



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc. Annual General Meeting 12th February 2018 at 7.30pm in the School Library

MINUTES

1. **Attendance:** Gavin Power, Sandra Law, Marisa Phoebe, Ali Collins, Kelly Shay, Nadia Bowey, Nicky Bailey, Amy Walden, Rachel Thompson, Genevieve Fitzpatrick, Sam Wagenaar, Sacha Burbridge, Allan Hart, Marcia Ekamper, Philip Loerch, Ingrid Stacey, Catherine Sharbanee, Helen O'Leary, Michelle Edwards, Shae Siebert, Amy Walden, Rachna Desai, Chris Grubb, Helen McShane, Lauren Britton, Helen Freame, Robyn Robinson, Sheng Sun, Risma Price, Sharon Wyllie, Claire Burt, Nicky Bailey, Hannah Younger, Marc Drayton

Apologies: Bec Moore, Gretchen Carden

2. Approval of Previous Annual General Meeting Minutes

The previous 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: Nadia Bowey
All in favour.

Seconded: Claire Burt

The previous General Meeting Minutes from Nov 20th, 2017 are received and accepted as a true and accurate record.

Moved: Chris Grubb
All in favour.

Seconded: Sandra Law

3. General Welcome – Kelly Shay, Vice President

NB: Kelly chaired the meeting in the absence of a President. Thank you to the outgoing committee for all the work they have done for the school. It is great to see an enthusiastic turnout to the first meeting of 2018 and, hopefully, that school spirit will continue.

4 Principal's Welcome & Report – Gavin Power, Principal

Report attached.

NB:

- Thank you Marc, Hannah and Ali for attending our P&C meeting. We have a very new staff, which provides us with great opportunities to keep our school going in a fantastic direction. Growing pains are natural. We have lost a couple of experienced, skilled staff members but have a fantastic group of teachers here now. Gavin felt that it would be nice for parents to be able to meet some of the teachers and thank you, Marisa, for attending as well.
- Student enrolment is 467 at this point.
- School development days were a success – mainly sharing in house. Friday, March 2nd is the next one.
- On Entry testing has just started for PP and Year 1. Compulsory for PP, school chooses to do it for Year 1, to assess the growth that has come with PP.
- Parent Information Sessions will happen in the next two weeks.
- WPS is no longer a TDS school – English has been taken out. We still may be called upon to support other schools this year.
- Technology: This is a new curriculum area that will be reported on this year. Two areas – design and digital. Year 2 parents are part of the BYOD trial.
- Children need to feel safe to learn in the classroom, hence there is a big focus on Kagan learning at this time of year.
- Budget Process – The Finance Committee met last week and took requests from teachers. Funds are allocated and, if they cannot be funded, the school looks to the P&C for additional funding. There is an itemized list.
- Swimming lessons for year 5s and 6s will be in Term 4 this year at the beach.
- We have \$45,000 fewer funds annually now that we are not TDS and we lost the same amount from the government that used to be given to IPS schools.

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

Moved: Nadia Bowey
All in favour.

Seconded: Marisa Phoebe

5 Presentation of 2017 Financial Report – Helen Freame

*Please note that the 2017 Audited Financial Statements will be presented at the budget meeting on 12th March, 2018.

Report attached.

NB: - Financial statements are being finished for last year and will be sent to the auditor next week.

- Fundraising raised approximately \$43,023. Lapathon, Election Day, Dads' Camp Out, Entertainment Books, School Banking, Bogan Bingo, Bakers' Delight.

- The previous year raised \$63,000. Much more fundraising was done!

- Canteen is showing a loss of \$6,500 but it's over the last two years.

Need to look at pricing of the canteen items with the canteen manager.

- Canteen sales have decreased 3%. Yvette has not done the stock take yet.

- Uniform shop made a profit of \$5,693 after stock take! Very good start

to the year.

- We need to put out a snapshot of the year to show the volunteers that came together to raise funds for our school and make a difference to our kids. The government is constantly taking away funding so the pressure does go to the P&C, through P&C contributions and fundraising.

The Treasurer's Report as tabled by Helen Freame to be received and accepted.

Moved: Amy Walden
All in favour.

