



WOODLANDS INDEPENDENT PRIMARY SCHOOL

Parents and Citizens Association Inc

Minutes of the General Meeting held on 14th September at 7.30pm

1. Attendance

Amanda Ranford, Kylie Sutton, Claire Burt, Rachel Thompson, Helen Parker, Nadia Bowey, Genevieve Dawkins, Derril Tennant, Narelle Foster, Leanne Cameron, Monique Wesley, Sam Wagenaar, Narelle Gadsby, Nerrida Damian

Apologies – none

2. Approval of Previous General Minutes

Motion: The minutes of the General Meeting held August 10th, 2015 were accepted without amendment.

Moved: Sam Wagenaar
Seconded: Derril Tennant

3. Outstanding Items from Previous Minutes

The missing Eagles Guernsey, belonging to the Beattie family, was part of the 2010 Christmas Raffle and no record was kept of the recipient.

4. Correspondence In/Out

As explained by Mands Ranford, the WACCSO newsletter had some interesting ideas regarding improving membership base, such as a prize for meeting attendance, signed thank you letters, etc. Our P&C is well represented by the lower grades but less so as the students get older. Putting the P&C goals for the playground was suggested to make it transparent to all parents where the raised funds are going. We will return to this topic at the next meeting.

5. Treasurer's Report

See attached report.

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

Moved: Monique Wesley
Seconded: Kylie Sutton

6. Principal's Report

See attached report.

Added note: For next year's Athletics Carnival, look into the possibility of renting race timing equipment for approximately \$500-600 for the day.

Motion 1: Mands Ranford, on behalf of the P&C, agreed with the school's choice and moved that we use EduDance for 2016. This was voted on and received unanimous approval from all in attendance.

Motion 2: The Principal's Report as tabled by Helen Parker to be received and accepted.

Moved: Monique Wesley

Seconded: Nadia Bowey

7. School Board Report

No board members in attendance. Nothing to report other than a suggestion by Jim Gerrard to refresh the look of the front the school.

8. Fundraising Committee Report

See attached report regarding Father's Day Stall and Raffle, Lap-a-thon, Woolworths Earn and Learn, Halloween, Dad's Camp Out and the Christmas Celebration.

A huge thank you to Lea Cameron and Claire Burt for their work on the Father's Day Stall and Raffle, as well as to Narelle Gadsby for heading a smoothly run and successful Lap-a-thon!

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

Moved: Rachel Thompson

Seconded: Kylie Sutton

9. General Business

i. WACSSO Conference

Moved to the next meeting.

ii. Recipe Book Stock

Moved to the next meeting.

iii. Updating of P&C Information Pack

Moved to the next P&C meeting, as awaiting board presence.

iv. Report on Class Representative Mtg.

Moved to the next meeting.

v. School Parking and Traffic Management

Derril reported that there are still many issues with poor parking and driving in the school area, especially on Teakwood. Derril has contacted the Dept. of Transport about their Travel Safe program and they will lend us the stencils to refresh the footprints. Admin is looking into a bike safety program for Year 6 costs look high. As well, it would be great to have something for the younger years.

A request was made for a teacher to be on duty daily between 3:10 and 3:20 in the Kiss and Ride zone. Helen Parker is to check on this. However, according to feedback from Alison Jenkins re. the same request made at the Class Rep. Mtg., this will not be possible.

v. Update on the Mosaic Project – Genevieve Dawkins

Genevieve reported that the mosaic is 75% complete and the aim was to have it finished within the week. Every student in the school bar 9 had added to it at that point! A big thank you to the parents who came in and added their bit.

The labour costs are still up in the air and more money might be needed from the P&C. The protective frame for it to be housed outside will incur an extra cost, as well as anti-graffiti paint. A quote for installation was included in the budget but, as we must go through the Dept. of Education, their quote will likely be more expensive.

Pushed to the next meeting, was the issue of sponsor acknowledgments.

As always Gen, thanks for such an amazing output of energy and volunteering spirit!!

vi. School Diaries for 2016

Motion: Narelle Foster moved that we approve the ordering of the 2016 school diaries for Years 2-6 at a cost of \$2300.

Seconded: Mands Ranford

vii. A special thank you and farewell to Lea Cameron, who is embarking on a new adventure. We appreciate all your hard work and positive energy this year, Lea. You will be missed!

Meeting Closed: The meeting closed at 9:45 p.m.

