



# WOODLANDS PRIMARY SCHOOL

P&C

**Parents and Citizens Association Inc.**

**Minutes of the General Meeting held on  
12<sup>th</sup> June, 2017 from 7:30 – 9:30 p.m.**

## **MINUTES**

1. **Attendance:** Rachel Thompson, Marisa Phoebe, Jacquie Phegan, Claire Burt, Robyn Robinson, Nicky Bailey, Chris Grubb, Kelly Shay, Nadia Bowey

**Apologies:** Sam Wagenaar, Jenny Glew, Bec Moore, Angie Doust, Gavin Power

2. **Outstanding Items from Previous General Meeting Minutes**

\* The Treasurer's Report from the May 8<sup>th</sup> meeting has been amended and attached to the May 8<sup>th</sup> Minutes.

3. **Approval of May 8<sup>th</sup> General Meeting Minutes**

\* Deferred due to not having quorum

4. **Correspondence**

Nothing of note.

5. **Co-President's Update – Jenny Glew**

\* Deferred due to unforeseen absence.

6. **Acting Principal's Report – Marisa Phoebe**

Gavin did a handover and suggested some ideas.

- Grounds committee meeting is tomorrow.
- May 26<sup>th</sup> Pupil Free Day: Dylan William presented on formative assessment and was very inspirational and motivating. However, the focus is on reports at the moment, which will go out at the end of term. An excellent use of funds. Next Pupil Free Day is first Monday of Term 3, and will be looking at more of his research as a whole staff and setting some goals.
- TDS commitments this term have been limited. A lot of illness with the staff currently has had an impact.
- The Cyber Safety Workshop is upcoming, 70 parents enrolled.

Student workshops are also this week. Great that we got the \$4000 grant.

- Winter Sport Interschool Carnival happening. A great opportunity to demonstrate Woodlandian values (Footy, Netball, Soccer)
- Bike Enclosure: The concrete quote was too expensive. The P&C will provide \$5,000, not \$15,000. Next alternative is donations of time and equipment help from parents. At Grounds Committee meeting, the school will decide if they have money for this bike enclosure or not. If not, the P&C can negotiate independently and organise something at a reasonable cost.
- Shade Sail: The order form has been sent off and it is under production. Will install in Sept. holiday due to winter weather concerns.
- Water tank to be relocated to staff car park at a high cost. Query: is this a necessary \$10,000 spend (\$6,000 Dept, \$4,000 school) or can we opt not to do this? Sustainability is a very important aspect of our school.
- Vandalism is happening a lot between Thursday and Sunday. Gavin has been looking into deterrents, such as advice from EdSecurity re. five security cameras in the 'hotspots'. They will install a unit that could monitor eight cameras minimum but will put in five for now. The school will send specifications to three companies and see what they say. Also, how much will Dept. offer – at a push \$2,000, which is not much. He thought about \$10,000 total. Also looked at a fencing quote for the 165 metres required for Lombardy, \$17,000, not including our incorrectly low fencing on Teakwood. Marisa looking at two other options: Dept. fencing program initiative – are we eligible? It is legally trespassing, even with open fences. We want to discourage the anti-social behaviour, not the community. Cameras work well as a deterrent but they are immediately vandalised with spray paint. Success rate is only 10%. It does reduce the number of visitors though. Community needs to be reminded to call Ed Security and they have a fast response time. We need to get more signs from Ed Security, plus signs re. CCTV (36 signs). Kelly: should we put incidents in the newsletter so that people know there is an ongoing problem? Nicky: put number for Ed Security in newsletter. Also looking at the option of installing pine bollards to prevent cars driving over the oval to the courts, which would be \$1,600.
- Regards from Gavin on his cruise!
- Narelle said the school has so far collected \$19,185 in school levies and \$3,704 to be put in from this term.

## 7. Treasurer's Report – Jacquie Phegan

Report attached.

Jacquie has been talking to Narelle about raising the invoices. The uniform shop is doing great. Stocktake is coming up on the last Friday with Robyn and Nicky. There is still a lot of stock. Maybe have a sale to get rid of some old stuff? Helen can help with the MYOB aspect. The canteen did very well in May and even made a small profit. We are doing well towards meeting all the priority budget items.

Jacquie is stepping down due to study commitments and Helen is stepping in. Thank you Jacquie for all your help and input and thank you Helen for taking on the role!

Motion: Jackie is resigning as treasurer and Helen Freame has accepted in person and in writing to take the position.

Moved: Nadia Bowey  
All in favour.

Seconded: Claire Burt

## **8. School Board Report – Claire Burt**

There is nothing major going on. The website is aiming to be up for the start of Term 3. Meeting on the 20<sup>th</sup> of June to see how far we are with content. Aiming to have it up for a trial run on the 20<sup>th</sup> of June for some limited groups. Grant Taylor is coming Wednesday to do some photos around the school of the facilities and the students. Need permission by school community as the website puts photos out to the public.

