



WOODLANDS INDEPENDENT PRIMARY SCHOOL

Parents and Citizens Association Inc

Minutes of the General Meeting held on 19th October at 7.30pm

1. Attendance

Amanda Ranford, Kylie Sutton, Carlene Thorpe, Rachel Thompson, Nadia Bowey, Genevieve Dawkins, Derril Tennant, Sam Wagenaar

Apologies – Brett Miller, Lea Cameron, Narelle Foster, Narelle Gadsby, Claire Burt, Monique Wesley, Ruth Ashton

2. Approval of Previous General Minutes

Motion: The minutes of the General Meeting held September 14th, 2015 were accepted without amendment.

Moved: Mands Ranford

Seconded: Sam Wagenaar

3. Outstanding Items from Previous Minutes

A correction was made regarding the dance company to be used by WPS in 2016. It will be Footsteps Dance Company, not EduDance.

4. Correspondence In/Out

Mands Ranford reports that the letter to the City of Stirling regarding school zone parking and signage has been approved by the school and sent to council.

5. Treasurer's Report

Moved to the next meeting.

6. Principal's Report

See attached report.

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

Moved: Sam Wagenaar

Seconded: Kyle Sutton

7. School Board Report

No board members in attendance. Below is the report sent by Brett Miller to be delivered at the meeting:

Physical Security Review

Brett Miller, Glenn Sutton and Carlene Thorpe have performed a review of the school's security. It was agreed that a fence is not required for the western side of the oval. It was noted that a number of new security systems have been put in place including hi-vis clothing for duty teachers and red lanyards for school visitors. The students will also be trained to be vigilant for visitors to the school without a lanyard.

School Appearance

The Board discussed options for enhancing the appearance of the front of the school. It was noted that many improvements have been made to the school grounds; however, there is potential for some work to be done around the front letter box area. One option is to have a display of students' work. It was agreed that the changes would aim to increase student pride in the school and represent the school positively to visitors and the local community.

Board Nominations 2016

I can confirm that the following parents will be new board members for 2016.

Sandra Law

Greg Robinson

Paul Bailey

All members elect bring a vast range of experiences that I am sure will continue to support the school in 2016.

I [Brett Miller] will be stepping down from the board at the end of 2015 and would like to thank Amanda and the P&C for all their hard work in the year so far.

Motion: The School Board Report as tabled by Rachel Thompson, on behalf of Brett Miller, to be received and accepted.

Moved: Derril Tennant

Seconded: Nadia Bowey

8. General Business

i. WACSSO Conference

Nadia and Mands felt the conference went well. Connections were made with Churchlands P.S. and a couple of other area schools. We were honoured as a Good News Story about the new playground.

ii. Vacancy on P&C General Committee

Genevieve Dawkins was nominated and this was moved by Nadia Bowey and seconded by Carlene Thorpe. We are very lucky to have her, especially as Gen already works tirelessly for the school.

iii. Update on the Mosaic Project – Genevieve Dawkins

Things are coming together as we enter the final stretch!

- The artists are finishing up the last tiles. Spotless have quoted well and have approved the stability of the wall. The wording of the sign needs approval. Barretts' Signs will put up some plaques for the children's contributions.
- We are on track for the Nov. 18th assembly, which will be lead by PP3 and Robyn Bleckenhorst. Danny, Nathan and Dorothy will all be in attendance. At the

assembly, we will thank the students, the artists, the school, the local businesses who contributed, the P&C, etc.

- Mands put forward a motion for Genevieve to make up some WPS merchandise baskets for the artists. Moved: Kylie Sutton Seconded: Derril Tennant
- There will be a big morning tea after the assembly. There is \$300 already put aside in the budget for this. Danny will be doing a book signing for his new book "Perfect" and his series "Lola's Toybox". Each class will display their contributions to the mosaic on a poster, coordinated by Genevieve and the class teachers. Each class will also make a thank you card for the artists.
- The mosaic installation is to occur in two weeks, which includes the weatherproof strip (budgeted for) and Spotless will provide a quote for painting the wall.
- A question was raised about how much of the mosaic budget is being funded by the P&C. The approved amount was \$21000 and \$5500 has been spent to date. Money for the artists' wages needs to be sourced, possibly by the school. This is being looked into.

iv. Recipe Book Stock

We will discount the recipe books and package them up for sale at a Christmas Market Stall. On a related note, we will invite some of our older community members and alumni in the database to the mosaic opening and the Christmas Carols.

