



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

General Meeting
13th March 2017 at 7.30pm in School Library

MINUTES

1. **Attendance:** Rachel Thompson, Bec Moore, Simone Williams, Claire Burt, Angie Doust, Jacquie Phegan, Kelly Shay, Chris Grubb, Sandra Law, Nicky Bailey, Nadia Bowey, Sam Wagenaar, Gavin Power, Deb Buscall

Apologies: Derril Tennant, Narelle Foster, Monique Wesley, Michelle Lam, Fran Odgers, Genevieve Dawkins, Robyn Robinson, Amanda Rothman

2. **Approval of AGM Minutes**

The Annual General Meeting minutes were made available prior to this meeting. The minutes were accepted without amendment.

Motion: That the minutes of the Annual General Meeting held on 13th February 2017 are received and accepted as a true and accurate record.

Moved: Nicky Bailey
All in favour.

Seconded: Angie Doust

3. **Ratification of appointed positions and co-president structure for 2017**

Motion 1- To ratify the internal P&C Co-President and Executive structure for the 2017 term as follows:

CO-PRESIDENT 1:

- Chair General & Executive Committee Meetings: prepare agendas, presidents reports, call meetings as required.
- Responds to general P&C inquiries
- Chairs the Fundraising Committee
- Ex-officio (voting) on the Canteen Committee
- Ex-officio (voting) on the Communications Committee
- Volunteer Coordination and Retention assistance
- Observe constitutional formalities

- Signatory on accounts as President
- WACSSO Representative as President
- Holds the official voting rights as P&C President
- Ex-officio (voting) role on P&C Finance Committee
- Ensure office bearers & subcommittee fulfill their roles as allocated
- Ad-hoc/extra duties as required

CO-PRESIDENT 2:

- P&C Grounds Committee Rep
- Holds ex-officio (non-voting) role on Canteen committee
- Communications Committee: Facebook Coordinator only
- Assist to fill vacancies on committees & rosters
- Signatory on accounts as appointed Executive Committee Member
- Helps to observe constitutional formalities
- Holds official voting rights as a General Executive Committee Member
- WACSSO representative as General Executive Committee Member
- Helps to ensure office bearers & subcommittees fulfill their roles as allocated
- Assists with outstanding issues from past years
- WILL NOT BE TAKING ON ANY EXTRA OR AD-HOC DUTIES

VICE-PRESIDENT:

- Chairs the Communications Committee
- Responsible for the P&C text in the weekly school newsletter.
- Weekly and standalone Communications
- Fundraising Committee
- Assists to fill vacancies on committees & rosters
- Holds official voting rights as Vice-President
- Signatory on accounts as Vice-President
- Helps to observe constitutional formalities
- Helps to ensure office bearers & subcommittees fulfill their roles as allocated
- Understudy for either co-president by undertaking the President's duties if they are unable to do so, including chairing meetings or if either president declares conflict of interest.
- The Vice President (if required) can represent either co-President or P&C respective role on any subcommittees
- Ad-hoc duties as required

** The roles of Secretary, Treasurer, Assistant Treasurer and General Executive members remain unchanged for 2017.*

Moved: Claire Burt
All in favour.

Seconded: Kelly Shay

Motion 2- To ratify the following appointments made after the AGM as follows:

Executive Committee appointments:

- **Co-President 1: Jenny Glew**
- **Co-President 2: Nadia Bowey**
- **Treasurer** : Jacquie Phegan
- **Assistant Treasurer:** Rebecca Moore

- **General Executive Committee Member:** Simone Williams, Claire Burt

Additional 2017 Subcommittee & Coordinator appointments:

- **Canteen Committee:** Narelle Foster
- **Finance Committee:** Jacquie Phegan, Bec Moore, & Angie Doust
- **Uniform Committee:** Mandy Twomey
- **Communications Committee:** Kelly Shay, Jenny Glew, & Rachel Thompson
- **Fundraising Committee:** Kelly Shay, Jenny Glew, & Michelle Lam
- **School Banking Coordinators:** Helen Davison & Kellie Everett
- **P&C's School Board Rep:** Claire Burt
- **P&C's Grounds Committee Rep:** Nadia Bowey
- **WACSSO Representative 2017:** Jenny Glew

Moved: Sam Wagenaar Seconded: Sandra Law
All in favour.

4. **Presentation of Audited Financial Statements** - Finance Committee

A. **Year to date Financial Report**

Deferred to next meeting.

B. **Presentation of Audited Financial Statements for 2016**

Report attached electronically.