## **9. General Business**

### **a) Fundraising Update and Finalise Events for 2017**

The Fundraising Committee met on the night of the school disco. Events for the rest of the year are Bogan Bingo in Term 3, Christmas Carols and Dads Camp Out in Term 4. Dates not out yet. School / P&C event is Lapathon (Term 4, Week 2, Thurs). P&C Contributions are at less than 60%. Entertainment Book sales going well. Read-a-thon just for fun this year over Book Week. Voluntary.

### **b) Canteen Update**

Helen is taking on Treasurer role. Instead of finding a new Canteen coordinator, others will divvy up jobs. Jenny will be emailing class reps and doing a volunteer tree, etc. Yvette needs to focus on retaining her usual volunteers. Nadia will help with HR, meetings in week 2 and 6 of each term. Monday roster is changing to one volunteer. Heather Whitehead is unhappy about waste coming from the canteen in terms of disposable rubbish. Heather would like to meet with the committee. Can they meet prior? woodlandscanteen@gmail.com  
Term Menus: should they be sent out at end of term or in week 1? Better to have it electronic for both.  
Last year, we streamlined the Uniform Shop, this year we are working on the Canteen.  
Costing is an objective, 30% mark up is the goal. Narelle Foster is keen to help with that.  
Going to do a class tasting in Term 3, Week 1 on a non-canteen day (Nude Food).

### **d) Term 2 Class Representative Meeting Update**

A constructive and positive meeting. There were lots of accolades from parents and, for the first time, from staff back to parents, which is lovely.

### **e) RagTagd – Dan Fleming**

Help schools manage their lost property. From NSW, 18 months ago polled parents and schools and found that parents want to know when their kids' lost property is in the lost and found and want to avoid the extra cost of buying replacement items. A special tag is attached to clothing item and, once it is put in the lost and found bin, the parent is notified. Already in 70 schools in Brisbane and NSW. 90% of parents retrieve the lost property after receiving the message. Each tag has a unique code that matches a mobile number. Getting great feedback. About 60 texts being sent a day currently. Are now expanding to WA and, for every school joining up in June, three month free trial. Not one of 70 schools joined have left so far. Tags are \$3.50 per tag. Clothes get sent to warehouse for tagging, only takes two days. Range of ways to deal with \$3.50 cost. Can only new clothes be tagged? No, unlimited amount of tags in the three month trial. Parents would do initial sewing for the trial. Does whole school have to be on board or is it by family? Recommendation is for all new clothes to have a tag. Hats have also been included in the past but value not seeming to be there so just jumpers and jackets now. But can supply individual tags. Yes tags are transferable; transfer ownership of code. Need a power point for the rack. Wash well – about 300 industrial washes or five years. Can buy tag packets as an individual customer but school has to be a member in order to have smart system set up.

### **f) AOB**

- i. Lego Club returning in Term 3, Week 1 on Thursdays. Room has been vacated. Bec will start advertising next week. 3:20 until 4.
- ii. Facebook: School does have one. Marisa is unsure about the school's ethical role. Will parents be able to leave comments on new website? At the moment, the school FB page is for information sharing only. For parents that are already on FB, they get notifications and reminders. At the moment, public cannot post photos or comments. We don't have anyone to monitor it. Marisa has contacted Standards and Integrity via the Dept to check where we stand. A lot of P&Cs use one.
- iii. Is PP/Yr1 nature-scape happening? Newborough is done and is great. Dickie's Tree Service happy to help if it is easy access for the truck.

## **10. Adjournment**

The meeting closed at 9:33 p.m. The next General Meeting will be held on July 31<sup>st</sup>, 2017 at 7:30 in the school library.

## **ATTACHMENTS:**

### **A. Acting Principal's Report**

#### **Cyber Safety**

The school has received a grant of approximately \$4000, Y Safe workshops start tomorrow, with the Yrs. 3-6 participating in one hour workshops throughout the day. Followed by Staff and Parents Wednesday and PP-Yr2 Thursday

Parent sessions run for one hour. In these sessions, they provide current insights into the major social media platforms that children and young people are using, including highlighting the hidden risks of each apps and discussing how people are using these apps. We also cover information about practical strategies for managing cyber safety in the home

The primary school sessions we cover topics such as online 'stranger danger', cyber bullying, and how to keep our information safe on the internet. All of our sessions are adapted to be appropriate for relevant developmental age groups

#### TDS

TDS commitments this term have been limited to the one day beginning Teacher Workshop. The workshop at the beginning of the term was cancelled due to lack of registered participants and this week's workshop has been cancelled due to facilitator illness.

I am always conscious of our role as a TDS to provide quality PL to schools balanced against our staff commitments/interruptions to our programs. As part of this I am negotiating with Floreat Park PS to see if a couple of their staff who have some specific skills to provide some PL as part of our TDS in semester 2. Thus lightening our staff commitment as well as giving all our staff an opportunity to attend it.