Next meeting date: Monday, October 19th, 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. Lap-a-thon	1.1 A reminder after school holidays for the sponsorship money to be in by Oct. 26th	Narelle Gadsby	First school newsletter
2. Halloween Bake Stall	2.1 A request for volunteers to bake, donate lollies, or man the stall.	Nadia Bowey	Upcoming P&C and school newsletters
3. Dad's Camp Out	3.1 A request via all our forums for volunteers urgently needed if event is to go ahead. Also request	Nadia Bowey Carlene Thorpe (needs	Ongoing

	Carlene to mention at assembly.	asking)	
4. Christmas Celebration	4.1 Approach school about possibility of year group commitments to one carol each. 4.2 Contact City of Stirling about market stall permit.	Mands Ranford Mands Ranford	Next P&C meeting
5. School Parking and Road Safety	5.1 Send letter to City of Stirling requesting assistance with extending 40 km zone and adding flashing signs. Letter now has board and school approval. 5.2 Helen to ask about feasibility of teacher on duty at Kiss n Ride from 3:10 to 3:20. 5.3 Find out if Year 6 Bike Safety program is possible.	Mands Ranford Helen Parker School Admin.	As soon as possible By next P&C meeting By next P&C meeting

Attachment 2: Treasurer's Report

Current balance as at 31/8/2015 of \$73,242.33.

Canteen sales are down for the month of August due to \$780 being banked in September. Online orders are continuing to be almost half of our canteen orders at 48%. Year to date the canteen has made a small profit of \$2,556 being 8% of sales, however an invoice for Sushi and Bakers Delight which relates to term 2 has been received which would make YTD profit being closer to 4-5% of sales.

The Canteen Committee is still to meet to review costs associated with the canteen to ensure we are being as efficient as we can.

The Mosaic Project is currently on budget with expenses incurred to date. G Dawkins will give further explanation regarding this project.

The Father's Day Raffle and Stall was successful with banking of \$2,600 (in September). A stocktake of the remaining items needs to be completed in order to finalise the fundraising related to the event (which will be finalised in the September accounts).

The Uniform Shop is currently in the process of going online. Uniforms will be available for purchase through the Online Canteen system for parents, with the hope it is up and running by Term 4.

Mosaic Budget

Budget	\$5,451
Spending YTD	\$1,669
Amount still to be spent	\$3,782

2015 Budgeted items

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

Spent so far

Year 6 Camp	2,800
Orchard	1,100
Canteen	1,200

Mosaic	1,669
Total Spent	6,769

Budgeted Amount still to spend \$27,581 (adjusted to \$12,032 after reducing the Mosaic Budget)

Ongoing running expenses 25,000
At Present approx. 25,000 in surplus for the playground (possibly an additional \$15,000 if the mosaic budget comes in at the adjusted value)

Attachment 3: Principal's Report

1.Faction Athletics Carnival

Held last Friday week. Smoothly run, well organised by Renee Giudice, the weather was kind, Warren Partick's contribution was excellent, the students did their best, Steve Robinson's training must also have a positive impact and many thanks to the Year 5 fund raisers who had yummy looking food and did an amazing job at jazzing the oval up!

Results: Banksia 892, Hakea 807 and Tuart 753

Parent meeting on Friday mentioned the choice of ribbons for the team events instead of stickers. Generally a big cost difference. Would have to consider impact on 2016 PE/ Carnival Cost Centre.

Discussion about forming a fourth faction but that's a Board topic.

Interschool Athletics Carnival: Tomorrow there are the Interschool Jumps and Throws.

Thursday is the day for races including relays and team games (only leader ball this year).

2. Massed Choir

Our Senior Choir at the Massed Choir event on September 2. It is always an amazing success. Several school choirs combine in one massed choir. The conductors have the most amazing control at the flick of their fingers. Takes a lot of time from those behind the scenes. We are lucky to have the support of the Education Department who pay for the salary of four staff for the week and possibly the week before when there are rehearsals. Conductors come from Wembley Primary School and Churchlands SHS, pianist from Nedlands PS. Pauline O'Rourke does an amazing job preparing the choir. The uniforms, I thought, were the best!

3. Dance, Social/Emotional Lessons, School Photographs, Booklist Supplier

Book supplier for 2016 will be the same as 2015 as Kim has already negotiated that Sam could do it for a second year.

EduDance has the staff approval to do the Dance in 2016. Needs approval from the P & C and Board. To be reviewed again in 2016.

Footsteps presented a Social/Emotional session for some classes. Not approved.

4. Science Week

A successful week. Mrs Martin is having a positive impact on the Science in the school. The tabloids that was organised involved the students from Room 8 and 19 (Yr 4/5 and 5) delivering an hour's Science activity to each class, basically two or three students doing the teaching. Felicity Bradshaw, a UWA biologist, and Jenny Russell have been involved in the Bushland at Hale School project.