Seconded: Rachna Desai

6 Elections:

i) Executive Committee Members:

Nominations are taken for the following positions:

Motion: Nomination for **President** – Chris Grubb

Nominated: Nadia Bowey Seconded: Rachna Desai

Motion: Nomination for **Vice President** - VACANT

Motion: Nomination for **Secretary** – Rachel Thompson

Nominated: Kelly Shay Seconded: Claire Burt

Motion: Nomination for **Treasurer** – Helen Freame

Nominated: Nadia Bowey Seconded: Nicky Bailey

Motion: Nomination for **Assistant Treasurer** – Bec Moore

Nominated: Rachel Thompson Seconded: Sam Wagenaar

Motion: Nomination for Assistant Treasurer to do **Accounts Payable** - VACANT

General Executive Committee Marcia Ekamper, Catherine Sharbanee, Helen O'Leary, Helen McShane, Lauren Britton

All in Favour

ii) Sub-Committees:

Canteen: Craig Murray

Uniform Shop Committee: Robyn Robinson, Nicky Bailey, Mandy Twomey

Fundraising Committee: Helen O'Leary, Kelly Shay, Catherine Sharbanee, Lauren Britton

7 Appointments:

i) Appointment of **Honorary Auditor**: Sarah Watts

ii) **Safety House Coordinator**: pending the below

* We voted in 2017 to wind it down, which had the support of the school. There are some issues with it. We would need to take down the yellow triangles. We have deferred the decision to the Exec and the school. In answer to a parent query, yes, Protective Behaviors are addressed with the students.

iii) **School Banking Coordinator**: Narelle Venner

iv) **WACSSO Rep**: Nadia Bowey

v) **School Board Rep**: Chris Grubb or a delegate

vi) **Class Rep Liaison**: Rachel Thompson

vii) **Website Upkeep**: Claire Burt

8. Summary Review of Budget Requests for 2018 – Gavin Power and Claire Burt

- Yearly Commitments are the teacher allocation, the Year 6 donation, Orchard Upkeep, Canteen equipment upgrade, as well as Uniform Shop.
- Predicted fundraising will come from the P&C Levy, the Booklist commission, Entertainment Books, Read-a-thon, the Colour Run, Dads' Camp Out,

- School Requests:

The Finance Committee met February 8. All staff responsible for budget areas submitted their requests to the finance committee, who prioritizes the requests and then allocate funds. This year, once again, the amount requested was more than the funds available. As part of the process the Finance Committee identifies areas that the P and C might want to support. The Finance Committee would like to submit the following requests to the P&C for funding in priority order.

Area	Proposed expenditure items	School Allocation	Additional P&C request
Emotional Intelligences – PBS	Woodlandians doors and Protective behaviours kits	\$9000	\$3000
Mathematics	PP resources, Paul Swan resources, general class hands on resources.	\$6550	\$3500
Music	Instrument replacement and repair	\$5885	\$2000
Facilities improvements	Kindergarten upgrade (see full proposal)	\$18000	\$15000
Library	New and replacement library books	\$6000	\$2500
Physical Education	Classroom sports equipment	\$6400	\$2000

English	PP puzzles		\$500
Total			\$28 500

It is important to note that in all these areas the school has budgeted more than is being requested, the requested amounts will be added to the school funds for this area.

Ex. Library. School \$6000 + P and C \$2500 = Total budget \$8500.

- **Community Requests:** Nothing received from parents

Thank you to the P&C Exec from 2017 for their excellent efforts over the year. The funds do make a difference for the students.

* NB: The final Budget Spreadsheet will be made available during and after the Budget Meeting, both in the Minutes and on the website.

* We are supposed to spend the money raised, not leave it to accumulate.

* Athletics – at the Parent Meetings, the topic will be raised

* Reading Eggs – built into the school budget this year

9. Open Discussion / Brainstorm about 2018

- CUA Colour Run Fun Run – much organization is done by the company, much done on line so less door to door. If done in Term 1, colour all received for free; 60% of funds go to the school, in line with our sustainability aims

*Proposed date April 13th, last day of Term 1, that would be the significant fundraiser for term 1, Kmart has white shirts for \$2

10. Next Meeting: Budget Meeting, March 12th

11. Adjournment: 9:10 p.m.

ATTACHMENTS:

A. Principal's Report – Gavin Power

Welcome

Happy New Year and welcome to the 2018 school year.

What a difference a year makes, several of our very experienced staff left during 2017, which means for the second year in a row we welcome several new teachers to our school. They have all settle in well and I am delighted to introduce, Marc Drayton and Hannah Younger. What a difference a year makes, bright new shade sails, additional classroom and music resources and our new bike enclosure. Great examples of the school, School Board and P and C working together and there is no reason why 2018 can't be just as productive. The new resources and facilities certainly lifts every ones spirits – well done P and C. On behalf of all staff and the community I would like to Thank the P and C Office Bearers, Executive, Committee members and helper.

Student enrolment

467 students have commenced this year, which is 5 more than I had projected and 14 more than 2017. This means we have slightly more funding while still being able to maintain the same number of classes.

2018 Personal items list

Officemax are still reconciling the accounts and at this stage are unable to give me a figure regarding possible commission. Any feedback regarding how the process went this year?

School Development Days

The two school development days proved very productive with

- some excellent professional learning being presented by our own staff to the rest of the staff.
- Further work being undertaken on operational planning.

