



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

**Minutes of the General Meeting held on
23rd October 2017 from 7:30 – 9:00 p.m.**

MINUTES

1. **Attendance:** Kelly Shay, Nadia Bowey, Gavin Power, Nicky Bailey, Claire Burt, Helen Freame

Apologies: Helen Davison, Bec Moore, Amanda Rothman

2. **Outstanding Items from Previous General Meeting Minutes**
None

3. **Approval of General Meeting Minutes**

Due to not reaching quorum, this will be deferred to the next meeting.

4. **Correspondence**
- Nothing of note

5. **Co-President's Report** – Nadia Bowey

NB: Jenny has had to step down from Co-President role. Thank you for joining up this year, especially as a Kindy mum with a toddler. We will miss you, Jenny, and thank you!

The rest of the Exec. Team will fill the gap and we will advertise the President's role. Nadia is resuming as Executive Committee member and will not be Co-President.

Thank you, Nadia, for being a wonderful Co-President!

6. **Principal's Report** – Gavin Power

Report attached.

NB: - The school gets funded and given an amount but most of this goes to salaries, operation expenses and ongoing expenses. Next year, our numbers look similar but distribution is different. There have been reductions in funding, which will impact class sizes.

- The school has had some great student achievements, which illustrate the breadth of our strengths. The Learning Journeys was a success. Difficult to showcase music and science, though, for all students.

- Lapathon went very well. Thank you fundraising committee and others, like Miss Collins.
- IPS initiative winding down in some ways, some funding has gone, some flexibility taken away.
- Grounds: shade sails have gone up, bike enclosure done – thank you to P&C. Tree lopping by Department.
- Staying with OfficeMax this year. Book lists ready to go, hopefully out by Nov. 10th. Is P&C contribution staying the same? To be decided...
- Class Organisation Process happening. Parents will get option to write in with preferences, done in week 8-10 by class teachers.
- TDS still happening. Network Teacher Leader Program – 15 schools across the network with 2 teachers nominated by each. Our two are Mrs Martin and Mrs Rees.
- Work to happen on Lombardy. Will they improve that intersection? – No, not enough pedestrian traffic to warrant a zebra crossing or anything else.
- Disco in Term 4 – Year 5 parents are having trouble getting volunteers so they might cancel it.

7. Treasurer's Report – Helen Freame

Report attached.

NB: Bank Balance at \$67,000. Budget items \$25,000 coming out of that. Canteen going well- halved their losses. Uniform Shop is showing a great profit, \$12,000, but stock adjustment not made yet. Received a big invoice from WPS for \$21,000 and we need to pay for the bike enclosure. \$2,000 per year for Orchard Upkeep. \$36,000 left over.

Due to not reaching quorum, this will be deferred to the next meeting.

8. School Board Report – Claire Burt

The Board meets tomorrow. They are putting together some website principles and will discuss the road modifications. Bring Your Own Device is happening. They plan to have an info night, possibly when the disco is going on, for year 1 parents.

9. Fundraising Committee Update

- a) Bogan Bingo Update – The Bingo went well, fun was the focus, not the fundraising but it didn't make great money. A couple of people felt the opportunity was missed to make more. Thanks to Monique for her hard work, as well as Jenny and Kelly!
- b) Lapathon – It wasn't as promoted this year but looks to have done quite well all the same.
- c) Dads' Camp Out – Simone and Shane will help. Nadia and Simone will help with admin, Evan and Shane on the day. Forms have gone out to go back 3rd of November. Quiet time for Dads by 11:30.
- d) End of Year Carols – Will keep it simple – 8th of December. Can we sell ice creams ourselves? Too hard, hire. BYO Picnic. Warren to be Santa.

