



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

**Minutes of the General Meeting held on
20th November 2017 from 7:30 – 9:00 p.m.**

MINUTES

- 1. Attendance:** Rachel Thompson, Nicky Bailey, Chris Grubb, Sam Wagenaar, Derril Tennant, Sandra Law, Nadia Bowey, Marisa Phoebe, Claire Burt, Gavin Power, Kelly Shay, Jacquie Phegan, Monique Wesley, Helen Freame

Apologies: Lisa Larsen, Narelle Foster, Robyn Robinson, Christine Sardi

- 2. Outstanding Items from Previous General Meeting Minutes**
As in item 3.

3. Approval of General Meeting Minutes

Motion: That the minutes of the General Meeting held on 23rd October 2017 are received and accepted as a true and accurate record.

Moved: Kelly Shay
All in favour.

Seconded: Nadia Bowey

Motion: That the minutes of the General Meeting held on 31st July 2017 are received and accepted as a true and accurate record.

Moved: Rachel Thompson
All in favour.

Seconded: Claire Burt

Motion: That the minutes of the General Meeting held on 28th August 2017 are received and accepted as a true and accurate record.

Moved: Sam Wagenaar
All in favour.

Seconded: Nicky Bailey

- 4. Correspondence**
- Nothing of note

5. Principal's Report – Gavin Power

Report attached

6. Treasurer's Report – Helen Freame

** Please see attached below the Final Fundraising Figures for 2017*

NB: Helen has been getting all the numbers in for 2017 fundraising activities. Claire will distribute the final figures and send it out. Total fundraising reached \$43,117 after costs. We have paid WPS the budget expenditure. The overall canteen is breaking even. Stock adjustment still needs doing for Uniform shop. We have \$28,000 in the bank with the uniform shop to add on. The P&C Contributions are higher. Thanks to Narelle for her efficient invoicing system, which has helped bring the contributions in! Thank you, Helen, for your hard work!

7. School Board Report – Claire Burt

- The School Chaplain program is not being renewed.
- We are not sure yet whether we'll be TDS.
- The NAPLAN results were satisfactory. The On Entry testing indicates that kids are coming in with lower levels of knowledge.

8. Fundraising Committee Update

a) **Dads' Camp Out** – Simone and Nadia helped out with admin side. Still finalising final numbers. Went mostly well, a few hitches. Some Dads have emailed in some accolades. Thank you Nadia and Simone and the whole committee.

d) **End of Year Carols** – 8th of December. Simple, BYO event; no market stalls; ice cream van; Year 5s running face painting, investing in sound. Sprinklers if it's hot. Thank you Christine and committee!

e) **Proposed Events for 2018** – put AGM at Meet and Greet? Week 3 is Feb 16th. Avoid big tee ball night game – 16th and 23rd so weeks 3 and 4 out. Week 2 for Meet and Greet so would need to book waterslides, etc. now. Week 3 and week 7 meetings again next year? Possibly change weekday? Good to have a fundraiser in term 1, while people are fresh. Colour Run? Good money maker. Based on ticket sales – kids and parents can sign up. Monique willing? Thursday before Easter might work. Monique will get information. What about an after school AGM, use OSH, call ins okay. School always gets more requests than they can fund.

9. General Business

a) **Canteen Update**- Craig indicated the old roster system is working better or the same and Yvette is much happier with it.

b) **Uniform Shop Update**- will open for Kindy and PP sessions, plus the last Monday of school. Thank you to Robyn for your fantastic work this year.

c) AOB

i. **End of Year Comms** - Claire will send out a newsletter summarizing the year. Will put dates for 2018 and budget request forms. Survey will

go out as well. Thank you Claire for all your help with the website and comms.

ii. Kindy and PP – Kelly will do Kindy session, Rachel will do PP session for the P&C. Add school banking, canteen – check P&C booklet.

iii. Year 6 Grad Committee request - \$500 bond to pay
Motion: That the P&C loan \$500 to the year 6 Graduation Committee for payment of bond for this year's graduation.