Motion: The Audited Financial Statements of Woodlands Independent Primary School for the year ending 31st December 2016 as tabled by Angie Doust to be received and accepted.

Moved: Claire Burt Seconded: Nicky Bailey
All in favour.

5. **Presentation of 2017 Forecast Budget Items for Consideration** - Claire Burt

i. **Review of P&C parent survey results**

* 96 people responded, mostly parents. Educational items were ranked as top priorities overwhelmingly. Math resources were ranked first, then STEM, music, the nature play space, a replacement shade sail, PE equipment, bike enclosure, Kindy & PP outdoor area, CCTV, and finally Parent Info Sessions.

ii. **Explanation / Q&A regarding 2017 forecast budget requests**

a) Gavin Power on behalf of school submissions: Bike Enclosure, School Finance Committee requests

The Finance Committee prioritizes the requests that come to the school over and above the school's allocated budget. Gavin and the committee ask the P&C to fund in order of their priority items. PN: The school

has already given money to all those areas but cannot afford every teacher request. Music has asked for quite a big allocation but it is an expensive program and a lot needs repair. There is no funding within the Department to put shade sails up. The PE dept needs more phys ed equipment for each classroom. The bike enclosure is for \$5000 to finish it off with a pathway on both sides and a ground cover, with possibly a fence and gate. *Simone is willing to donate her red driveway pavers to the path if needed (May).
 Query to Gavin: Does the finance Committee have a priority order? Yes: Bike enclosure, shade sail, music, math, then STEM. Comment: We need to place more priority on Numeracy, rather than a sole focus on Literacy.
 Suggestion: Put Mathletics and Reading Eggs on book list for next year.

b) Nadia Bowey & Angie Doust on behalf of parent submissions: CCTV, Nature Play Space, Kindy & PP outdoor area uplift, Parent Information Sessions

These are presented in no particular order and we are in no way obligated to fund any of these.

- Elements of a Nature Play Zone where the wood chips are outside Year 1 area – coordinate with Grounds Committee. Also planning a Busy Bee with it.
- Uplift to the Kindy / PP area: Up to \$3,500 to fund a busy bee. - Install CCTV cameras around the school – quoted by an independent person and the Dept. Approx. \$4,000. Per incident monitoring in specific areas. Note: We haven't publicized the incidents of vandalism to the whole school, thus may not have been voted as a priority.
- Parent Info Sessions, for example, a Cyber Safety session, Protective Behaviors, etc. Can the P&C allocate some funds for similar sessions? Aim to get as many parents there as possible but the sessions are cost prohibitive. Could be free for those who have paid voluntary contribution, as a bonus for those who have paid? We can also spend money on parent education, not just on the kids, as the kids still benefit.

iii. Voting on P&C Forecast budget for 2017

Motion: To approve that the usual annual expected commitments and expenditures be accepted.

Moved: Kelly Shay

Seconded: Simone Williams

Motion: The priority Budget Request Items to be accepted in order, as per the votes. All budget priority items were voted in and in the following order:

1. Mathematics Materials and Games (unanimous)
2. Music equipment and software (unanimous)
3. STEM resources (carried)
4. PE Class Sets of Sports Equipment (unanimous)
5. Replacement Shade Sail (unanimous)
6. Bike Enclosure (carried)
7. Funding for Parent Info Sessions (carried)
8. Nature Play Space (carried)
9. CCTV Cameras (carried)
10. Kindy / PP Outdoor Area Uplift (carried)

Moved: Simone Williams

Seconded: Chris Grubb

All in favour.



Woodlands Primary School P&C Budget Meeting 2017

>> Available Funds

Cash in Bank \$ 37,051

NB: As at 3th March (excludes P&C Contributions & Booklist Contributions)

>> Funds usually committed each year

Project Name	Project Description	Amount Budgeted
Teacher Allocation	The P&C allocates \$150 per class and specialty subject. In 2017 we have 24 teacher allocations	\$ 3,600
Donation to Year 6 Graduating T-Shirts	Every year the P&C allocates \$50 per graduating student. In 2017 there are 42 year 6 students.	\$ 2,100
Allocation for Orchard Upkeep	A yearly allocation to cover maintenance and upkeep of the school orchard	\$ 2,000
Canteen Equipment Upgrade	Each year the canteen requires new equipment and to replace broken items.	\$ 500
Uniform Shop	Each year the uniform shop requires new equipment and to replace broken items.	\$ 250
Buffer	For wages and canteen & uniform shop invoices	\$ 25,000
Total		\$ 33,450

