



## WOODLANDS INDEPENDENT PRIMARY SCHOOL

### Parents and Citizens Association Inc

#### Minutes of the General Meeting held on 11<sup>th</sup> May at 7.30pm in School Library

##### 1. Attendance

Amanda Ranford, Narelle Foster, Kylie Sutton, Claire Burt, Jim Gerrard, Rachel Thompson, Carlene Thorpe, Nadia Bowey, Leanne Cameron, Nerrida Damian, Ruth Ashton

**Apologies** – Brett Miller, Simone Williams, Sam Wagenaar, Monique Wesley, Liz Howe

##### 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 Budget Meeting held 29<sup>th</sup> March 2015 are received and accepted as a true and accurate record.

Moved: Narelle Foster  
Seconded: Kylie Sutton

##### 3. Outstanding Items from Previous Minutes

See Agenda Item #11.

##### 4. Correspondence In/Out

- A variety of fundraising correspondence passed on to Nadia Bowey.
- Carlene Thorpe to check on Sean L'Estrange Playground Funding application (up to \$20 000 of funding for the replacement of playground equipment or shade structures to revitalise play areas).

##### 5. President's Report

See attached report.

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

Moved: Rachel Thompson

Seconded: Narelle Foster

## 6. Treasurer's Report

Current balance as at 30/4/2015 of \$79,553. The Easter Hot Cross Bun fundraiser made \$314 profit for the school with 147 packs purchased. The Meet and Greet broke even due to the sale of sausages and cakes.

So far we have paid the \$2,800 as per the budget for the Year 6 camp. The uniform shop has been going well with sales of \$8,900 for the months of March and April. Canteen is still not making money but we have produced a new menu with some price changes so we are hoping that will. Historically Term 1 is lower than Term 2 and 3 as children enjoy warm lunches for winter.

P&C Levy is lower than previous years with only \$19,495 received approx. 54% of families having paid.

### *Budgeted items*

Mosaic	21,000
Teacher Allocation	3,750
Year 6 Camp	2,800
Matheletics	2,000
Canteen	1,200
Orchard	3,600
Total to Spend	34,350

### *Spent so far*

Year 6 Camp	2,800
Orchard	1,000
Total Spent	3,800

Ongoing running expenses 25,000

At Present approx. 20,000 in surplus for the playground

- The Canteen is aiming to improve ordering purchasing and processing to streamline and get costs down, as well as increase interest through some themed events and after assembly coffee and refreshments (to be trialled at next assembly with Room 8).
- A desire for more snacks in general and to increase the number that are also available at lunch to cater for the younger years.
- Narelle Foster and Kylie Sutton to send out specific reminders about the P&C Levy and clarify the confusion between the latter and the school contribution.

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

Moved: Amanda Ranford

Seconded: Nadia Bowey

## 7. Principal's Report

See attached report.

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

Moved: Narelle Foster

Seconded: Amanda Ranford

## **8. School Board Report**

The meeting was changed to May 18<sup>th</sup>, as explained by Jim Gerrard.

## **9. Fundraising Committee Report**

See attached report.

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

Moved: Amanda Ranford  
Seconded: Narelle Foster

## **10. Uniform Report**

Ruth provided an update as to progress with the Uniform Shop. Main points include:

- The skort is not selling. A new option was proposed for only \$1 more.
- We could order a new polar fleece vest with logo for \$14.
- Ruth is trying to source new interschool t-shirts that aren't as expensive. There is one that would cost only \$25 with the logo. Narelle Foster to check with Netball Uniforms West.
- A new backpack was tabled: it is \$30 (current model is \$45), made of recycled material, and water and fade resistant. This option was passed by all.
- The hats will be changed to come from Perma-Pleat as well at a cost of \$10.34.
- There was some discussion as to what to offer Kindy students in terms of a Kindy t-shirt. Nadia to liaise with Kindy Class Reps for their thoughts. Carlene liked the idea of the same school logo so the students feel part of the greater school. Narelle suggested just having a choice of 4 or 5 colours. To be revisited at the next meeting.
- A uniform stocktake will be done at the end of June and new prices will come out for Term 3.
- An online uniform shop is in the works, headed by Narelle Foster and Ruth Ashton.

Motion: The Uniform Report and the new products as tabled by Ruth Ashton to be received and accepted.