The next school development day is Friday 2 March.

On –entry testing

Students in Pre-primary and Year 1 will participate in the On-entry testing program. This is basically an individualised interview assessment that covers key literacy and numeracy skills. This assessment provides teachers with valuable insights into the child which assist their planning. For the school we can look at the literacy and numeracy growth of students from PP to Year 1.

Parent Information Sessions

Teachers are organising to hold these over the fortnight. These provide a great opportunity to get some insights into school and class programs, teacher expectations and how you can help your child succeed in their new class.

Teacher Development School

Woodlands PS is no longer a TDS. After 6 years the department decided schools should be familiar with the English Curriculum and have set up new TDS focussed on the stage 2 and stage 3 curriculum areas, eg. Technology. Although we may still be called upon to provide some support to schools in a user pay system.

Technology

The Technologies curriculum is written on the basis that all students will study both Technologies, Design and Technology and Digital Technology. This year teachers will be required to report against the new curriculum. This has put increased pressure on our resources as teachers require greater access to technology to provide students with sufficient learning opportunities.

Hence the implementation of a voluntary BYO iPad program, which has caused some concerns and mixed feeling with in the Year 2 parents. At the moment like all classes the Year 2 classes are establishing supportive classroom environment using Kagan

Cooperative learning and team building. Like all classes they are establishing routines and procedures. Students will not bring their iPads until Week 5 after all parents and students have looked at the iPad procedures.

A new Digital Technologies Policy and BYO iPad procedures document has been developed and will go to the School Board on Tuesday, then be shared with the Year 2 parents in

Week 4.

The school has budgeted \$67250 to Technology in 2018, replacing hardware, technical support and learning resources. This does not include the funds that will be spent on Professional Learning.

Swimming

All swimming will be in Term 4 this year.

B. Treasurer's Report – Helen Freame

DECEMBER ACCOUNTS REPORT

We finished 2017 with \$46,081 in the bank. The Profit and Loss shows an excess of income over expenditure of \$6,613.

Fundraising activities decreased this year to \$43,735 from \$63,433 last year.

	2017	2016	2015
P&C Donations	26,664	22,462	21,380
Fundraising	17,071	40,971	16,940
Fundraising Total	43,735	63,433	38,320

The P&C contribution was higher this year at \$26,664 as our percentage of collections was high at over 75%.

Our strongest fundraising initiative was the Lapathon raising \$5,298 followed by the Election Day stalls raising \$3,316. Other fundraisers during the year included Entertainment books - \$2,474, School banking - \$634, Bogan Bingo \$2,141 and Bakers Delight Doughraiser initiative \$1,215.

Our major projects funded for the year were Teacher Allocation \$3,600, Donation to yr 6 graduating t-shirts \$2,050, mathematics materials & games \$1,275, Music \$3,948, Science & technology \$5,000, PE class sets of sport equipment \$2,900, Replacement shade sail \$5,000 and Bike Enclosure \$8,863 and Urban Orchard upkeep \$1,262. Our two social events, the Meet and Greet and Christmas Carols night expended \$517 and \$550 respectively.

The canteen made a higher than usual loss of \$6,580 for the year compared to a loss of \$78 in 2016. The loss for 2017 contains a total of \$3,516 of 2016 expenditure not accrued in 2016.

Consequently, a revised profit and loss after this adjustment is shown below. A review of pricing will be addressed early in 2018 to achieve a breakeven result. Other contributors to this loss are the freezer broke down during the year and stock perished and icy poles being given as free rewards to students.

Canteen	2017	2016		Uniform Shop	2017	2016
Income	38,649	39,863		Income	38,888	40,064
Expenditure				Expenditure		
Canteen Labour	18,160	18,294		Stock Adjustment	6,746	4,406
Purchases	21,882	23,578		Purchases	25,167	34,869
Merchant fee	697	733		Merchant Fee	181	95
Insurance	587	853		Insurance	229	0
General Expenses	386	0		Stock Written off	892	0
				Stationery	0	251
Total Expenditure	41,712	43,458		Total Expenditure	33,215	39,621
Loss	\$(3,063)	\$(3,595)		Profit	\$5,673	\$443

The uniform shop made a profit of \$5,673 in 2017 compared to a small net loss of \$443 in 2016. After stocktake uniform stock at 31 December is valued at \$ 22,887. Stock write offs and markdowns comprised stock with old logos and large sizes for Grade 7. Operations are running very well with Robyn at the helm and a committee helping with the ordering.

The accounts will be with the auditor in the next two weeks and a final audited report will be tabled at the March or April meeting.

I would like to thank the P&C Executive Committee and the parents for their support during the year.

Regards

Helen Freame

