



WOODLANDS INDEPENDENT PRIMARY SCHOOL

Parents and Citizens Association Inc

Minutes of the General Meeting held on 8th June at 7.30pm in School Library

1. Attendance

Amanda Ranford, Kylie Sutton, Claire Burt, Rachel Thompson, Carlene Thorpe, Nadia Bowey, Ruth Ashton, Kellie Everett, Lisa Gunningham, Belinda Brady, Sophie Ryan, Briony Harrison, Fleur Wallwork, Monique Wesley, Genevieve Dawkins

Apologies – Brett Miller, Mandy Twomey, Amanda Rothman, Narelle Foster, Robyn Robinson, Sam Wagenaar, Nerrida Damian, Jim Gerrard, Cally Davison, Becky Ryan, Derril Tennant, Leanne Cameron

2. Approval of Previous General Minutes

The previous minutes were distributed at the meeting. The minutes were accepted without amendment.

Motion: The minutes of the General Meeting held May 11th, 2015 are received and accepted as a true and accurate record.

Moved: Carlene Thorpe

Seconded: Amanda Ranford

3. Outstanding Items from Previous Minutes

None

4. Correspondence In/Out

- Fundraising correspondence passed to Nadia Bowey, uniform correspondence passed to Ruth Ashton and treasurer correspondence passed to Kylie Sutton.
- Letter read from outgoing School Chaplain, Jessica Kenny (as attached).

5. President's Report

See attached report.

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

Moved: Carlene Thorpe
Seconded: Monique Wesley

6. Treasurer's Report

Moved to the next meeting.

7. Principal's Report

See attached report.

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

Moved: Nadia Bowey
Seconded: Claire Burt

8. Fundraising Committee Report

See attached report regarding Bogan Bingo update, Crazy Camel update and all other events and news.

Motion: The Fundraising Committee Report as tabled by Nadia Bowey to be received and accepted.

Moved: Kylie Sutton
Seconded: Monique Wesley

9. School Board Report

Moved to the next meeting. No board members present.

10. General Business

i. Class Representative Feedback and JDF approval – Rachel Thompson

A summary of the meeting held on the 27th of May was given (see attached minutes). More work will be done on the Roles and Responsibilities documents and will then be voted in by the P&C, the Board and the school. This information will be given to all Class Reps at the beginning of each year.

ii. Kindy Playground Proposal – Kindy teachers

Sophie Ryan, Fleur Wallwork, Briony Harrison and Belinda Brady were all in attendance to propose getting some funds to revamp the Kindy/Pre-Primary play area. They explained with photos the areas that are in bad shape, particularly the corner that holds the boat and the Mulberry tree. They also believe the current set up lacks inspiration and what is needed is an extension of the learning that is happening in the classroom. Apparently, the request has been made in prior years but rejected. The current P&C had no knowledge of these instances.

The primary focus would be the corner area, and would involve transplanting the tree to an appropriate location and removing the boat. The teachers would like a cubby house to be put there with a renewed and extended bike path to circle around, complete with little bridges. They would also like a stepping stone path with woodcuts and wood chips and a new sink with a tap that can only be used when the teachers deem it appropriate.

Other things on the wish list, would be shade sails for the playground, one or two picnic tables and umbrellas for fruit times, and some new sand for the playground and sand pit, as the current sand is full of sticks and debris.

Because the budget for this year has already been allocated, several factors would need to be considered. A significant amount of money could be saved by appealing to the community for second hand materials and free labour, in the form of a Busy Bee. We could appeal via the newsletter, Facebook, and through the Class Reps.

Those in attendance at the meeting moved to investigate ways to upgrade the Kindy/Pre-Primary play area through donation and to source quotes for all other items. Carlene would need to get a quote for the tap and the concrete work from Spotless, as well as inquiring about the shade sails. Kylie to look into a friend's second hand cubby and the woodcuts and we need to ask Jill or Heather about possible places for the Mulberry tree.

Moved: Fleur Wallwork
Seconded: Nadia Bowey

iii. Year 6 Gift to the School – Lisa Gunningham

This year's graduating class would like to donate a gift to the school using the \$1100 that has been raised and set aside for this purpose. They would like something that is in keeping with the school development plan, such as a tree, a plaque, or a bench. Ideally, the graduating students could be involved in preparing the gift to culminate in some sort of ceremony at the end of year. Carlene suggested starting a tradition of a plaque for each graduating class to be put where the undercover brick area is. It could contain a photo of the class, along with a class motto or saying.

Mands raised the concern about setting a precedent of raising such a large amount for the class gift but Lisa explained that initially each student provided \$10 to kick off the fund and the rest was raised through fundraising.