1. Moved: Monique Wesley 2. Seconded: Nadia Bowey

iv. Recruiting for P&C – idea of putting the AGM earlier, before assemblies; could do a coffee van; could some of the general committee be on a term basis, rather than locking in for a year? Could offer specific issues or have year groups do a report about a topic, which could bring some more parents through. Thank to everyone who is here and stepped up this year to keep us functioning for 2018. Must target the early years. Breaking down tasks so it doesn't seem onerous – one event. Use parent reps more – each year group responsible for something. Kids could also plan / brainstorm the event.

v. Year 5 Grad. Committee – can they run a fundraising event in Term 1, a car wash in the teachers' car park? Sandra Law

vi. Term Deposit -

Motion: That the P&C invest any amount above our \$25,000 buffer in a three month term deposit.

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

10. Adjournment

The meeting closed at 8:55 p.m.

ATTACHMENTS:

A. Principal's Report

Recent Highlights

Musical garden, 98five FM visit and interschool cricket success are just a few examples of recent achievements, illustrating the breadth of our programs and the involvement of our community.

Graduation

The Year 6 Graduation will be held on Wed 13 December. Parents and siblings along with Year 3 and Year 5 will be attending. PP, Year 1 and 2 will not attend as it is too long.

End Of Year Assembly

An end of year assembly will be held on Thursday 14 December, this will allow the PP, Year 1 and Year 2 students to farewell the Year 6 Graduating students. It will provide all students and families the opportunity to farewell staff and other families that are leaving.

Please note, PP to Year 5 students will not assemble at 3.00 pm in the quadrangle to watch the Year 6 students throw their hats in the air.

Grounds Committee

The grounds committee will meet next week and is looking at projects for 2018, now that most of the existing projects are complete. Quotes have been collected to

- a metal cover over the water taps
- removal of the pine tree
- moving of the flag poles to near UC area, including placing bollards and chain to restrict access to the basketball courts
- put wood bollards along the side of the oval
- provide mesh fencing around the oval
- install garrison fencing around the Kindy playground.

Funding 2018

The one line budget means schools are allocated funding based on student enrolment and a range of factors. Schools must budget for all ongoing expenses including staffing and operational expenses. This funding is determined in February after the commencement of the school year, which means that at the moment we work on a projected budget based on our projected enrolment. Our projected enrolment appears to be 458, 5 more than this year.

Funding is expected to be very tight next year as all IPS Schools have lost the IPS grant, approximately \$45000. Some programs have already been identified to conclude at the end of this year. 2018 may need to be a very productive fundraising year.

Head Boy and Head Girl

The candidates' speeches and student vote was held today. Staff will vote this week. They host the Graduation Assembly and are officially presented to the whole school at the final assembly.

Class Placements

The ability for parents to submit information relevant to class placements has closed.

Teachers are busy with reports at the moment and then during Weeks 9 to 10 we will organise class placements. The existing class teachers of a year level collaboratively start making the new classes for 2018, following admin's guidelines.

2018 Personal items list

The personal items list have been circulated and are online. Free delivery is available up until Dec 3.

School Planning

Staff continue to develop the 2018 Operational Plans, to ensure the continued implementation of the School's Business Plan.

BYO iPad proposal

There is another parent information session this Wednesday evening, 5.00 - 6.00 pm.

There are two presenters,

1. Family Zone –how to make your device safe and limited time and access- this Wednesday
2. Solutions IT –how the school will use Zuludesk to manage the device at school, which means students can only access the school's educational apps.

There will be a questions and answers session after the two presentations. The topics for the last two presentations came from the concerns/feedback given at the initial meeting in Term 3.

At the end of this session Year 1 parents will be given a sheet to indicate if they are prepared to send their child to school with an iPad in 2018.

Please note, this information session is open to other parents, especially PP and Year 2.

Staffing

Pam Hyde returns from LSL. We decided not to replace Pam so as to cause a disturbance to any class at this time of the year, instead we have released several teachers from class for a day to do specific tasks, e.g Gemma -PBS handover.

It appears that we welcome 4 new teachers to Woodlands in 2018, with some present staff leaving and some remaining on leave. These teachers are from our selection pool, we have interviewed them and they come highly recommended.

