



WOODLANDS INDEPENDENT PRIMARY SCHOOL

Parents and Citizens Association Inc

Minutes of the General Meeting held on 16th November at 7.30pm

1 Attendance

Amanda Ranford, Carlene Thorpe, Jim Gerrard, Rachel Thompson, Nadia Bowey, Genevieve Dawkins, Claire Burt, Monique Wesley, Nerrida Damian, Narelle Foster

Apologies – Amanda Rothman, Kylie Sutton, Derril Tennant

2. Approval of Previous General Minutes

Motion: The minutes of the General Meeting held October 19th, 2015 were accepted with the below amendment.

Moved: Mands Ranford

Seconded: Nadia Bowey

3. Outstanding Items from Previous Minutes

- Correction to the Principal's Report regarding the dates of the Kindy and PP Orientation meetings: PP meeting Nov 27th @ 9am, Kindy Meeting 4th December @ 9am.
- Year 1 meeting TBA.
- P&C representatives to talk at the meetings: Nadia (PP) and Narelle (Kindy).
- Discussion that 2016 new parents talk re P&C information could be made into a power point and placed on the P&C website tab where it could then be downloaded. Would save paper. It would also be available in paper form for those who like to file hard copies.

4. Correspondence In/Out

- The photography company for 2016 will be MSP, which is the same as this year. Companies to be reviewed next year for 2017. We will look into this in Term 3. Queries as to whether the Athletics Team can be included in the photo series, and a suggestion was made to have the same company take the yr. 6 final photo.
- We received a letter from the City of Stirling in reply to the traffic letter sent by P&C and co-signed by board chair and principal:
 - No ability to help.
 - Strict sign guidelines from Main Roads re: sign placement adjacent to school property.
 - Electronic signs to be installed in 2015/2016 financial year.
 - Request for Ranger Safety Patrols put in.

- For a crossing guard we would have to apply to the Children's Crossing and Road Safety committee.
- Unmanned crosswalk requires Main Roads approval and unlikely due to child cognition issues.
- Parking bays at Woodlands reserve deemed adequate.
- No space for angled bays along Teakwood.

5. Treasurer's Report

Report to be attached at a later date. Highlights were:

- The Uniform Shop is now online via the Canteen!
- Ruth and Narelle are teaming up to add merchandise.
- Credit card facilities should be up for the Uniform Shop by Term 4.
- The Kindy and Pre-Primary children will be able to be fitted before the end of the year.
- The uniform shop will be open for the Orientation Meetings.

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

Moved: Claire Burt

Seconded: Mands Ranford

6. Principal's Report

See attached report.

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

Moved: Monique Wesley

Seconded: Nadia Bowey

7. School Board Report

- The board meeting was an open meeting but no extras were in attendance, perhaps due to insufficient advertisement.
- The Strategic Plan for the next three years will be the goal for next year and will hopefully be ready to go for 2017.
- The new board members are Paul Bailey, Greg Robinson and Sandra Law.

Motion: The School Board Report as tabled by Jim Gerrard was received and accepted.

Moved: Monique Wesley

Seconded: Claire Burt

8. General Business

i. P&C Succession Plan for 2016 – moved to next meeting.

ii. Reply from Council re. traffic and parking safety – see #4 above.

iii. Mosaic Update – Genevieve Dawkins

- The Mosaic Exhibition in the library, put on by Nathan and Dorothy, looks fantastic. It will be up for two weeks and everyone is invited to take a look. Many of the mosaics use recycled materials.

- The class posters showing the mosaic process, with comments, are up in the undercover area. The classes have also made thank you cards for the artists.
- The Post took photos of the mosaic.
- We are still taking book orders for Danny Parker's book signing and they will also be available after the assembly for purchase.
- Robyn Blekkenhorst is ready for the assembly, which will be followed by a morning tea. Narelle Foster is in charge of the preparation.
- Gen will do a speech and present a power point.
- *A huge thank you to Gen from the P&C for your amazing and ongoing efforts!!*

iv. Year 6 Gift

- The Year 6 team, led by Lisa Gunningham, are pleased to report that the gift to the school, a limestone and timber bench that will envelope the tree between the new playground and netball courts, will be finished and accessible by the end of November. Carlene Thorpe, Helen Parker and Dean Woodham were involved approving the aesthetics. Rupert Buscall will do the limestone blocks and Warren will do the timber bench seats.
- The Year 6s are also hoping to provide a 4th place podium and a plaque to be displayed in the undercover area.

v. 50th Anniversary Merchandise

- Prices will be slashed to clear stock.