Lisa was also inspired by the Kindy teachers' appeal and thought perhaps that would be an appropriate way to gift some money to the school's newest students from the oldest ones.

iv. Update of P&C Information Pack – moved to the next meeting

v. Update on the Mosaic Project – Genevieve Dawkins

Genevieve kindly updated us on the positive impact and inspiration that writer-in-residence Danny Parker had on all the classes he visited (Yrs. 3-6). They were all lucky enough to spend three or four classes with him and produced some amazing pieces of work.

We are now looking forward to commencing the Mosaic Tree on the music room wall. It will contain writing and drawings. There will be a meeting to discuss putting the concept together and working out the logistics for each class.

In terms of funding, Danny Parker contributed \$15 000 worth of his time. The mosaic has been heavily subsidized by the P&C, as well as the Art budget. Each student from PP-Yr 6 will be asked to contribute approximately \$10. The question was raised about whether we could include Kindy in some way.

Thank you, Genevieve, from all of us for your tireless efforts to this amazing endeavour!!

Moved: Claire Burt
Seconded: Nadia Bowey

vi. Uniform Committee Update – Ruth Ashton

Ruth explained that we have a large volume of old stock that needs selling off. She is planning a stocktake sale for the items that are not selling (the skorts, the old top). This will happen in the next two weeks and we will sell them at a loss.

A unanimous proposal was made to re-table the effort to get rid of the mint green, in favour of the darker green. Monique suggested a new survey via the Class Reps. This was tabled for the next meeting.

Moved: Kylie Sutton
Seconded: Rachel Thompson

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

Next meeting date: Monday, July 27th, 2015 at 7:30 p.m.

Attachment 1: Agenda Items to be Actioned

Agenda Item to be Actioned	Action Required	By Whom	By When
1. School board report	Presentation to P&C	Brett Miller	Next P&C meeting
2. Update of P&C information pack	Discussion of how this is to be tackled – expectations, content	Brett Miller	Next P&C meeting
3. Kindy Playground	3.1 Sourcing resources such as <ul style="list-style-type: none">- cubby,- stepping stones,- umbrella,- woodchips 3.2 Investigate removal of tap 3.3 Investigate removal of mulberry tree 3.4 Investigate re concreting for bike track	Kylie Kylie Request to school community Carlene Carlene w Heather/Jill Carlene	Next P&C meeting
4. Decision re Year 6 Gift	4.1 Discuss with Kindy teachers re type of bench required and anticipated cost 4.2 Follow up suggestion re plaque with students photo and class motto for wall in undercover	Lisa Gunningham Lisa Gunningham	Next meeting TBA
5. Use of School Veggie garden	5.1 Discuss with Heather W and Michelle F regarding list of chores needed for the a garden, which can be completed by volunteers after hours or on weekends	Carlene	Completed 09/06/15 Whiteboard with jobs list now available.

Attachment 2: Letter from School Chaplain

Dear P&C,

It was with great deliberation and some sadness that I made the decision to return to in-school Chaplaincy in T3 this year: it meant saying goodbye to many of the schools I visit, five of whom I have been visiting for four years-Woodlands Primary School is one of those five. I have always enjoyed visiting your school. It is and has been a privilege to participate with Admin and teachers to provide pastoral care to children, staff and families.

I have returned to in-school chaplaincy because I was given the opportunity to be fully present in my work again. Support Chaplains visit, in-school chaplains are available 8-4pm and are able to provide a range of services that differ to Support Chaplaincy. With the new funding now available, I hope your school will also consider applying for your own in-school chaplain, to continue to support the beautiful pastoral care provided by your teachers and Admin at WPS.

My best wishes to each of you,

Jessica Kenny
YouthCARE Support Chaplain

Attachment 3: President's Report

A big Thank you to all the members of our committees this month. You have all been extremely busy planning our next steps.

The uniform and canteen subcommittees have been looking at ways to streamline their activities and improve the quality of their products, and the fundraising committee is in full planning mode for the upcoming Bogan Bingo Night to be held on June 26th. The committee is working hard to make it an awesome social occasion, so get online and book your tickets for a "Bonza" night. You do not need to get a table together to come. Tickets are purchased on an individual basis (games are solo) but you can arrive early on the night and choose a table with your friends.

After discussion at last month's meeting the P&C are pleased to announce a new initiative - the provision of morning tea after each assembly for a nominal fee of \$3-00 for a hot drink and some of Cedric's delicious freshly baked cake. We hope to provide parents an opportunity to establish networks, connect with friends meet some of the P&C members too. So please come and join us after the next assembly – 10th June.