Moved: Nadia Bowey  
Seconded: Kylie Sutton

## **11. Bi-Election of General Committee Members**

1. Claire Burt's name was put forward by Nadia Bowey and seconded by Narelle Foster.
2. Leanne Cameron's name was put forward by Narelle Foster and seconded by Nadia Bowey.

## **12. General Business**

1. Jim Gerrard asks that the P&C please update the advertising board. Amanda Ranford agreed to do so.
2. Claire Burt suggested some new Crazy Camel Products to be offered this year.

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

**Next meeting date: Monday, June 8th, 2015 at 7:30 p.m.**

**Attachment 1:            Presidents Report- 11<sup>th</sup> May 2015**

Welcome back to Term 2. Term 1 was a busy one with the installation of the fabulous new playground which has been an instant and ongoing success. The Meet and Greet was well patronised despite the drizzle and the Orchard was finally made official with the help of some special guests and guest speakers. Thank you again to everyone who made all these events possible.

We ended last term with a very successful budget meeting which managed to meet not only the needs raised in the recent survey (Thank you to all who participated), but also some of the gaps in the school operational plan left by funding cuts. The minutes from last meeting have the specifics.

Now that the essentials have been addressed, the P&C exec have turned our thoughts towards the formation of a strategic plan to cover the next 18 months, in line with the school operational plan. With the goal of stage 2 of the playground, and the ability to provide ongoing subsidies towards educational programmes in 2016, the preliminary focus has been in the area of fundraising. To this end we have compiled a prospective list of engaging and varied activities which we hope you will enjoy participating in. This list is being ratified tonight and will be available on the P&C page on the website, so please contact us if you see anything you would like to help with.

We are trying to establish a database of folks willing to help out with events. You can specify if you are happy to be an organiser or if you would just like to be a helping hand. We would be grateful for whatever time you can spare and we promise not to pressure you into doing more than you can ☺ Please contact our secretary Rachel Thompson at (woodlandspandc@gmail.com) to add your name.

Anyone who has ordered their child lunch or helped at the canteen this term will see the fruits of the collaboration between Cedric and the canteen committee headed by Nerida Damien. A big Thank you to Nerida who has overseen the revamp of the menu and is currently helping to fine tune some of our processes so that Cedric's delicious and nutritious food can be enjoyed in a more cost effective manner. The parents of kindy and pre-primary children have also been invited to order from the canteen, so if you haven't yet done so, check out the great range of healthy and tasty food on the menu, give yourself a morning break and get your kids to try it.

Ruth Ashton has very kindly taken over the reins from Liz as our uniform shop lady. The uniform shop is now open on Wednesdays from 8.30 to 9.30. If you can't make it on the day, you can fill out and order form (held at the front office) and the order will be delivered to your child's class once it is processed. Ruth has some great ideas for new and better products, which she is presenting at tonight's meeting, so make sure to either come to the meeting or keep reading the P&C part of the newsletter for updates.

At the end of last term we said a temporary farewell to our principal Kim Dullard who is taking a 6 month leave of absence. Deputy Principal Carlene Thorpe has been selected as his very able replacement, and we look forward to working closely with her to ensure that the best educational, social and emotional growth opportunities are available for our kids both now and in the future.

Our philosophy is “Many hands make light work”. So please come and join us. Any assistance be it creative brainstorming or hands on help is most appreciated!

Regards

Amanda Ranford (President) ☺

## **Attachment 2: Principal’s Report, Carlene Thorpe- 11<sup>th</sup> May 2015**

**1. School Website** - The P&C Survey from earlier this year indicated that 68% of respondents never accessed the website with the main reason that it was “out of date”. The School Website is currently maintained and updated by teacher. Belinda Brady. The website videos and photos have not been updated since 2012. We are in the process of updating the site with professional video and photographic footage to capture the innovative and varied education that students receive at Woodlands PS. We will also be able to use the images and footage for promotional events and publications. The cost is \$250 per event and we have utilised services for two events so far. This includes editing and file sharing. Our school will have full rights to utilise any of the photos and footage for school purposes.

**2. Staff Illness** - Currently we have the following staff on extended leave/replacement: Helen Parker, Georgina Sanderson and Susie Wass. At this stage Helen is due to return 25/5/15. We have replaced Helen with Kerri Klumper for the teaching role and Pamela Hyde for the Deputy role two days per week. It is unknown when Georgina will return to work. We are continuing to employ Beth Keech to maintain consistency for the class. Susie has been replaced by Anna Crockett.