v. Term 3 Class Representative Meeting

There were just a couple of outstanding items for Carlene to follow up. Namely, the sunscreen policy and what support / reminders the younger children will receive with this. We will not be able to provide Bike Safety education this year but it will be followed up for 2016. Finally, on the matter of the difficult nature for drop off and pick up for parents with Kindy and PP children, Carlene suggested Kindy students with PP siblings could be let out the back door towards the PP area and enclosed playground. Otherwise, drop off for the PP child first, followed by the Kindy child.

vi. Updating of P&C Information Pack

Again pushed forward to next meeting, as awaiting board representation.

vii. Uniform Update

Ruth Ashton and Monique Wesley conducted an informal survey regarding the possibility of a new two tone (bottle green with mint green stripe) uniform t-shirt and 95% preferred it to the current one. The thought is to phase in the new stock gradually in 2016 and we would probably have to write off some old stock. Carlene Thorpe offered to help with an official online Survey Monkey with a photo attached.

9. Fundraising Committee Report

See attached report regarding the Lap-a-thon, Woolworths Earn and Learn, Halloween Bake Stall, Dad's Camp Out and the Christmas Carols and Market Stalls. In brief:

- The Lapathon was a great success. Everyone enjoyed the crazy shirt theme. Money is still coming in and the final result will be published once all has been collected. Reminders are still going out. Thanks to Narelle Gadsby, as well as Lea, Sue, Hannelie, Julie, Sue-Ellen and Genevieve Dawkins. Thanks also to the Year 6 Events Team.
- We raised 28 905 Earn and Learn points, which was a great effort by the Woodlands community. Thanks to all who helped collect and stick stickers!

Carlene and her deputies were able to buy some much-needed things for the school, including the StoryStarter Elements core set software, and the linked LEGO start-up and expansion packs for the themes of Fairy Tales, Space, More to Maths, and Community. An awesome Music Rhythm Band Set was purchased for Pre Primary specialist music use, as well as a few other sundries.

- Everything is on track for the Halloween Cake Stall. Nadia has volunteers and the schedule ready to go.
- The Dad's Camp Out has been given a predicted budget of \$1900: \$750 for dinner, \$650 for breakfast and the rest for games, prizes, gas and lights. Mands put forth a motion to ratify \$2000 as a working budget for this event. All present voted and were unanimous to approve this.

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

Meeting Closed: The meeting closed at 9:00 p.m.

Next meeting date: Monday, November 16th, 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. Make up thank you baskets for artists.	1.1 Use the WPS merchandise.	Genevieve Dawkins	18 th Nov. assembly
2. Follow up outstanding items from Class Rep. Mtg.	2.1 Find Sun Smart policy and communicate to PP and Yr 1 teachers. 2.2 Check on changing arrangement after swimming lessons for PP.	Carlene Thorpe Carlene Thorpe	Next P&C meeting As soon as possible
3. Christmas Carols and Markets	3.1 Check when new PA system will be installed. 3.2 Decide on if and who for Santa. Query: Kim Dullard? 3.3 Decide on if and who for photographer. Query: Jan Zwartkruis blackcrossstudios@icloud.com 3.4 Check rules re. alcohol consumption on school grounds	Carlene Thorpe Mands Ranford Mands Ranford Carlene Thorpe	By next P&C Meeting
4. New two-tone uniform t-shirt	4.1 Do an official online survey with Survey Monkey using photo	Carlene Thorpe? Ruth Ashton?	
5. Check on Mosaic Funding agreement from 2014	5.1 Locate the 2014 Minutes that address this.	Rachel Thompson	Next P&C Meeting

Attachment 2: Principal's Report

1. Welcome Back

Welcome back to our staff and families for fourth term of 2015. It is a busy school term with student reports, graduation of our year 6s, swimming lessons and preparation for 2016.

2. Expert Review Group

The Department of Education engages in formal reviews of schools that are at risk or are performing well. I have been seconded to be involved in the review of another school. This starts this Thursday and will continue for around one week. Mrs Delios will be acting Deputy Principal at this time and join Ms Parker and Mrs Jenkins in the office.

3. Teacher Development School Application 2016/2017

We have applied to be a TDS for the next round, which is a two year appointment from 2016. TDS receives school based funding of around \$44 000 per year. It provides opportunities for our school to share our expertise across the state. It means our students have access to the most up to date information and processes in regards to curriculum and assessment. We have applied for two TDS roles: English and Mathematics. We should hear the outcome in the coming weeks.