vi. Updating of P&C Information Pack

- We have received the blurb from Carole.
- We will not opt for the glossy version.
- In 2016, we will look at the package for new parents and consider options such as electronic and online versions.
- Monique suggested an ongoing folder where parents can place school information as they receive it.
- All are agreed that there should be an online option. Narelle suggested download tabs on the school website with choices such as term planner, order forms, minutes, newsletters, uniform shop, etc.
- Jim agreed and recommended looking at the Wembley PS site for ideas.
- The Information Pack will stay the same for 2016 new parents.

vii. Playground Upgrade – Phase 2

- Monique attended the Grounds Committee Meeting and suggested we return to a priority of making a decision about Phase 2.
- Popular ideas are the double flying fox, as well as a double-tiered fort with a shaded sandpit beneath. Possibility of Warren building it?
- Claire to get photos of the new Coolbinia PG and we could ask Cally Davison for photos of the Mt. Hawthorne nature playgrounds.
- Carlene inquired about the bitumen. Kim Dullard had said that, if we paid \$30 000 to do two courts, the Dept. of Education would pay the other half (\$30 000).
- Carlene suggested we survey the students as to what they would like. Possibly, they would prefer sports areas to playgrounds. In our previous survey, new netball and basketball courts were popular choices.
- Nadia commented that we need to publicise what Phase 2 is and how much it will cost.
- Mands suggested re-checking the survey results and also doing a kids' survey, as well as asking what the teachers think, who observe the children at play.
- We need to get a costing for the flying fox and fort, as well as for the courts.

viii. School Uniform Update

- Carlene is happy to get the survey monkey out re. the new dark shirts.
- Ruth is checking on how much the dark shirts will fade, as well as the breathability. We need a fabric sample.
- Claire checking Coolbinia.

ix. Mosaic Funding

- Regarding the confusion as to who would pay the artists' wages, the P&C initially budgeted \$21 000 for the mosaic, but this was as a failsafe in case we didn't get the grant. Because the P&C was under the impression that the school would help pay some of the total amount, the parents were charged only a \$7 incursion fee. However, registrar Diane Byrne is expecting the full amount spent to be put back into the art budget, which is currently overdrawn. The school paid approximately \$15 000 for the artists' wages and would like to get this back from the P&C.
- At the end of the day, the money goes back to the school wherever it originates and the P&C did budget for \$21 000.
- Thus, the motion was made to pay the artists' wages and any shortfall into the art budget to a maximum spend of \$21 000. \$5 400 has already been paid for materials.
- The vote on the above was unanimous, which carries the motion.

9. Fundraising Committee Report

See attached report regarding the Lap-a-thon, Halloween Bake Stall, Dad's Camp Out and the Christmas Carols and Market Stalls. We are very much looking forward to the End of Year Christmas Event. Pauline is teaching all the classes carols and the whole community will be invited.

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

Moved: Carlene Thorpe
Seconded: Claire Burt

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

Next meeting date: Monday, December 14th, 2015 at 7:30 p.m.

Attachment 1: Agenda Items to be Actioned

Agenda Item to be Actioned	Action Required	By Whom	By When
P&C brochure	Give it an update. Upload onto website under P&C tab.	Nadia / Mands Nadia / Narelle	23/11 14/12
P&C representative at Orientation meetings	Nadia for Pre-Primary meeting. Narelle for Kindy meeting.	Nadia Narelle	27/11 04/12
Playground Upgrade – Phase 2	Claire to get photos of Coolbinia PG. Ask Cally Davison to get photos of Mt. Hawthorne PG. Re-check survey results for priority items. Prepare a survey for students and teachers. Get a costing for flying fox and fort ideas.	Claire Rachel Mands? Mands? Monique?	14/12 14/12 ? ? ?

	Once a decision is made, publicise what Phase 2 will be and approx. cost.	Nadia	
New School Uniform Top	Carlene to put out a survey with Survey Monkey but she needs the question and photo first. Ruth to check fading aspect, breathability and get a fabric sample. Claire checking Coolbinia top?	Ruth or Narelle Ruth Claire	ASAP ASAP ASAP

Attachment 2: Principal's Report

Operational Plan Review

Our teachers have been reviewing the school Operational Plan in preparation for 2016. This includes an analysis of NAPLAN and teacher judgement data, through to identifying improvement targets, strategies and resources.

On Entry Assessment

Our Year 1 teachers have been undertaking On Entry assessment of the students in Literacy and Numeracy this term. This information will inform planning for our Year 2 students in 2016 and also enable our school to analyse the impact of our early childhood programs in terms of progression point progress between the start of Pre Primary and the end of Year 1.