**3. The Budget 2015 and The Annual Report 2014** - These have been finalised and will be presented to the School Board on 19 May. 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. Athletics began in class this term with Years 1 to 6. Money is continuing to be received from parents for their contribution to the program. Mel Jennings will place a reminder in the newsletter this week.

**4. Positive Behaviour Support Update** - The PBS team has developed a matrix for Student Expectations. The team will be attending Day 3 of training on 19 May. The focus of Day 3 is on teaching expected behaviours, encouraging expected behaviours and engagement strategies.

**5. School Development Day 02/06/15** - Staff will engage in professional learning that further progresses the Business Plans for English and Maths. In English, staff will undertake PL in Viewing led by Di Rees for K-2 staff and Sofia Delios for Year 3-6 staff. In Mathematics, staff will undertake PL utilising the expertise of Glenys Reid. The focus will be on differentiating mathematics to provide for extension of learning. In response to student injuries, we believed it was timely for a First Aid refresher. Heather Whitehead has organised for a 2hr session for our staff to refresh and update skills in basic first aid.

**6. Teacher Development School Information** - Alison Jenkins has assumed the role of TDS Coordinator. I am undertaking ongoing training and support to Alison so that the Woodlands TDS brand and level of support is maintained. During term 1 we provided support to 6 schools, 5 Networks and through 3 Professional Learning Communities to 531 participants. This term we will be presenting Effective Reading modules on behalf of the DoE through our WACI Club professional learning community both face to face and online. Sofia Delios and Melissa Jennings will undertake the presentation of PL at a number of schools/networks this term.

7. Our school organised a Kindy and Pre Primary Anzac Service for the first time. This was well received by parents, students and teachers.

8. Our school has been approached by DoE Media and the Western Australian newspaper in regards to our dynamic and innovative year 6 collaborative classroom. Our school will be featured in the future on the DoE website through a feature story.

9. During week 3 I was in Sydney for continued work with the Australian Curriculum, Assessment and Reporting Authority in relation to the refinement and rebalancing of the Australian Curriculum. I represent Western Australia for this project. Many of our teachers continue to work at a State level for the School Curriculum and Standards Authority on developing assessment tasks, moderating student work samples and developing assessment pointers.

10. **Edu Dance** is proving to be a popular choice amongst students for the dance program this year.

11. Our Junior Choir performed for the first time at both Anzac services. After only ten weeks together, they are singing beautifully.

12. **NAPLAN** - The National Assessment Program – Literacy and Numeracy (NAPLAN) begins tomorrow, 14 May through to catch up assessments on Friday 15 May across Australia. NAPLAN tests skills in literacy and numeracy that are developed over time through the school curriculum. At each year level a RANGE of skills are assessed ACROSS year levels. This is NOT a year level based assessment. Therefore a Year 3 student will be assessed simple through to far more complex skills so a range of achievement can be noted. Teachers of Years 3 and 5 at Woodlands have ensured that students are familiar with the test formats and will provide appropriate support and guidance. Excessive preparation is not useful and can lead to unnecessary anxiety. If you have any questions about your child's preparation for NAPLAN, you are encouraged to make a time to speak with their teacher. Further information has been placed in the Newsletter last week.

13. **Reporting to Parents Workshop** – this will be offered later in the term for parents to gain an understanding of current reporting and grading processes. Information will also be published in the newsletter.

14. **Sunshine Online Home Access** - Our Pre Primary to Year 2 students now have access to reading books online as part of the home reading program.

Access Sunshine Online through this link: [www.sunshineonline.com.au](http://www.sunshineonline.com.au)

Log on details are:

Username: woodlandshome

Password: woodlandshome

15. **Science Update** - Recently, the Premier of Western Australia, the Hon Colin Barnett, released *A Science Statement for Western Australia*, which emphasised the importance of science for Western Australia's future prosperity and health. Education will play a critical role in supporting this direction, and public schools will be expected to increase their focus on Science, Technology, Engineering and Mathematics (STEM) learning in their classrooms. Woodlands PS was invited to attend a two day STEM consultation forum on 21 and 22 May 2015. Chief Scientist of Western Australia, Professor Peter Klinken, will provide the opening keynote address at the forum. Lynette Martin and Belinda Brady from the Science team will be attending.