#### School Development Day

On May 26<sup>th</sup>, teaching staff travelled to Hillary's to attend a Formative Assessment Conference presented by Dylan Wiliam. Formative assessment refers to a wide variety of methods/processes that teachers use to evaluate student academic progress during a lesson or program of work. Dylan Wiliam is a world renowned leader in the area of assessment and is a Emeritus Professor of Educational Assessment, UCL. The day was inspirational and feedback from staff was extremely positive. We look forward to embedding some of the practices he shared and

#### Interschool Winter Sport

Our football, soccer and two netball teams travelled to City Beach PS last Friday and performed very well improving each week. They have another 2 fixtures remaining for the term. These sessions continue to provide good opportunities for our students to display the school values

#### Bike Enclosure

The Fence is up. More discussion is need at the Grounds Committee to decide on the surface and bike racks to be used.

#### Reports

Reports go out at the end of term.

Shade sails I sent the order form for the Shade sails and they will be installed in Sept /Oct holidays. –You should not need to do anything.

The Bike enclosure – an ongoing saga – the new surface is the issue – concrete through Program is too expensive –approx. \$15000.

In the meantime Nadia (co P and C president) has some Dads that maybe interested in doing the work with in the \$5000 budget. She is investigating this and knows she has to June 3. If they can well great –let them have a go I say –although I would suggest Greg Robinson of the Grounds Committee would need to be supportive of the idea and be available to supervise.

I had wanted to take some committee members to look at the 2% surface but only got photos.

If the busy bee is a no go and since the quote is more than we can afford for the concrete then we– therefore do the 2% -refer to the quote in the Manila file.

Water tank – I have sent the order form in for the water tank to be relocated and installed.

The first phase is to level the site where it is going, install a hardstand of concrete, and put tank into place. This is being paid by central office as part of installing the transportable, approx. -\$4500.00 the bill is to be sent straight to central office –Katie G from Program knows this. (Central contact Richard Davie Transportable Accommodation Administrator Facilities Program Delivery)

The second phase is installing the roof plumbing and plumbing it into the toilets –we pay.

I have done the order form -Katie was just getting another quote to make sure it was a competitive price. I ask for the first stage to be done in the coming holidays.

CCTV –Met with Malcolm Campbell

Connect Security - Roger Barnes 6300 6372 – Mobile 0410 520 529. Crown

Security - Mark Boyd 9400 6000 – Mobile 0411 760 403. Securex - Travis

Larner 9440 5599 Mobile 0426 287 333

Basketball back boards are up and the poles have been painted by Deb Buscall Yr. 5 parent

#### FENCE Quote

There is approximately 165 metres of fencing required but the actual positioning may change with consultation with other staff members so please use these prices as a guide only.

1. 165 metres of School Spec Garrison fencing including 2 gates  
- \$28710.00 plus GST
2. 165 metres of School Spec Black Chain mesh Fencing including  
2 x gates - \$17160.00 plus GST
3. Installation of 8 treated pine bollards - \$1600.00 plus GST

## B. Treasurer's Report

The Woodlands P&C bank balance as at 31 May 2017 was \$28 April 2017 was \$63,839.68, from which an amount of \$25,000.00 is reserved for ongoing costs, leaving an adjusted balance of \$38,839.68.

#### P&C contribution

We are awaiting confirmation on the amount of further contributions received by Woodlands Primary School and when these will be transferred into our account.

#### Uniform Shop

The Uniform Shop sales continue to be fantastic.

#### Canteen

The canteen sales in May were also fantastic. The year-to-date sales are \$15,077.56 and the expenses total \$14,825.42 which includes payment for produce, wages, superannuation, and canteen online merchant fees. Therefore, the canteen has made a profit of \$252.14.

#### Money available for 2017 budget items

Bank balance	\$63,839.68
Less: Ongoing costs	\$25,000.00
Payment outstanding to Famer Jacks	\$ 794.59
Bankwest Grant	\$ 1,000.00
<b>Total funds available for 2017 budget items</b>	<b><u>\$37,045.09</u></b>

2017 Budget Items	Amount	Ranking
Teacher allocation	\$3,600.00	

Donation to Year 6 Graduating T-Shirts	\$2,050.00	
Allocation for Orchard Upkeep	\$2,000.00	
Canteen Equipment Upgrade	\$500.00	
Uniform Shop	\$250.00	
Mathematics Materials & Games	\$1,275.00	1
Music (new instruments, repair old, Jump Jam)	\$3,948.00	2
Science & Technology	\$5,000.00	3
PE Class Sets of Sports Equipment	\$2,900.00	4
Replacement Shade Sail	\$5,000.00	5
Bike Enclosure	\$5,000.00	6
Funding for Parent Information Sessions	\$1,000.00	7
Nature Play Space	\$2,500.00	8
Purchase & Install CCTV Cameras	\$4,000.00	9
Kindy & PP Outdoor Area Uplift	\$3,500.00	10
<b>TOTAL</b>	<b>\$42,523.00</b>	