



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

**Minutes of the General Meeting held on
8th May, 2017 from 7:30 – 9:30 p.m.**

MINUTES

- 1. Attendance:** Rachel Thompson, Gavin Power, Nadia Bowey, Claire Burt, Sam Wagenaar, Jenny Glew, Jacquie Phegan, Helen Freame, Helen Davison, Chris Grubb, Kylie Sutton, Sharon Wyllie, Nicky Bailey

Apologies: Michelle Lam, Amanda Rothman, Bec Moore, Narelle Foster, Sandra Law, Angie Doust, Kelly Shay

- 2. Outstanding Items from Previous General Meeting Minutes**
- Ratify General Committee Members: Simone Williams is no longer able to serve due to other commitments but, as we have sufficient members, we are not actively looking to recruit but we are happy to welcome anyone interested.

- 3. Approval of Budget Meeting Minutes**

Motion: That the minutes of the Budget Meeting held on 13th March, 2017 are received and accepted as a true and accurate record.

Moved: Claire Burt
All in favour.

Seconded: Sam Wagenaar

- 4. Correspondence**
- Thank you to P&C from Year 6 cohort: we used to contribute \$50 per student to the camp but, as of this year, it is going towards the leavers' shirt, which has been very rewarding. (Letter attached)

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

A big thank you for all the support. As a P&C, we have pulled back this year, as we transition and regroup.

Regarding fundraising, we aim to put the fun back into fundraising so it's not as onerous.

Please express concerns and share ideas if you have them.

Nadia: It is definitely a slower pace this year, which is intentional. We are all here to support one another.

Motion: The President's Report as tabled by Jenny Glew to be received

and accepted.

Moved: Chris Grubb
All in favour.

Seconded: Kylie Sutton

6. Principal's Report – Gavin Power

Report pending until Gavin returns from leave.

NB: Cyber Safety grant of \$4000 received and a parent workshop will be planned.

TDS: Full day TD on Friday, hosted 26 teachers here. However, parents worry that the schedule will be interrupted too much. Gavin reassures that it is looked at carefully and, as of next year, the number of days will be put in the school report.

May 26th is the next School Development Day. Teachers will go to Hillary's for a formative assessment (what happens during lessons) conference by a world-renowned expert.

Principals met here last week to coordinate initiatives and look to benefit all schools. A report from Churchlands re. recent changes: 506 year 7s, by 2019 will be over 3013 kids. The new City Beach High School is not happening now, rather the Perth Academic College in city.

Gavin is on LSL for the final 5 weeks of this Term.

\$48,000 has been paid by the school for the courts.

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

Moved: Nicky Bailey
All in favour.

Seconded: Sam Wagenaar

7. Treasurer's Report – Jacquie Phegan

Report attached.

NB: \$23,000 approx. received in P&C contributions so far.

Uniform Shop doing very well, running at a profit.

Canteen running at a loss. Issue of outstanding money due to Farmer Jack's = \$724 owing.

Total funds of \$31,000 at the moment so we should be able to fund the priority items for 2017.

Need to check on Uniform Shop numbers, as it sounds to be sales but not necessarily profit.

The Treasurer's Report as tabled by Jacquie Phegan to be received and accepted, with amendments to follow.

Moved: Kylie Sutton
All in favour.

Seconded: Claire Burt

8. School Board Report – Claire Burt

There is a meeting tomorrow so not much to report currently.
The School's Annual Report is complete.

The new school website is a work in progress and will hopefully be out soon. There is still some content to gather. The Board is also reviewing how / if payments can be made online, as the school is not allowed to pass on the cost of the credit card transactions.

All agreed that it is better to go live with some content missing, rather than nothing.

Gavin said that four people on staff are being trained to add to the website, as well as Claire for the P&C.

Nadia pointed out that it is very hard to communicate without it and have a place for links to lead.

Motion to accept Claire's report.

1. Sam 2. Nicky

All in favour

9. General Business

a) Fundraising Update and Finalise Events for 2017

Deferred due to Kelly Shay's absence.

b) Canteen Update

Two main points: Running at a loss so far this year and it is having the usual struggle for volunteers.

Yvette has not noticed a significant difference in order numbers, slight improvement.

The Canteen Committee need to figure out times for committee meetings.

Kylie: Would like Yvette, before the start of each term, to send out a calendar to the regulars to take their dates.

Class Reps: They like the fixed roster; reps have been encouraged to send word out two weeks in advance.

Helen: We could acknowledge names in the newsletter more often? It is hard to always train newbies.

c) Uniform Shop Update

Robyn says all is going very well. She is very happy in the role. More online ordering has been happening and they have a great team.

Nicky: stocktake will be the last week of Term 2, before the end of financial year.

d) Term 1 Class Representative Meeting Update

The Class Rep system is going very smoothly. There have been an increasing number of accolades and a positive vibe this year.

Accolades go back to the staff and they find it very gratifying and motivating. 16 out of 19 classes were represented in the Term 1 mtg.