5. Susie Wass's Baby

Same day as the Faction Carnival, Susie and Phil Wass had a baby girl, Georgia Rose Wass, on Sept 4th at 1.30pm 2.45kgs and 45cms

6. Fundraiser for Linda Waideman at Warakurna

Picture books as our contribution to Aboriginal Literacy.

Items from Red Dott or Reject Shop for a Christmas Shoebox to give the 45 students at the school something from "Father Christmas".

7. Staff on Long Service Leave

Robyn B – returns Mon 21st Sept

Heather – this week (plus Thursday last week)

Carlene – this week, next week in Sydney writing a Parent Package for ACARA (Australian Curriculum, Assessment and Reporting Authority)

Mel Jennings – two weeks

Pam Hyde – Week 10

Richard Lyon – 23rd Sept – 28th Oct incl.

Carole Linn – Week 10

8. Mosaics

The mammoth project is coming to an end. The result is amazing. Many, many thanks to Genevieve Dawkins for her outstanding organisation. Genevieve, Dorothy Burke and Nathan Hopkins have worked tirelessly on their days at WPS. The students have learnt a new skill and hopefully when it finally gets hung there will be a degree of satisfaction that everyone (I mean everyone!) contributed! The project would not have been possible without Genevieve!!! Thank you to the P and C for their contribution.

9. Thanks to Lea Cameron

On behalf of the school I would like to thank Lea Cameron on her wonderful efforts contributing to WPS in many ways – the Cook Book, Father's Day Stall this year, canteen roster and everything else.

Wishing you and your family all the best for your next venture. Thank you and remember you are always welcome back here.

10. Visit Kings Park

A personal recommendation – take the time to visit Kings Park NOW. The wildflowers are amazing in not only the prepared gardens but in the natural bush.

11. Happy and Safe Holiday

Attachment 4: Fundraising Committee Report

GENERAL MATTERS & MATTERS FROM AUGUST MEETING:

- RAC little Legends program information has been posted on Facebook more for information rather than fundraising in light of recent safe concerns raised by parents.
- Derby Day was successful and well received. We raised about \$450
- Father Day Stall & raffle was great banking about \$2000. (Raffle raised about \$500)
- Earn & learn sticker collections have concluded. We have until Oct 2 to get our tally sheets into woollies.
- Lea Cameron is stepping down from Executive & Fundraising committee as she is moving overseas in 6 weeks. We thank her for all of her great work with the P&C and she will be missed.
- Recommended Adjustments have been made to the schedule as outlined below.

OVERVIEW OF EVENTS FOR 2015

Event	Date / time Proposed	Location	Details	Committee
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. RESULT : Approx. 185 Books/digital memberships sold for approx. profit \$2405	Kylie Sutton , lead

Picture Plates	orders are now closed.	Email, posters, general promotions.	Status : As of July 27 - Number of Students who have placed orders = 35 - number of products ordered = 51 -Funds raised so far = \$247.50	Claire Burt, lead
Bogan Bingo	Friday 26 June 2015	Newman Sporting Complex	Approx 70 Attending , positives reviews from those attended. Expenditure/incoming should be provided in treasurer report.	Cally Davidson , Monique , Becky, Mands , Anna

Term 3:	Date/Time proposed	Location	Details	Committee Status
Derby Day (Lea)	Friday 14 August	School	\$2 gold coin donation for students to wear their favourite team jersey to school. Money Collected in class rooms. Raised about \$500	Lea, Claire
Lap-a-thon (Narelle Gadsby To provide Update)	- 25 September last day of term	School Field	Only applies to PP- Y6 & kindy will do a Obsthathon. - "Loud Shirt/Crazy shirt day - speaker system to have music playing and to do some crazy laps – like skipping/jumping/animal	Emily Duffy, Narelle Gadsby,
Father's Day Stall Lea & Claire to report	Tuesday 1 September		We banked about \$2000. Raffle raised about \$500	Lea & Claire

Term 4:	Date/Time Proposed	Location	Details	Committee Status
Halloween	Friday October 30 th 2015		Due to indications of numbers of attending and feedback from community a recommendation to adjust Halloween to Gold coin dress and bake sale for Friday 30 Oct	Nadia Bowey
Dad's Camp Out Monique To provide update	Saturday November 07 2015	School Grounds	-Committee meetings are starting soon. - but require helpers from each year group otherwise we cannot run event	David Allan
End of Year Christmas Event Nerrida to provide update		tba	Nerrida only recommends moving forward if we can get support from school to make it more formal	Nerrida