4. Learning Walks

A number of our teachers have volunteered to trial Learning Walks in our school. Focus 2015 from our Director General states the following two directions under "High Quality Teaching and Leadership" for schools:

- Increase teacher peer review and classroom observation as improvement tools.
- Develop whole school approaches to improve teacher quality using the AITSL National Professional Standards for Teachers as the basis.

What is a Learning Walk? A group of teachers visiting multiple classrooms at their own school with the aim of fostering conversation about teaching and learning in order to develop a shared vision of high quality teaching that impacts on student learning.

Some reading on Learning Walks is below:

<http://www.toolkit.aitsl.edu.au/category/classroom-practice/resource/137>

<https://www.eduweb.vic.gov.au/edulibrary/public/region/loddonmallee/lt-littlelearningwalks.pdf>

5. Early Childhood Parent Meetings

Our Kindy Parent Meeting for 2016 parents will be held on Friday 27/11 at 9am in the Kindy Room.

Our Pre Primary Parent Meeting for 2016 parents will be held on Friday 4/12 at 9am in the Library. We would value a P&C presentation at each meeting, perhaps just a couple of minutes long to explain P&C and encourage involvement.

6. Student Reports

Reports will be distributed on Tuesday 15/12.

7. Parent Classroom request for 2016

Parents are encouraged to speak to their child's classroom teacher about any requests for placement in 2016. Parents are reminded that the placement of students in classes is a school decision. On the whole, parents should trust and value the school to make the best decision in the interests of each child. The school makes decisions on a variety of factors including academic and social elements. There can be no guarantees given to parents in regards to teacher, class list composition, or classroom location.

8. Positive Behaviour in Schools Update

The PBS team met after school today to view some logos that were developed by Paul Bailey's graphic design company. This work was undertaken as a gift to our school and we really value the time and effort Paul's team went to in providing this service to our school.

9. Mosaic Funding Support

The P&C has committed to funding of \$21 000 as per minutes dated 10/8/15 in Treasurer's Report and 11/5/15. As this project is now coming to a close, the school is requesting the funding to assist with payment of wages for the artists, installation and materials.

Attachment 3: Fundraising Committee Report

WOODLANDS PRIMARY FUNDRAISING REPORT: FOR 19 OCT 2015

Fundraising Committee Members: Nadia Bowey /with consultation from Executive Committee

GENERAL MATTERS & MATTERS:

- Earn & learn sticker collections have concluded and been submitted. We earned a total of 28920 points which the school has redeemed. Items will be delivered at the start of term 1 in 2016.
- Lea Cameron has step down from Executive & Fundraising committee as she is moving overseas and needs time to coordinate her relocation. We thank her for all of her great work with the P&C and she will be missed.

OVERVIEW OF EVENTS FOR TERM 3 & 4 2015

Term 3:	Date/Time proposed	Location	Details	Committee Status
Derby Day (Lea)	Friday 14 August	School	Raised about \$500	Lea, Claire
Lap-a-thon (Narelle Gadsby)	Held on 25 September last day of term -wonderful feedback received so far - deadline to return money is 26 Oct. A more formal report will be tabled once everything for this event has concluded	School Field	Only applies to PP- Y6 & kindy will do a Obsthon. - "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, Lea
Father's Day Stall	Tuesday 1 September *Lea will do stock check before the year is over.	Pre-primary undercover area	We banked about \$2000. Raffle raised about \$500	Lea & Claire

Term 4:	Date/Time Proposed	Location	Details	Committee Status
Halloween Cake & Lollies Stall	Confirmed Thursday 29 Oct at lunch & school pickup	Outside canteen in front t of cable playground has been suggested - Open for other suggestions	Asking for people to email what they intend to make or donate by 23 Oct so we can prepare. Asking General Committee to ask their friends or family if they can bake or provide some please.	Nadia Bowey
Dad's Camp Out Monique To provide update	Saturday November 07 2015	School Grounds	-	David / Monique
End of Year Christmas Event Mands/Nerrida to provide update	Friday 11 of December 3:30 – 7:30pm	School Oval.	-2 Water slides, about 10 stalls, about 3-4 food stalls, Carols by each year group. More details in development.	Mands/Nerrida