Early Childhood Parent Meetings

To clarify, our Kindy Parent Meeting for 2016 parents will be held on Friday 4/12 at 9am in the Kindy Room.

Our Pre Primary Parent Meeting for 2016 parents will be held on Friday 27/11 at 9am in the Library. Who will be present from P&C to talk for a couple of minutes?

Positive Behaviour in Schools Update

The PBS team have been delighted with the logo development for our character representation for this program, (show logos).

WA Education Awards

The School Board nominated Robyn Blekkenhorst for the Department of Education School Teacher of the Year award. It has come to our attention that Melissa Martyn, Year 1 teacher, was also nominated. Both teachers were thrilled with the nomination. The teachers, principal, Board Chair and P&C President have been invited to attend the Education Awards breakfast on 30 November to celebrate the nominations and acknowledge the successful recipients of the awards.

Playground Inspection Update

A thorough playground inspection was undertaken in term 3. A copy of the areas for repair is attached. The priority 1 areas have been repaired except for the gate at entry, which is currently in progress to be repaired.

Principal and Deputy Principal Positions

Carlene Thorpe has been appointed as principal for the remainder of 2015. Alison Jenkins will continue as deputy principal as a result. Kim Dullard has announced his resignation as principal from 2016. We are waiting to hear what will occur in regards to his replacement from 2016.

Attachment 3: Fundraising Committee Report

Woodlands Primary P&C 2016 Event Planning Meeting Notes & Fundraising Report for November 2015

***This was a planning /feedback meeting therefore no official voting was conducted.**

Recommendations derived from the meeting will be tabled at a P&C General Meeting

Present: Amanda Randford, Narelle Foster, Kylie Sutton, Rachel Thompson, Nadia Bowey

Apologies: Claire Burt, Gen Dawkins

Meeting Notes:

We had a fantastic year with a lot of success. The final amounts raised for Lapathon, Halloween Cake Stall & Dad's Camp out will be available at the next general meeting as outlined in the Treasury report.

So far, the general feedback received from the community is that they would like to have only a few large scale fundraising events and a few small scaled social events each year.

A key recommendation that was brought up at the meeting was to Implement an "Odd & Even year event schedule" and standardize some events as being on last Friday of Term etc. This will to allow for easier hand over of information and easier planning for the following year and allow variety a of events. Therefore, in even years 2016, 2018, 2020 etc has the same events schedule and Odd years 2017, 2019, 2021 etc will have the generally have the same major events but a variation of the smaller events. Subject annual review.

Considering all feedback received so far this year, following schedule of events for 2016 will be recommend to The General Committee for consideration, feedback and approval.

Term 1: 01 Feb – 08 April 2016

Events

- 1) **Suggested Event:** Meet & Greet
Suggested Date /Time: Friday 19 Or 26 of Feb 3:30 to 6:30pm
Focus: Social
Aim: To Welcome all new & return families to Woodlands PS & provide a school wide social opportunity for interested parents/carers/staffs / teachers & Students Meet & Greet for the 2016 year.
Budget projections: Breakeven or Better
Suggested Plan: Waterslides/bouncy Castle, & Sausage Sizzle or food Trucks, ice-cream truck. And try to Source an event sponsor if possible.
Suggested Subcommittee: Recommendation that this event should be planned by the 2015 Executive Committee & assisted by any interested volunteers.
- 2) **Suggested Event:** Harmony Day themed After Assembly - Morning Tea
Suggested Date: 21st March Is Harmony Day (nearest assembly to this date)
Focus: Social
Aim: Provide a social opportunity to celebrate the diversity at our School
Budget projections: Hope to achieve a 5% increase in morning tea sales for that day
Suggested Plan: Canteen to offer for sale some multicultural morning tea items at the after Assembly Morning Tea. A subcommittee can be formed to help to have descriptions of where the food is from and recipe sheets (?), decorate the canteen, and/or coordinate parents to bring /share cultural foods as well.
Suggested Subcommittee: lead organizer(s) & volunteers
- 3) **Suggested Event:** Derby Day
Suggested Date/time: Friday April 8 (last day of term)
Focus: Fundraiser
Aim: To have a fun and easy going event for the kids on the Last Day of term which they show their support for the favorite sports team
Budget projections: \$450 in funds raised
Suggested Plan: \$2 gold coin free dress in favorite team shirt or colours.
Suggested Subcommittee: lead organizer & volunteer(s)