In addition, Lynette received confirmation of our placement at Curtin's Science workshop this term. There are only usually 15 schools chosen. It is free and there is a bus subsidy. The Year 4 students will be attending.

### **Attachment 3: Fundraising Committee Report- 11<sup>th</sup> May 2015**

Members: Nadia Bowey & Executive Committee until official fundraising Committee is appointed.

#### **GENERAL MATTERS:**

- The General meeting regarding the Annual Budget run too long, therefore, the appointment of members to the Fundraising Committee was officially deferred until general meeting dated Monday 11 May 2015.
- The Feedback from the P&C survey along with consultation from The Executive committee was used to set the proposed event schedule for the rest of the year 2015.
- This schedule will be submitted for membership approval at the General Meeting Date 11 May 2015.
- Once a fundraising committee is formed they will help to oversee the smooth running of approved events for 2015 and work towards setting the proposed event schedule for 2016.
- Quiz night coordinator(s) needs to be appointed ASAP! No takers so far.
- 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 PROPOSED EVENTS 2015**

Event Purposed	Date / time Proposed	Location	Details	Committee Status
<b>Term 2:</b>				
Entertainment Book Sales	May, June, July, August 2015	Books home in eldest child backpacks.	-Families can return books to the office if they are not interested - Promotion of Mobile Application -\$13 of each sales goes to P&C	Kylie Sutton is organising
Picture Plates	Launch date To be confirm	Email, posters, general promotions.	Student photos/artwork transformed into professionally printed calendars, cards, notebooks, diaries or iPhone cases.	Claire Burt is Organising
Bogan Bingo	Friday 26 June 2015	TBA – looking into Hale, Newman, Scarborough Community Centre , Doubleview lawn bowls	Wear Bogan Style, clothing to event. Bingo caller calls out the numbers & Dj play songs from the 80's & 90's that rhyme with	Cally Davidson , Monique , Becky (Mands )

			those numbers. some jokes, tributes & air guitar competition. Bogan prizes. Looking to add dance at the end if affordable.	
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<b>Term 3:</b>	<b>Date/Time proposed</b>	<b>Location</b>	<b>Details</b>	<b>Committee Status</b>
Lap-a-thon	September 2015	School Field	Student to walk or run as many laps as they can and get sponsorship	Emaily Duffy, Narelle Gadsby,
Quiz Night	TBA	TBA	Social fundraiser night, Prizes, raffles, games, silent auction etc	VACANT (Declined due to other commitments : Nicky Baily, Monique Wesly, Cally Davidson, Mands), Nadia Bowey
Spring Clean Drive		School Office for Collection box	membership asked to donate items to P&C> Advertise to membership that they can donate any new and unused items that are 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

<b>Term 4:</b>	<b>Date/Time Proposed</b>	<b>Location</b>	<b>Details</b>	<b>Committee Status</b>
Halloween Carnival	Friday October 30 <sup>th</sup> 2015	School open space /Canteen area	-pre-carved pumpkin contest -costume contest -jump castle or obstacle course. - Halloween cake/sweets stall	Nadia Bowey Rachael



			-sausage sizzle, Halloween themed games & prizes – haunted canteen etc -Luck dip Halloween bags	
Dad's Camp Out	Saturday November 07 2015	School Grounds	David to provide details.	David Wesly
End of Year Christmas Event			Some suggestions from survey to add to carols by candle light event.	Nadia to Discuss with Sandra Law and other past organizers and report back.

### Other Suggested Events for 2016

- OP Shop Ball
- 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 etc
- Valentine's day cupcake sale or cookie sale, valentines delivery-grams
- Easter Egg Hunt
- Free dress day
- 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 the romix raffle or other raffles, Selling flowers or cupcake or mother's day stall.
- Father's day breakfast, raffle ,or father's day stall
- Election Day sausage sizzle + Cake stand
- Spring clean Drive
- Lunch wallets (for canteen)
- Family Sports day
- Melbourne Cup event
- Art Auction ,
- Concert /play,
- minifete,
- jack adder event / bush dance,
- boot sale, dog wash,
- car spot raffle,
- bingo/bogan bingo
- sundowner