Financial Statements will be presented at the budget meeting on 13th March, 2017.

Report attached.

NB: We finished 2016 with \$30,926 in the bank after finalizing payments for all other items. We had a great fundraising year and raised \$63,433. Thanks from Angie to the Exec.

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

Moved: Kylie Sutton
All in favour.

Seconded: Sharon Wyllie

6 Elections: i) Executive Committee Members:

Nominations are taken for the following positions:

Motion: Nomination for Vice President – Kelly Shay

Nominated: Kelly Shay

Seconded: Claire Burt

Motion: Nomination for Secretary - Rachel Thompson

Nominated: Claire Burt Seconded: Mands Ranford

General Executive Committee

- i. Nadia Bowey: Nominated by Claire and seconded by Neda
- ii. Claire Burt: Nominated by Mands and seconded by Angie

ii) Sub-Committees:

Canteen: Mands Ranford (away T3)

Uniform Shop Committee: Robyn Robinson, Nicky Bailey

Fundraising Committee: Jenny Glew, Kelly Shay, Michelle Law

Communications Committee: Nadia Bowey, Rachel Thompson

7 Appointments:

- i) Appointment of Honorary Auditor: Sarah Watts
- ii) Safety House Coordinator: Robyn Robinson
- iii) School Banking Coordinator: TBD
- iv) WACSSO Rep: Nadia Bowey
- v) School Board Rep: TBD
- vi) Class Rep Liaison: Rachel Thompson

8. Summary Review of Budget Requests for 2017 - Claire Burt

- Yearly Commitments are the teacher allocation, the Year 6 donation, Orchard Upkeep, Canteen equipment upgrade, as well as Uniform Shop.
- Predicted fundraising will come from the P&C Levy, the Booklist commission, Entertainment Books, State Elections, the Read-a-thon, the Lapathon, Bogan Bingo, Hallowe'en and the Dads' Camp Out.
- Budget Requests are the Bike Enclosure, a replacement Shade Sail, new musical instruments, some Maths resources, sporting equipment for PE, STEM resources, CCTV cameras, a nature play space, an uplift to the Kindy/PP play area and funding for Parent Information Sessions.

* NB: The final Budget Spreadsheet will be made available during and after the Budget Meeting, both in the Minutes and on the website.

9. Open discussion/ brainstorm about 2017

- March 11th Elections stalls: We will have a cake stall, a sausage sizzle, and a book/toy stall. We need someone to run the cake stall and market hard to get cakes baked, which is the real moneymaker. The new Meet and Greet is March 10th, the day before election, so people can bring donations down that Friday.

Personal Items List from 2016: It was very helpful to know what was coming home from the teachers before we ordered.

10. Next Meeting: We will hold an Emergency Meeting in two weeks' time. If we are still without a President and Treasurer, we will have to shut down in three months otherwise. We need to spread the word.

11. Adjournment 9:15 p.m.

ATTACHMENTS:

A. President's Report – Nadia Bowey:

On behalf of the Woodlands Primary School P&C I would like to welcome you to the first meeting of the year which is also our AGM. At this meeting all executive positions will be vacated and we get to vote-in new committee members for 2017. As most of you know my intention was always to do a one year term as president so now the time has come for me to deliver my final report in this role. I do intend to remain happily and active on the executive committee for 2017 but am I am starting to make steps towards re-establishing my career, so I will be passing the reins onto the next person.

Brief Summary of 2016:

Well.....2016 was quite the year! I am absolutely thrilled to report that we were able to fund all of the items that were in our forecasted budget. Which included:

2016 Budget items	Amount
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 Subsidy	\$ 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
Uniform shop	\$ 350
Jarrah shirts	\$ 3,000
Orchard Upkeep	\$ 2,000
Courts resurfacing & a set of basketball/netball hoops	\$ 48,685
Air conditioning for PP1 and PP3	\$ 5,100
Science: Spheros	\$ 1,000
Science: Portable light box	\$ 432
Science: Augmented reality sand box	\$ 1,200
Science: Solar oven	\$ 699
Hokki stools	\$ 840
TOTAL	\$ 93,186

Lets not forget the upgrade to our school oval. While the P&C didn't fund the \$80,000 upgrade, the oval was upgraded due to it being identified in our budget process as well as hours of work from the P&C, parents and the school in raising it as an issue with the Education Department.