Term 2 Mtg. on May 24th at 2.

e) AOB

- i. Claire: Thermometers for Fundraising got vandalised last year. Will put one in office this year with Goals / Events / \$ Raised. Have gotten a Bank West grant of \$1000 for Coder Dojo, which will recommence soon.
- ii. K-PP-Yr1 Reading Workshop: Was excellent and well received. Thanks to Gemma and Marisa.
- iii. Bec has volunteered to run the Lego Club this year, possibly by Term 3. No one for Fathering Project so won't run without a coordinator. Possibly Sharon's husband. Need to raise awareness.
- iv. School Banking: New banking app. Helen asked if it is possible to have a School Bank Week to raise awareness and promote?
- v. No dance program this year, EduDance will run again in 2018.

10. Adjournment

The meeting closed at 9:05 p.m. The next General Meeting will be held in Week 8 due to long weekend: Monday, June 12th.

ATTACHMENTS:

A. Principal's Report

Report pending.

C. Treasurer's Report

The Woodlands P&C bank balance as at 28 April 2017 was \$58,950.59, from which an amount of \$25,000.00 is reserved for ongoing costs, leaving an adjusted balance of \$33,950.59.

Payment of contribution towards the Year 6 leaver's shirts

Earlier in the year, the P&C agreed to contribute \$50.00 per student towards the leaver's shirts for the year 6 students. Sam Wagenaar has advised that approximately 41 students have received their leaver's shirts and we are awaiting confirmation on this number. If this number is correct, this equates to \$2,050.00 to be paid by the P&C to the Year 6 Graduation account.

P&C contribution

We have received \$20,385.00 to date in payment of the 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.

Fundraising

Funds raised as at 1 May 2017 total \$23,606.13

A breakdown of this figure is:-

- P&C Levy: \$20,385.00
- Meet & Greet: \$417.85 (loss)
- Election Day: \$3,315.04
- School banking: \$323.94

Meet and Greet

The Meet and Greet was scaled back this year, as we did not have enough volunteers to run the planned stalls. A few items were on sale during the event plus people were invited to make a gold coin donation. \$682.15 was banked from this event however there was an expense of \$1,100.00 being for hire of a bouncy castle for the school children to enjoy at the event. Overall, a loss of \$417.85 was incurred.

Uniform Shop

The Uniform Shop is currently reporting year to date sales of \$14,328.47. The expenses include uniform purchases of \$8,942.45 and canteen online uniform merchant fees of \$74.01. Therefore the uniform shop has made a profit of \$5,312.01 year-to-date. However this is not actual profit made on items sold in 2017. Rather it is a reflection of items purchased in 2016 but sold in 2017. Our balance sheet is showing a clothing exchange stock of \$30,525.61.

Canteen

The canteen is currently reporting year to date sales of \$10,503.88. The expenses of the canteen total \$10,439.41, which includes payment for produce, wages, superannuation, and canteen online merchant fees. Therefore, the canteen has made a profit of \$64.47. An issue that arose in February was damage to a freezer within the canteen due to a fault in the air-conditioning system. This resulted in damaged stock, which has not been replaced, and the costs of these items have not yet been finalised. A decision has to be made on whether an insurance claim should be lodged by Woodlands Primary School as the air-conditioning unit is school property and was the proximate cause of the loss. If a claim is not lodged, we will have to decide whether to right off the cost as damaged stock. Another important issue is the outstanding payment to Farmer Jacks. Angie Doust raised this issue at the budget meeting in February 2017 and we still have not received a statement from Farmer Jacks to enable us to make payment on monies owed. A tally of the receipts shows an amount owing of \$794.59. When payment is eventually made, this will show up as an expense in 2017 however it must be kept in mind that the items were purchased in 2016 and should have been reported as an expense for 2016.

Money available for 2017 budget items

Bank balance	\$58,950.59
Less: Ongoing costs	\$25,000.00
Payment outstanding to Farmer Jacks	\$ 794.59
Total funds available for 2017 budget items	<u>\$33,156.00</u>

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
TOTAL	\$42,523.00	

D. Letter from the Year 6 cohort

Dear Nadia and Jen

YEAR 6 LEAVERS' SHIRTS

On behalf of all year six students and their families, we would like to formally thank the P&C for your very generous donation of \$50 per student to fund the purchase of this year's leavers' shirts. The students were issued with their shirts on Friday 28 April and, as you may have noticed, have been wearing them proudly ever since.

In this short time, we have already noticed a heightened sense of belonging – within the year group and also within the wider school community. The students are also very aware that their leavers' shirts identify them as year sixes and, in turn, leaders of our school. In this respect they are taking their role very seriously and endeavouring to lead by example.

Thank you for acknowledging this milestone year in our children's education and, more generally, for your ongoing and tireless efforts to raise funds to improve learning outcomes for all of our children.

Yours sincerely,

Amanda Rothman & Sam Wagenaar
Year 6 Parent Representatives

5 May 2017