Sadly our other new initiative, the Dad's days were very badly supported. A huge Thanks to Craig Foster and Kyle Eager for being the only ones brave enough to give it a go. I'll bet your kids were stoked to see you!

Entertainment books are for sale as a book and online – the online version is quick and easy to use, so if you haven't yet purchased one – get online and give it a try. Crazy Camel and Picture plate forms are due to be distributed at the end of this term. This has been a very popular fundraiser in the past both as a great source of gifts for family and friends and a way to remember your child's artistic progress.

Wishing you all the best for the last few weeks of term.
Amanda Ranford ☺

Attachment 4: Principal's Report – Carlene Thorpe

1. **Playground Funding** – closed prior to 11 May when discussed at the last P&C meeting so we were unable to apply.
2. **Carpet Upgrades** – Year 1 Room 12 and the Music room have now had the carpets replaced as part of the school
3. **Staff Illness** – Georgina Sanderson has returned to work full time and is doing well health wise. Helen Parker is on leave until the end of this term at this stage. Michelle Wiemann is teaching in

Year 3/4 Room 6, Pam Hyde is continuing as Deputy Principal, and Soumya Nayar is teaching Year 1 Room 12.

4. **Administration Area** – will continue to have furniture upgrade as part of our long term plan. This includes new trophy cabinets. The First Aid room will also be upgraded over the July school holiday break.
5. **Parking** – this continues to be an issue around the school and we would appreciate parent support through reminding each other respectfully of where to park and the right thing to do.
6. **Reporting to Parents** – a workshop will be held for parents in week 10 with the date and time to be advised. The school will be closed for lessons on Friday 3 July 2015 to enable parents and teachers to engage in conferences regarding the summative reports. Teachers and parents may choose to negotiate times outside of this date to accommodate individual needs. Parents who remove children from school prior to 1 July 2015 will not receive the student summative reports until the student/s return to school.
7. **School Garden** - Woodlands Primary School operates a successful and thriving school garden. I would like to encourage parent and community members to avail themselves of our bounty! You can do this in one of two ways:
 - Help yourself – any time! Please only take what you need. We ask for a payment of \$2 per bag or bundle. This can be paid through the Library to Mrs Whitehead next time you are at school. Please only snap the leaves off – do not pull the whole plant out.
 - Before school! We have produce available for sale before school every Monday to Thursday either outside the library or the uniform shop.

Currently we have a variety of lettuces, Asian greens, baby spinach, coriander and tomatoes available. Beetroot will be available very soon! Heather Whitehead is still happy to run a garden club after school for 30-40 minutes on a Tuesday or Wednesday, for parents and their kids. Mrs Whitehead also needs some assistance once or twice a term for a short busy bee in the garden.

8. **Daily Reminders and Feedback** – at 2pm each day the students are listening to a PA announcement in regards to areas we are working on as a school such as belonging and respect. This is to provide feedback to students and ideas for how they might demonstrate the focus areas in class, in the playground and at home.
9. **WAPPA Conference** – this Wednesday to Friday I am attending the Western Australian Primary Principal's Association Conference. The conference will provide professional learning in regards to:
 - Instructional Leadership: What Classroom assessment techniques make the difference
 - How do you Build High Trust Relationships with Diverse People in Schools?
 - Uplifting Leadership
 - Thinking Differently - Leading for Improvement
 - Leading School Improvement
 - Bringing Your Best Self to Work (and enabling your staff to do the same)
 - Instructional Leadership - What classroom assessment techniques make the difference? School beginnings with an end in mind.
 - Connected Education: A Whole of Government Perspective on Managing and Responding to the Needs of Children
 - Instructional Rounds: Establishing a Network of Leaders Focused on Inquiry and Collaboration to Enhance Quality Teaching.

Alison Jenkins and Pam Hyde will be in the office should parents require assistance. I will also be contactable via email and phone.

10. **School Chaplain** – Our chaplain, Jessica Kenney, will have her last day with our school on 26 June 2015. Jess has been a fantastic source of support and guidance to many students, parents and staff during her time at Woodlands PS. Please also be aware that YouthCARE is no longer providing mobile phones to Support Chaplains. This means all contact by parents need to be through the front office
11. **Library**- book borrowing is now being undertaken each week during class library time as well as before and after school Monday to Thursday. The library is looking for an interested parent to assist with book covering on a regular basis. It could even be a mum taking new books home and

we supply the covering materials. The job could be done at home or at school. Probably 10 - 20 books a week mostly during terms two and three.