Term 2: 26 April – 01 July 2016

Events

- 4) **Suggested Event:** Mother's Day Theme after Assembly Morning Tea
Suggested Date & Time: 08 May is Mother's Day so nearest assembly to this date
Focus: Social
Aim: To provide a social way recognize the importance of Mother's Day
Budget predictions: 5% increase in normal morning tea sales.
Suggested Plan:
Have canteen provide mother's day theme morning tea, Pink cupcakes, scones with jam & cream etc
Suggested Subcommittee: Lead Organizer & volunteers
- 5) **Suggested Event:** Entertainment book Sales
Suggested Date & Time: May 2016 – July 31st 2016
Focus: Fundraiser
Aim: provide value to the community while raising funds for our school
Budget Projections: \$2500 in fundraised or better
Suggested Plan: As done in the past
Suggested Subcommittee: Executive Member to lead in the organization of this supported by any volunteer help required.
- 6) **Suggested Event:** Parent & Friends Social Night: Crown Casino Night Out!
*Suggestion for **Event Date and Time** Required.
Foucs: Social
Aim: To have a fun social night with any interested parents/carer/staff/teachers/ and their Friends
Budgetary Predictions: \$275 based on minimum number of 25 people x \$10 = \$250 plus \$2 x 25 people gold coin for 50/50 draw = total of \$275 the more people that attend will result in more money being raise but this is a social event.
Suggested Plan: Group booking Package with Crown Casino, Requires minimum of 25 people. They will keep adding Buses if we get more people, Includes Group Transport to & from Woodlands PS to Casino, Dinner voucher for at Carvers, Noodle 88 or Snax, And bonus Pack.
Suggested Price \$25 per/person. Details TBC

Term 3: 18 July -23 September 2016

Event

- 7) **Suggested Event:** Father's Day themed After assembly Morning Tea (& stall if needed to clear 2015 inventory * (suggestion to approach other P&C's in the area to see if they are interested by buying our excess stock from 2015 at cost) Narelle to follow up with Holy Rosary
Suggested Date: 04 September 2016 is father's day so closest assembly to this date
Focus: Social
Aim: To provide a social way recognize the importance of Father's Day
Budget Projections: 3% increase of normal morning tea sales
Suggested Plan:
Have canteen offer foods at morning tea that appeal to Dad's Sausage rolls, party pies chocolate slices, etc
Suggested subcommittee: lead planner and volunteers to assist
- 8) **Suggested Event:** Quiz Night
Suggested Date & Time: TBA
Focus: Fundraiser
Aim: TBC approx \$15,000 based on previous amounts earned
Suggested Plan: TBA As suggested Lead event organiser & Subcommittee
Suggested Subcommittee: Narelle Foster, Lead organizer, plus subcommittee
- 9) **Suggested Event :** Lapathon:
Suggested Date/Time: Friday 23 September Last day of term
Focus: Fundraiser
Aim: great way to earn funds while having a fun event to end the term.
Budget Projections: \$6500 or better based on previous amounts earned
Suggested Plan: As in previous years

Suggested Subcommittee: Open to coordinators and volunteers

Term 4: 10 October – 15 December 2016

Event

10) Suggested Event: Dad's Camp out

*More suggested details pending feedback received from this year's committee and post event report/survey

11) Suggested Event: Halloween Free Dress \$2 Gold Coin to Free Dress

Suggested Date & Time: Friday 28 October.

Focus: Fundraiser:

Aim: Fun thing to do for the kids while raising funds for the school

Budget Projections: \$450 in fundraised

Suggested Plan: As previous free dress days

Suggested Subcommittee: Nadia Bowey, Lead organizer plus volunteer(s)

12) Suggested Event: Christmas Carols & Market Stalls

Suggested Date & Time: 09 Friday December 2016

*More suggested details pending conclusion of this year's event and post event report/survey

Other Ideas for Fundraising Received this year from our survey, word of mouth , email, Facebook etc

- Teacher Day (but it's on Oct 6 on school holidays)
- 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, Free dress etc
- Valentine's day cupcake sale or cookie sale, valentines delivery-grams
- Family Easter Egg Hunt/Treasure , Cake Stall
- Free dress day : Derby, etc
- 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 thermix raffle or other raffles, Selling flowers or cupcake stall.
- Father's day breakfast, raffle, Stall
- Election Day sausage sizzle + Cake stand
- Spring clean Drive
- Selling off of 50th year anniversary items
- Lunch wallets (for canteen)
- Family Sports day
- Melbourne Cup event
- Art Auction , Exhibition
- Concert /play,
- minifete,
- jack adder event
- bush dance,
- boot sale,
- dog wash,
- car spot raffle,
- Regular bingo/
- sundowner
- Parent & Kid Sport Day
- Kids organize event for Parents & teachers to participate in
- Night @ Races, Day in Valley
- Play Concert
- Other Suggestions are welcomed.