TDS

There are no more events scheduled for this year. The last after school WACI clubs were conducted by a Floreat Park PS teacher, with several of our teachers attending the sessions. The sessions went very well. TDS events and support has been closely monitored all year with very few teacher absences due to TDS commitments.

Network

Woodlands PS is part of the Churchlands Network of 15 schools. There are many ways the schools work together and on Dec 1 I will be attending a 2018 planning meeting to explore further opportunities.

Tomorrow I will meet with the three other principals on the Aspirant Leaders program. At this stage the Teacher Leaders program is up and running and we will be looking at what will be offered to these 30 teachers next year. As well we will be planning for the second level which is for staff that want to pursue a career as deputy or principal.

Class Structures.

I hope to circulate the class structures in Week 8. We have turned away several cross boundary applications in order to keep all our class sizes within recommended sizes. Due to numbers there will be three composite classes. This is completely normal and there is a great deal of research that whether a class is a straight year level or a composite of two year levels, has a minimal effect on student learning, which is consistent with my experience. In fact in some school environments that I have worked in composite classes delivered better academic and social outcomes.

Big Thanks

Thanks to Nadia, Jenny, Kelly, Rachel, Helen and all the executive members for all the work and support they have given the school.

B. Fundraising Final Report for 2017

In total, we have raised \$43,117. As a result, we have purchased all the items prioritized at the budget meeting in Term 1, except those that we felt would be targeted by vandalism. These items have been put on hold, until we can resolve the security issue.

This year we have raised \$43,117 from the events below.

2016 Fundraising	Amount
P&C contribution	\$26,054
School banking	\$634
Election Day	\$3,316
Baker's Delight	\$
Entertainment books	\$2,474
Bogan Bingo	\$2,141
Booklist commission	\$
Lapathon	\$5,298.45
Dad's camp out	\$3,200
Total fundraising	\$43,117

This has allowed us to purchase the following items from our budget:

Project Name	Amount
Mathematics Materials & Games	\$1,275
Music (new instruments, repair old, Jump Jam)	\$3,948
Science & Technology	\$5,000
PE Class Sets of Sports Equipment	\$2,900
Replacement Shade Sail	\$5,000
Bike Enclosure	\$5,000
Donation to Year 6 Graduation Shirts	\$2,050
Teacher Allocation	\$3,600
Orchard Upkeep (mulch)	\$638
Total	\$29,411

Below is an update on the items raised at the budget meeting that haven't been funded this year.

Project Name	Amount Requested	Update
Funding for Parent Information Sessions	\$1,000	No requests were received to fund parent information sessions.
Nature Play Space	\$2,500	On hold until we can resolve the vandalism issue.
Purchase & Install CCTV Cameras	\$4,000	After much research, the decision was made to not proceed with CCTV cameras. The experts informed us that the vandals are likely to damage the cameras as well.
Kindy & PP Outdoor Area Uplift	\$3,500	On hold until we can resolve the vandalism issue.
Total	\$11,000	

The P&C is therefore planning on putting up to \$25k into a 3month term deposit. These funds as well as the additional interest we will receive will go towards 2018 projects.

If you would like to request an item in next year's budget please complete the budget request form attached and submit it, along with a formal quote via email to woodlandspandc@gmail.com by 9am Monday 12th February. Then come along to the 2018 Budget Meeting, which will be held on Monday 12th March(week 7) at 7.30pm in the Library.

We would again like to thank everyone who volunteered throughout the year. Whether you were on a committee, volunteered at an event, donated an item, sponsored your child or someone else's, paid your P&C Contribution or helped in the canteen, we want to say thank you. We can't achieve these things for our children without you.

While we have you, don't forget to put the following dates in your diary. More details on each is available @ <https://woodlandsps.wa.edu.au/p-c/p-c-news/128-upcoming-p-c-events-save-these-dates>

- Friday 8th Dec '17: End of Year Carols & Picnic
- Friday 9th Feb '18: Meet & Greet
- Monday 12th Feb '18: Annual General Meeting
- Monday 12th Mar: '18 Budget Meeting

Thank you all again for a very successful 2017.

Kind regards,
Your P&C Executive Committee