- 12. Sustainability-** there has been quite a bit of interest from parents in the new bins and recycling opportunities. Mrs Whitehead is happy to run a short 30-45 minute "show and tell" after school or early one evening if there is sufficient interest. Please direct interest to Heather.Whitehead@education.wa.edu.au

Attachment 5: Fundraising Committee Report – Nadia Bowey and Lea Cameron

General Matters:

- We are unable to find a quiz night coordinator and enough committee members. Only one person has emailed interest in being on the committee. We are recommending deferring this event to next year or the year after.
- Bogan bingo sales have started online, promotions by email, newsletter, Facebook. New posters are relaunching this week. (Lead: Cally Davidson)
- Entertainment book sales are underway. As of 02 June 1/3 of families either paid or return books. Promotions to continue. (Lead: Kylie Sutton)
- Picture Plate /Crazy Camel Claire would like to launch this week with due date for orders by 24 July. (Lead: Claire Burt)
- Revenues & expenses generated from Events-to-date (Meet & Greet, Hot Cross Bun Fundraiser, School Banking, Bakers Delight program, etc should be outlined in the treasurer's report.

Overview of Events for 2015

Event Purposed	Date / time Proposed	Location	Details	Committee Status
Term 2:				
Entertainment Book Sales	May, June, July, August 2015	Books home in eldest child backpacks. Online membership available	-Families can return books to the office if they are not interested - Promotion of Mobile Application -\$13 of each sales goes to P&C, Promoted by facebook, newsletter, email and posters.	Kylie Sutton is organizing
Picture Plates	Trying for week of 08 June (to be confirmed)	Email, posters, general promotions.		Claire Burt is Organizing
Bogan Bingo	Friday 26 June 2015	Newman Sporting Complex	-Online ticket sales started, promotions by facebook, email, newsletter, posters,	Cally Davidson , Monique , Becky, Mands

Term 3:	Date/Time proposed	Location	Details	Committee Status
Lap-a-thon	September 2015	School Field	Emily & Narelle will map out course closer to race date.	Emily Duffy, Narelle Gadsby,

			Asking for suggestions on dates. They will keep it basic this year with hopes to show someone the ropes to take over for next year.	
Quiz Night	Recommendation to Reschedule to sometime in the 2016 schedule. Not able to find a committee organizer or enough committee members this year.			Recommendation to start forming 2016 committee
Spring Clean Drive	September 2015 one week before school break to one week after school break.	School Office for Collection box	Advertise to membership that they can donate any new and unused items that are just sitting in their house to P&C so we may use as prizes and/or thank you gifts for upcoming events or volunteer appreciation gifts etc. Eg Bottles of wine, Candles , Bath & Bodyshop type items	Nadia Bowey

Term 4:	Date/Time Proposed	Location	Details	Committee Status
Halloween Carnival	Friday October 30 th 2015	School open space /Canteen area	Costume contest, pre-carved pumpkin contest, Halloween lolly bags, cake table, sausage sizzle, bouncy castle, Halloween carnival games. Dj , ice-cream truck , haunted canteen area (TBC)	Nadia Bowey Rachel, Stacy (5 others have emailed interest in helping with event)
Dad's Camp Out	Saturday November 07 2015	School Grounds	TBA	David Wesly
End of Year Christmas Event	tba	tba	Looking at revamping carols by candle light to a year end event	Nerrida (Lead) Rachel to coordinate the Art Exhibition for this event

Attachment 6: Minutes of the Class Representative Meeting (29th May, 2015)

- In general, it was felt that there should be a few key responsibilities for the Class Rep but that all other roles should be optional. The official document will be adjusted to reflect that.
- It was clarified that the Class Rep role falls under the umbrella of both the P&C and the school and provides a line of communication between these bodies, as well as the board.
- The general feeling was that the meetings should focus on the dissemination of academic and administrative information and the raising of class concerns and questions, as well as providing a forum where the teachers can get their voice across via the Principal. It was not felt that it was the appropriate forum for discussion of fundraising, with the recognition that the P&C may have information to pass on.
- The Class Reps in attendance did not feel they should be asked to attend P&C meeting, nor do they want to be overwhelmed with emails.
- There was a strong interest in using these meetings to find out about school initiatives, educational outcomes and other academic aspects.
- It was agreed that the model for Class Rep meetings could be as follows:
 - i. Dissemination of information from school, P&C and Board.
 - ii. The communication of relevant information from the teachers.
 - iii. The communication of relevant information from class groups.
 - iv. A forum to have class questions or concerns addressed, with the attempt to communicate these before
 - v. the meeting via the Class Rep Liaison, Becky Ryan, so that answers can be ready for the meeting.
- Carlene suggested that we use the school wide protocol for meetings:
 - i. Be solution focused.
 - ii. Attend and listen.
 - iii. Participate in good faith.
 - iv. Confront problems respectfully.
 - v. No put downs.