



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

Budget Meeting
12th March 2018 at 7.30pm in School Library

MINUTES

1. **Attendance:** Rachel Thompson, Claire Burt, Chris Grubb, Gavin Power, Gareth Hughes, Nicky Bailey, Helen O'Leary, George Sun, Sarah Meredith, Suzanne Taylor, Helen McShane, Gaby Hutchinson, Rachel Carr, Nicole Hoskins, Rachna Desai, Amy Walden, Susan DeRuyter, Kylie Sutton, Helen Freame, Catherine Sharbanee, Ingrid Stacey, Iveta Kribalova, Sam Wagenaar, Nadia Bowey, Lauren Britton, Sandra Law

Apologies: Ruth Ashton

2. **Approval of AGM Minutes**

The 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 12th February 2018 are received and accepted as a true and accurate record.

Moved: Catherine Sharbanee
All in favour.

Seconded: Claire Burt

3. **Principal's Report**

Principal's Report attached in full below. Highlights are as follow:

- Staff and students have settled into Term 1 smoothly.
- PT Interviews on March 28th, as well as after the swimming carnival on the 27th, for parents who can only take that day off.
- On Entry for PP and Year 1 has been completed.
- Athletics and Reading Eggs are being rolled over now.
- Science: We will be part of a research project with Murdoch University and SciTech came to the school; We received a grant for a Science Lab upgrade which will happen in 2019; Lynette Martin has been selected as a lead teacher.
- BYOD iPad program is underway; Zulu desk has been installed, some teething problems; the teachers are motivated about how it will work.

- Colour Run is the last day of Term 1 and EduDance will start week 1 of Term 2.

Moved: Nadia Bowey
All in favour.

Seconded: Lauren Britton

4. Ratification of appointed positions for 2018

Motion - To ratify the following appointments made after the AGM as follows:

Executive Committee appointments:

- **President:** Christopher Grubb
- **Vice President:** Helen O'Leary

Moved: Rachel Thompson
All in favour.

Seconded: Claire Burt

- **Treasurer:** Helen Freame
- **Secretary:** Rachel Thompson
- **Assistant Treasurer:** Rebecca Moore
- **Accounts Payable:** Sarah Meredith

Moved: Helen McShane
All in favour.

Seconded: Kylie Sutton

- **General Executive Committee Members:** Helen O'Leary, Catherine Sharbanee, Helen McShane, Lauren Britton, Craig Murray

Additional 2018 Subcommittee & Coordinator appointments:

- **Canteen Committee:** Narelle Foster, Abigail McAliece, Craig Murray
- **Fundraising Committee:** Helen O'Leary, Lauren Britton, Catherine Sharbanee, Rachel Carr
- **Grounds Committee Rep:** Chris Grubb

Moved: Nicky Bailey
All in favour.

Seconded: Sam Wagenaar

* Marcia Ekamper and Kelly Shay have stepped down from the Fundraising Committee and the General Executive
*Claire Burt volunteers to take questions whenever

Nomination of Craig Murray to the General Executive:

Moved: Susan De Ruyter
All in favour.

Seconded: Rachel Thompson

5. Presentation of Audited Financial Statements -

A. Year to date Financial Report

Deferred to next meeting.

6. Presentation of 2018 Forecast Budget Items for Consideration – Chris Grubb

i. Review of P&C parent survey results

- 49 responses, 3 of which were staff
- comment that a lot of the funding is heading towards the younger years BUT it has been on the backburner
- no community requests
- still deciding on fundraising events for the year and we do need more help
- Canteen Meeting today – is going well but more volunteers are always needed

ii. Explanation / Q&A regarding 2018 School-Forecasted Budget Items

Area	School Allocation	Proposed additional expenditure items	Additional P & C request
Emotional Intelligences – PBS	\$9000	Woodlandians doors and Protective behaviours kits	\$5000
Mathematics	\$6550	PP resources, Paul Swan resources, general class hands on resources.	\$3500
Music	\$5885	Jump Jam Instrument replacement and repair	\$2000
Facilities improvements	\$18000	ECE playground upgrade – phase 1 Kindergarten upgrade (see full proposal)	\$15000
Library	\$6000	New and replacement library books	\$2500
Physical Education	\$6400	Classroom sports equipment	\$2000
English		PP puzzles	\$700
Class Allocations	\$950	19 class allocations x \$150	\$2850
Total			\$33 550
Additional requests.			
Facilities Improvements		ECE playground upgrade – phase 2 PP Nature play upgrade (see full proposal)	\$9000
Artist in Residence		Grounds Committee -School Mural to improve the entrance near Kindy	\$10000