10. General Business

a) Canteen Update- Yvette was not keen on the online roster system. She was never on board with it and could not wait until next year to change it. Yvette wants an open system managed on paper and she would prefer to keep her base of regulars. She is open to suggestions to improve the volunteer base. Does she need a raise? Not sure, first year of permanent, part-time. Yes, CPI raise. Will discuss with Canteen Committee. Job review will also need doing. **Put volunteering reminder on Menu!*

- Graduation Morning Tea / Cleaning Date: will be sorted by Canteen Committee and Yvette

b) Uniform Shop Update- The supplier is increasing prices so we will need to increase prices to reflect that. Operational, no motion needed. Still trying to clear old stock. There will be a sale during Kindy and PP information sessions and Robyn will have the shop open just after. Stocktake on the last Monday of term. Thank you, Robyn, you are awesome!!

c) AOB

i. Lesley's Mobile Coffee Van – Other schools have invested in a proper coffee machine. We already have other coffee companies we use. Lesley is welcome to join us for Carols and special events but not on a regular basis.

ii. School Banking – Email Gavin re. request for Kindy and PP days. We would like to recognize Narelle Venner, who is joining the school banking team to help Helen Davidson with the coordinator role.

iii. Nature Play Zone – The planning is happening. There will be a Busy Bee day in January- date to be determined. The budget is \$2,500. Newborough Primary School has a great one!

iv. Radio Station 98 (Sunshine) – They are coming to do a show in November and will do some interviews. Date to be announced but we can use the day to officially open the new bike enclosure.

v. Parent Participation – It is at an all time low – why? Maybe one huge fundraiser rather than a few small ones. *We should promote the final morning assembly more and encourage volunteers at this occasion.*

vi. The whole school won't be watching the year 6s throw their hats this year. It is too emotional for them.

11. Adjournment

The meeting closed at 9:20 p.m. The next General Meeting will be held in week 7, November 20th. *Must put a call out to get quorum.*

ATTACHMENTS:

A. Principal's Report

Recent Highlights

Athletics win, Learning Journey Evening, science competition achievements including Young Scientist of the Year and the Junior Choirs performance on Telethon are just a few examples of recent student achievements, illustrating the breadth of our programs.

Lapathon

Ran very smoothly on the day, well done fundraising committee, Miss Collins and students from Room 7. Hopefully it will have raised a significant amount of money.

Independent Public School

The new government has implemented some changes to funding and selection of staff for IPS. The IPS grant has been removed, which means a reduction of approx. \$40 000/ year in funding for 2018 and beyond. IPS schools must now consider redeployees before selecting any staff.

IPS Staffing

The two teaching pools have been completed and we have identified the applicants that best fit the school. If vacancies arise we will go to the pool and offer these applicants a contract.

Grounds

It is great to see the new shade sails up, trees lopped and of course the new bike enclosure.

I thank the P and C for their support of the bike enclosure and shade sails. I have received positive feedback on both these projects. Work has begun on the Music garden, with more to be done on November 1. Grounds Committee will meet next Tuesday to consider some projects for 2018.

2017 Personal items list

Office max is the supplier. Class list are ready to be put on the internet, just waiting for the School Board to approve contributions and charges. The aim is to have the list online by November 10 with a free delivery option closing Dec 15. After that date there will be a delivery charge.

For the Contribution and Charges sheet I need to know, will the P and C contribution be the same amount in 2018? (1 child \$75; 2 or more children \$150)

School Planning

There are three fundamental levels of planning in our school. The Business Plan outlines the broad directions and key strategies spanning a 3 years period. The next level is Operational Planning outlines in more detail how the school will implement the Business Plan. Operational Planning is reviewed and developed annually, which is happening at the moment (Term 4).

One-Line budget.

The one line budget means schools are allocated one set amount of funding for the year based on a range of factors. Schools must then budget for all ongoing expenses including staffing and operational expenses. Student numbers is a major funding factor.

Next year numbers look to be very similar to this year, however of course the distribution of students will change. Class structures will be different to this year. Reductions in funding impacts on how many classes we can afford.

Class Organisation Process

Weeks 1 and 2.

The school is notified of the preliminary 2018 budget based on projected enrolments, which is to cover all costs, including staffing. It is important we

have a good gauge on projected enrolments for 2018, which is why families that are leaving have been asked to notify the school.