Cash in Bank - Funds Usually Committed each Year = \$ 3,601

Total Available to spend **POST FUNDRAISING** in 2017 = \$ 36,651

>> Projects Requesting Funding in 2017

Project Name	Amount Requested	Ongoing Amt Required	Amount Approved in 2017	Meeting Ranking	Comments	Survey Rankings Based on Average Rankings
Mathematics Materials & Games	\$ 1,275	\$ -	\$ 1,275	1		1
Music (new instruments, repair old, Jump Jam)	\$ 3,948	\$ -	\$ 3,948	2		3
Science & Technology	\$ 5,000	\$ -	\$ 5,000	3		2
PE Class Sets of Sports Equipment	\$ 2,900	\$ -	\$ 2,900	4		6
Replacement Shade Sail	\$ 5,000	\$ -	\$ 5,000	5	Aim to put up in spring to avoid damage over winter.	5
Bike Enclosure	\$ 5,000	\$ -	\$ 5,000	6		7
Funding for Parent Information Sessions	\$ 1,000	\$ -	\$ 1,000	7	e.g Cyber Safety, Protective Behaviours	10
Nature Play Space	\$ 2,500	\$ -	\$ 2,500	8		4
Purchase & Install CCTV Cameras	\$ 4,000	\$ -	\$ 4,000	9	If cost exceeds \$4k, to be represented at P&C meeting	9
Kindy & PP Outdoor Area Uplift	\$ 3,500	\$ -	\$ 3,500	10	Agreed, given the damage that occurs on weekends to this area, it makes sense to address the CCTV request first.	8
Totals	\$ 34,123	\$ -	\$ 34,123			

Total Available - Requests = \$ 2,528

\$ 2,528 = Total Available - APPROVED Requests

Total Spend (excluding buffer) = \$ 42,573

IMPORTANT NOTE: projects will only be funded when funds are available in the P&C Bank A/C

If you would like to view the detailed Budget Meeting spreadsheet, please contact Claire Burt on claire.botsis@yahoo.com.au.

***It is important to note that the P&C raise funds throughout the year. *At the Budget Meeting, we approve a list in priority order subject to earnings.* It is very important that we try to get all families to pay the voluntary levy.

6. General Business

a) Fundraising for 2017 – Feedback was received to reduce number and scale of events. Survey also added some event suggestions but we will put it to others to take point or come forward. However, we can't do too many as we only can have so many sponsors and fundraising events or people will go off side. The fundraising schedule will be formally voted on at the next meeting (Wk 3, T2) and the Fundraising Committee will meet beforehand.

b) Classroom Cash – West Australian and Caltex – starts on 18th March.

Motion: We will endorse the above in principle subject to further discussions with Gavin about how to do it.

Moved: Claire Burt Seconded: Sandra Law

c) Gavin asked that the free dress days be left as a possible avenue for the Student Council to raise funds for charities? Yes. If they don't want to do it, put it back to P&C.

Moved: Kelly Shay Seconded: Rachel Thompson

All in favour.

d) Sasha and Nathan Burbridge would like to donate \$500 per house sold. Can we organize this? Nicky: We can promote such sponsors on the website / at events. Defer to Kelly Shay.

7. Adjournment: The Budget Meeting closed at 9:12 p.m. The next General Meeting is scheduled for Monday, May 8th.

ATTACHMENTS:

Greetings from Co-President, Jenny Glew

Unfortunately, I am away from March 8th until March 16th on planned family trip. I realize the last few weeks have been pretty crazy with a lot of emails/information being shared so I just wanted to touch base and say a couple of things.

Firstly, to the committee members from last year, I am blown away with your commitment, dedication and output towards this committee and the school that it's hard for me to put into words! You have really stepped up and kept things flowing and I thank you so much for doing so. As you know I have really have come in "green" and you are making it easy for me to learn and understand. The new committee and myself, are "going with the flow" and are doing our best to support what is happening where and when we can as we transition into our new roles.

Through out the year please do not hesitate to email or call if you need anything at all or have any feedback you would like to pass on. Nothing is too small or insignificant. I look forward to the P&C having another successful year, while getting to know the school and everyone better.

Greetings from Co-President, Nadia Bowey

On behalf of Jenny and myself we would like to sincerely thank everyone who has stepped-up into a position this year and for those who continue to support the P&C in other important ways. Many thanks also for the help, support and donations that we received for the Meet & Greet & Elections stalls and for being here tonight to help us plan for the year.

Regards

Jenny Glew & Nadia Bowey
Co-Presidents