- had a couple of late requests come in from the school
- need new power points that will cost more than the school could cover, approximately five rooms need work
- Choir Uniforms also a late request. Mrs Rees is hoping for these, there is a design. Various choices: fully funded by parents; P&C funds them; with all other interschool teams the school provides them; tricky for the year 6 students who won't have a huge opportunity to wear them; can we have a pool of spares? *Gavin points out that we need to at least put some money aside if we will do this as it is the Budget Meeting- \$29 per shirt – good to have the same top for Junior and Senior and then maybe a reserve of 20 in various sizes? – could also help the choir parents do a fundraiser but opens a can of worms for different groups doing their own fundraisers – will go to the Board for further discussion
- Gavin also suggesting enclosing the undercover areas, for example outside the year 3 classrooms, which would be very expensive. He mentions it because thinking long term is important and security needs addressing; could put an amount of money under the banner of security? Chris mentioned that we are not meant to keep a portion of money in the account but it can be put towards a future project.

iii. Voting on P&C Forecast budget for 2018

Motion: To approve that the usual forecasted annual expected commitments and expenditures be accepted.

Moved: Nadia Bowey

Seconded: Kylie Sutton

>> Funds usually committed each year		
Project Name	Project Description	Amount Budgeted
Teacher Allocation	The P&C allocates \$150 per class and specialty subject. In 2017 we have 24 teacher allocations. (20 classrooms, plus Music, Science, Art and Library)	\$ 3,600
Donation to Year 6 Graduating T-Shirts	Every year the P&C allocates \$50 per graduating student. In 2018 there are 64 year 6 students.	\$ 3,200
Allocation for Orchard Upkeep	A yearly allocation to cover maintenance and upkeep of the school orchard	\$ 2,000
Canteen Equipment Upgrade	Each year the canteen requires new equipment and to replace broken items.	\$ 500
Uniform Shop	Each year the uniform shop requires new equipment and to replace broken items.	\$ 250
Buffer	For wages and canteen & uniform shop invoices	\$ 25,000
Total		\$ 34,550

Cash in Bank - Funds Usually Committed each Year =	\$ 22,866
---	------------------

- Year 6 shirts, the P&C funds up to \$50 per student and, if there is extra leftover, it can be used for camp or graduation costs
 - OfficeMax hasn't yet given us the money from book lists
 - do still need to go through the prioritization process, as with the new items, we have more to fund than is already in our accounts
 - for most of the school items, the school buys them and we then pay the school back when we can, has worked well in previous years. So the jobs and resources are available early in the year.
- School Mural: incorporates all the subjects, kids are involved in the whole process, STEAM, the author/illustrator would involve all the kids in the process; he has done projects all over WA
- Nature Playground is meant to be functional; will involve a busy bee; will ask for community material donations
 - P&C doesn't have to fully fund things like the Power Points, we could offer a certain amount

Motion: The priority Budget Request Items to be accepted, as per the votes.
All budget priority items were voted in:

1. Library – new and replacement books
2. ECE playground (in case we don't get the grant for \$25,000)
3. Maths
4. Nature Playground
5. PE equipment
6. Emotional Intelligence and PBS – Protective Behavior Kits
7. Music: Jump Jam
8. English: PP Puzzles
9. School Mural
10. Music: Choir Shirts
11. Facilities: Power Point upgrade
12. Information Sessions for Parents ie. Protective Behaviors

Moved: Claire Burt
All in favour.

Seconded: Nadia Bowey

>> Projects Requesting Funding in 2017	
Project Name	Amount Requested
LIBRARY: New and replacement library books	\$ 2,500
FACILITIES: ECE playground upgrade – phase 1 Kindergarten upgrade (see full proposal)	\$ 15,000
MATHS: PP resources, Paul Swan resources, general class hands on resources.	\$ 3,500
FACILITIES: phase 2 PP Nature play upgrade (see full proposal)	\$ 9,000
PE: Classroom sports equipment	\$ 2,000
EMOTIONAL INTELLIGENCE & PBS: Woodlandians doors and Protective behaviours kits	\$ 5,000
MUSIC: Jump Jam and instrument repair	\$ 2,000
ENGLISH: PP Puzzles	\$ 700
SCHOOL MURAL: To improve the entrance to the early childhood area by developing a school mural as part of a STEAM project to imbed sustainable practises in all classes. Artist Kyle Hughes Odgers to assist.	\$ 10,000
MUSIC: Choir Shirts	\$ 4,350
FACILITIES: Classroom power point upgrade	\$ 7,384
Totals	\$ 61,434