Weeks 3 to 6. Over the next few weeks draft class structures are developed and staffing needs identified. Staff are negotiating with the leadership team the role they would like in 2018. We may have two vacancies, and selections will be made from the Woodlands Pools.

During this stage parents can write in providing information to assist with class placements, information relating to social interactions with peers, family background and medical (not teachers). If looping is to occur families can request for their child not to be looped.

Weeks 8 to 10 When the class structure is set then the existing class teachers of a year level collaboratively start making the new classes for 2018, following admin's guidelines. Teachers are allocated their 2018 role.

Suggested process for P and C Funding Request 2017

The school has a finance committee that oversees the budget process. The school budget will be developed to support the Business and Operational Plans. The school will not have enough funds to do everything the staff would like to do. The Finance Committee will prioritise funding as well as direct some funding requests to the P and C. The P and C should not receive any request from a staff member that has not already gone to the Finance Committee. Our budget will be finalised early term 1.

TDS

We had a presenter from Floreat Park present a WACI club on how to link Visual Arts with English Viewing last week, which several of our staff attended. She will be back again in Week 4, to do the second part.

We are waiting to find out if we will continue to be a TDS in 2018.

Network Teacher Leader Program.

The aim of this program is to increase the capacity of teachers to lead important programs and committees within schools. All 15 schools were able to send along 2 representatives, we sent, Mrs Rees and Mrs Martin. It is an 18 month program.

Disco

There is a problem with the disco, the Year 5 parents can't appear to get a committee together and are suggesting it may need cancelling. Can the P and C help out?

B. Treasurer's Report

On next page...

WOODLANDS P&C MEETING

TREASURER'S REPORT FOR GENERAL MEETING

23 October 2017

The Woodlands P&C bank balance as at 30 September 2017 was \$67,140.63, from which an amount of \$25,000.00 is reserved for ongoing costs, leaving an adjusted balance of \$36,737.40. There is an increase from the last reported balance at 31 July of \$61,737.40 due to the strong uniform and canteen sales and the net proceeds from Bogan Bingo. The September Year to Date Excess of income over expenditure is \$36,038 which includes the Infrastructure levy received from WPS of \$24,629 and does not yet include the uniform stock adjustment mentioned below.

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 continues to generate a profit with Total sales of \$25,133 less Expenditure of \$14,286 resulting in a profit of \$10,847, compared to the 31 July profit of \$8519. Once again, these figures do not take into account the stock adjustment. I intend to calculate the stock adjustment prior to the next meeting.

Canteen

The canteen net result is meeting expectations with a net loss for the year to 30 September of \$(540.70). This is an improvement from the YTD loss at 31 July of \$(1069).

Bogan Bingo - September 2017

Bogan Bingo managed to make a very good fundraising contribution with Net Income of \$4,674 and Net Expenditure of \$2,533 leaving a net profit of \$2,141. Expenditure comprised the payment to the Gelo company of \$1,980 and payment to Newman College for Venue Hire and bar staff \$553. Net Income includes Bar takings and ticket sales.

Money available for 2017 budget items

Bank balance	\$67,142
Less: Budget items paid 23/10/17	\$21,723
Less: Budget Items not yet paid	\$18,750

Total funds remaining after budget items \$26,319

2017 Budget Items	Amount	Ranking
Teacher allocation	\$3,600.00	Paid to WPS 23 rd Oct
Donation to Year 6 Graduating T-Shirts		\$2050 Paid 12 th July
Allocation for Orchard Upkeep	\$2,000.00	
Canteen Equipment Upgrade	\$500.00	
Uniform Shop	\$250.00	
Mathematics Materials & Games	\$1,275.00	1-Paid to WPS 23 rd Oct
Music (new instruments, repair old, Jump Jam)	\$3,948.00	2- Paid to WPS 23 rd Oct
Science & Technology	\$5,000.00	3- Paid to WPS 23 rd Oct
PE Class Sets of Sports Equipment	\$2,900.00	4- Paid to WPS23 rd Oct
Replacement Shade Sail	\$5,000.00	5- Paid to WPS 23 rd Oct
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	\$40,473.00	