Events and activities in 2016 included: Trailing our new budget process, we had the Hot cross bun fundraiser, free dress days, Read-a-thon, Election Day, Entertainment books, our very successful Quiz night, Lap-a-thon, Dad's camp out and our Carols Event. We also rolled out a new volunteer system for the canteen to help address the volunteer shortages in the canteen. We Relocated the uniform shop and combined it with merchandise sales and integrated its processes into MYOB, AND for the first time we hired permanent part-time canteen manager, The lovely Yvette Sharp. Achieving all of this in one year, is an amazing effort and I want sincerely thank everyone for helping the P&C to achieve the goal that we set at the start of the year. So, if you were on a committee, volunteered at an event, donated an item, sponsored your child or someone else's child, paid your P&C voluntary Contribution or helped in the canteen or uniform shop, THANK YOU ! I would like to extend my thanks to all class reps, the school banking team, book club, lego club and the list goes on. All of your time and commitment helps enhance the experience our kids have at this school.

The school office staff Di, Carol, Gen, and Narelle our cleaning and maintenance staff, Denise, Jill, Clelia, Warren for their help and support of the P&C. Of course Many thanks to our teachers. I am most definitely thankful for the wonderful support

of our principal Gavin Power who has been amazing to work with from day one at Woodlands PS.

As I stated in my November report last year, P&C Executive team are all volunteers who juggle their roles amongst their already busy lives, all with the common goal to provide the very best for our kids with the resources we have. Things done on volunteer time may not be done as perfectly as they could BUT they are always, always done with the best of intentions and a lot of heart. SO A SPECIAL THANKS Truly goes to the hard working 2016 Executive team:

Neda – General executive member, for always bringing to the table her charisma, energy and willingness to help out when and where she could.

Monique – General Executive member: for providing unwavering support to the P&C and school community in everything that you do and providing your knowledge and insight on important issues.

Mands- General Executive, but also the Past president for the two years prior to my term. Thank you for staying on the executive providing such great continuity and advice on matters where and when needed. You are an absolute delight to work with.

Rachel- our Secretary for the past two years, Class Rep liaison and my fellow Canadian. Thank you for tirelessly working on the minutes and agendas and for your keen editing skills. You are always one of the first to respond to emails, texts, and calls. You are awesome and your energy really helped to keep things moving along. Thanks as coordinating the Girl Power/Good Guys workshop. I've only heard positive feedback from those who attended. I'm excited that you will be staying on the executive in 2017.

Angie – Amazing Anige! You have put in a lot of time and energy into your role and also covering the assistant treasurer's role for the bulk of the year. In addition you sat on many subcommittee including Canteen, Uniform, Read-a-thon and more. I can't believe how lucky we were to have you on the team this year. Your insight, feedback and dedication was a key component to our success this year! Thank for giving so much of yourself to this role.

Lucky, lucky Last, Claire – Claire BURT who is the most outstanding VP that anyone could have ask for! AND I truly and sincerely mean that. I truly enjoyed working with you, whether it be drafting comms, planning goals, agonizing over decisions, debating different points or just having a good laugh and good time with it all. You truly are one of the best people I have ever met ...ever! I have such tremendous level of respect for you. Without your level of dedication and awesomeness we couldn't have been as successful as we were.

I am honored to have been on the same executive team as these outstanding parents! When I started on the P&C I knew absolutely nobody coming in as a new kindly mom. Thank you everyone for being so welcoming and supportive and for your friendships. Most importantly I am grateful the wonderful P&C community at the school because my kids get to directly benefit from your awesomeness!

To all of you that are new to the school or the P&C this year, welcome to the team & our woodlands Family!

Regards Nadia Bowey, Outgoing P&C President

B. Principal's Report – Gavin Power:

Happy New Year and welcome to the 2017 school year.

What a difference a year makes, several of our very experienced staff left during 2016, including Helen Parker long serving deputy. Therefore I am delighted to introduce our new deputy, Marisa Phoebe, who has hit the ground running as have our 5 new class teachers.

What a difference a year makes, with our upgraded oval, air conditioned Pre-primary units, concrete at the end of the undercover area and our bright resurfaced quadrangle. Great examples of the school, School Board and P and C working together and there is no reason why 2017 can not be just as productive. The resurface quadrangle has certainly lifted every ones spirits –well done P and C. On behalf of all staff and the community I would like to Thank The P and C Office

Bearers, Executive, Committee members and helpers, a special Thank You to Nadia for her leadership.

Student enrolment

453 students have commenced this year, which is 3 more than I had projected and 6 less than 2016. Interestingly we have 1 extra classroom of course, which indicates our class sizes are smaller this year. There is no class exceeding 24 in early childhood and 31 in the senior classes, which is below guidelines. This year we have been much stricter on the school boundaries, due to our limited space and desire to maintain appropriate class sizes.