Please click on the following link to the school's website, for a comprehensive and clear explanation of the P&C 2018 Budget Commitments:
<https://woodlandsp.s.wa.edu.au/p-c/this-year-s-budget>

***It is important to note that the P&C raise funds throughout the year. *At the Budget Meeting, we approve a list subject to earnings.* It is very important that we try to get all families to pay the voluntary levy.

7. General Business

- a) Choir Shirts – as discussed above in 6ii and to be put to the Board
- b) Canteen prices to go up in Term 2

8. **Adjournment:** The Budget Meeting closed at 8:56 p.m. The next General Meeting is scheduled for Monday, May 14th.

ATTACHMENTS:

1. Principal's Report

Term 1.

Staff and students all appear to have settled in well.

Student Council

Has had its first meeting. The student council is there to give students' a voice on school routines, procedures and improvements that directly impact on them.

Parent Teacher Interviews

These are scheduled for Wed March 28 to coincide with Churchlands SHS. Same process as last year in that there will be timeslots available after school hours to assist all families come to an interview. Year 4-6 may conduct interviews after the swimming carnival on the Tuesday, this way parents only have to take one afternoon off.

On –entry testing

Completed. Teachers and the school are able to access the data immediately and will use the data to assist with classroom and school planning.

Mathletics/Reading Eggs

We have registered for 2018 and are in the process of rolling over to make it accessible for students.

Science

Our We are going to be part of a research project being carried out through Murdoch University that focuses on the teaching of science.

Last Friday Scitech held an after school professional learning activity that highlighted how science is taught at Woodlands PS and the great work of Lynette Martin.

Our Science Lab upgrade will come in 2019 along with a \$25 000 grant.

Technologies

Lynette Martin has been selected to be a lead teacher for the Teachers Can Code professional learning program 2018-2019. This statewide initiative aims to develop the capacity of teachers to teach the more challenging parts of the Digital Technologies curriculum, including coding.

The BYO iPad program progress to date.

1. Digital Technologies Policy updated and BYO iPad procedures document developed and shared with parents.
2. iPledge statements developed and shared.
3. Students practiced classroom procedures for use of BYO iPads using school shared iPads
4. Zuludesk installed on BYO iPads and staff received additional training on Zuludesk
5. Covers purchased and given to families to place on their iPad.
6. Students are bringing their own iPad to school and using them in the class

We had some great feedback and from parents on the policy and procedures and the documents have been modified accordingly. There have been a few technical issues as you would expect. We are taking it slowly and carefully with the teachers being very excited at the opportunities that are ahead.

Colour run – last day of Term 1

Edudance- Starts week 1, Term 2.

The Budget

Unfortunately there have been a couple of developments since our first meeting, which means we have a couple of additional items to add to the budget requests. See below original requests

Area	School Allocation	Proposed additional expenditure items	Additional P & C request
Emotional Intelligences – PBS	\$9000	Woodlandians doors and Protective behaviours kits	\$5000
Mathematics	\$6550	PP resources, Paul Swan resources, general class hands on resources.	\$3500
Music	\$5885	Jump Jam Instrument replacement and repair	\$2000
Facilities	\$18000	ECE playground upgrade – phase 1	\$15000

improvements		Kindergarten upgrade (see full proposal)	
Library	\$6000	New and replacement library books	\$2500
Physical Education	\$6400	Classroom sports equipment	\$2000
English		PP puzzles	\$700
Class Allocations	\$950	19 class allocations x \$150	\$2850
Total			\$33 550
Additional requests.			
Facilities Improvements		ECE playground upgrade – phase 2 PP Nature play upgrade (see full proposal)	\$9000
Artist in Residence		Grounds Committee -School Mural to improve the entrance near Kindy	\$10000

Additional items.

- 1) Minor Works. New additional power points are required in several rooms in the main building. This requires some Circuit board upgrade which means the cost is \$7384.00.
- 2) A new uniform is being considered for the choir, the designs will be presented to the School Board for their consideration. If approved, one option is that the P and C purchase the new tops for everyone and they be stored here at school. This is what we do with other interschool uniforms. If this was all approved, it would cost \$