Bike Enclosure

The Fence is up. More discussion is needed at the Grounds Committee to decide on the surface and bike racks to be used.

Transportable Classroom

The classroom is installed, however we are still waiting for internet connection. Rupert Buscal has been contracted to build a new path and to do some landscaping at the side of the transportable to improve the Teakwood streetscape.

2017 Personal items list

Officemax are still reconciling the accounts and at this stage are unable to give me a figure regarding possible commission.

Any feedback regarding how the process went this year?

School Development Days

The two school development days proved very productive with

- some excellent professional learning being presented by our own staff to the rest of the staff.
- Further work being undertaken on operational planning.

On –entry testing

Students in Pre-primary and Year 1 will participate in the On-entry testing program. This is basically an individualised interview assessment that covers key literacy and numeracy skills. This assessment provides teachers with valuable insights into the child which assist their planning. For the school we can look at the literacy and numeracy growth of students from PP to Year 1.

Parent Information Sessions

Teachers are organising to hold these over the next week and a half. These provide a great opportunity to get some insights into school and class programs, teacher expectations and how you can help your child succeed in their new class.

Swimming

Appears to be going well, and I have been very pleased with the resilience shown by our students last week given the unseasonal weather.

Webpage

A great deal of work is occurring behind the scenes and a test site has been established that the school board is reviewing. It looks great.

School Planning

Business Plan is done, staff finalising the Operational Plans.

Student Leadership

There will be a different structure to the student leadership this year. A student council involving representation from Year 4 to 6 will be established.

Contributions

The School has collected \$8025 in P and C contributions to date. We are waiting to hear from Officemax about how much they collected is School and P and C contributions.

The Budget

The Finance Committee met last week to set the schools budget. All staff responsible for budget areas submitted their requests to the finance committee, who prioritises the requests and then allocate funds. This year once again the amount requested was more than the funds available. As part of the process the Finance Committee identifies areas that the P and C might want to support. The Finance Committee would like to submit the following requests to the P and C for funding in priority order.

1. Minor Works – Bike Shed up to \$10000, Shade sail \$5000 = \$15000

2. Music –new instruments \$1272, repair existing instruments \$1500, Jump Jam \$1176 = \$3948
3. Mathematics – hands on maths materials/maths games =\$1275
4. Phys Ed class sets of sports equipment =\$2900
5. Science and Technology = \$5000
6. Class Allocations = 24 x 150 =\$3600

Grand total. \$31 723

It is important to note that in all these areas the school has budgeted more than is being requested, the requested amounts will be added to the school funds for this area.

Eg. Music. School \$4310 + P and C \$3948 = Total budget \$8258.

C. Treasurer's Report – Angie Doust:

DECEMBER ACCOUNTS REPORT

We finished 2016 with \$30,926 in the bank after finalising payments for the resurfacing of the courts. The Profit and Loss shows a loss for the year of \$31,106, which is due to the payment of the courts coming from funds raised in previous years.

Fundraising activities significantly increased this year to a total of \$63,433 which was a significant increase on the previous year of \$38,320.

The P&C contribution was slightly higher this year at \$22,462 compared to last year of \$21,380.

The other major fundraising events of the year included the Quiz night - \$11,295, Read-a-thon - \$5,813, Lapathon - \$6,503, Election Day - \$3,558 and Dad's Campout - \$3,082. Other fundraisers during the year included Entertainment books - \$2,522, Booklist commission - \$1,960 and School banking - \$1,034.

Our major projects funded for the year were Courts resurfacing and reversible hoops - \$48,315, English resources \$22,946, Science resources \$6,415, Air conditioning for PP1 and PP3 \$5,100, Teacher allocation \$3,750 and Athletics \$2,000.

The canteen made a small loss of \$78 for the year compared to a profit of \$633 in 2015. This can be attributed to the cessation of the previous Canteen Manager's contract on 10 April 2016 and the P&C offering an employment termination payment of four weeks' wages. Sales revenue for 2016 was down 17% when compared to 2015. However, sales in 2015 had increased by 22% when compared to 2014 so this may represent a correction in demand.

The uniform shop made a small net loss of \$43 for the year which is due the P&C trying to reduce the amount of stock being carried by the uniform shop. In 2016 we managed to reduce the total value of the uniform shop stock by \$4,892. This was achieved by reducing the reordering of low selling stock and will continue with plans to mark down selected items in 2017. Operations are running very well with Robyn at the helm and a committee helping with the ordering.

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 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.

Regards
Angelique Doust

