



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

General Meeting
11th June 2018 from 7:30 – 9:00 p.m.
in the School Library

MINUTES

1. **Attendance:** Rachel Thompson, Gavin Power, Chris Grubb, Helen O'Leary, Lauren Britton, Catherine Sharbanee, Helen McShane, Sarah Meredith, Rachel Carr, Gretchen Carden, Nicky Bailey, Marisa Phoebe, Sharon Wyllie, Helen Freame, Nadia Bowey

Apologies: Kylie Sutton, Robyn Robinson, Sam Wagenaar, Claire Burt

2. **Approval of May 14th General Meeting Minutes**

The May 14th General Meeting minutes were made available prior to this meeting.

Motion: That the minutes of the General Meeting held on 14th May 2018 are received and accepted as a true and accurate record.

Moved: Catherine Sharbanee Seconded: Nicky Bailey
All in favour.

3. **Outstanding Items from the Previous Minutes**

- The discussion about the Kindy Playground was deferred to this meeting.
- Rachel Carr has kindly volunteered to be the Lego Club coordinator.

4. **Correspondence**

- A resident has written a letter, first to the school, and now to the P&C, complaining about the aspect of the school, particularly along Teakwood and Bentwood. He says the grass is overgrown and that the garden looks shabby. Chris is to mail/email him a response and let him know what progress has been made on the issue. Marisa explained the plan is to get someone to whipper-snipper everything back and to see whether the gardener could then stay on top of it. The Grounds Committee don't see it as really their domain either (being maintenance and not works). Gavin suggested that parent busy bees are the usual way this is handled.

5. President's Report – Chris Grubb

Nothing significant to report that won't be addressed throughout the course of the meeting. Everything is ticking along smoothly. Chris thanks everyone who has helped in any way so far this year.

Motion: The President's Report as tabled by Chris Grubb to be received and accepted.

Moved: Helen O'Leary
All in favour.

Seconded: Sharon Wyllie

6. Principal's Report – Gavin Power

Term 2 student highlights.

Jump jam student leaders training held here at Woodlands, wonderful excursions to WASO and Tamala Park, interschool winter competition, Edu-dance, assemblies, coder-dojos restarting and most importantly a range of engaging lessons in classes every day.

Still to come this term is the Faction Cross-country on Tuesday, the Interschool Cross-country on Wednesday 20 June, the Year 4 and 5 classes are going Whiteman's Park in Week 8 and Edu-dance concerts.

Excursions

Excursions are a wonderful way to stimulate students interest at the beginning or during a unit of work or a great way to consolidate their learning toward the end of a unit of work.

Teachers select excursions carefully and we always try to keep costs to a minimum, eg walking to Hale. I do apologise for the break in usual charging procedures, however the weather was not suitable and buses were required. I thank everyone for their support and understanding.

Kindergarten Pre-primary Fence

The garrison fence has been ordered and scheduled for installation in the school holidays.

Artist in Residence Program.

This artist in residence is scheduled to work with students and commence the Mural in August, as a lead in to Book Week.

NAPLAN testing

NAPLAN appeared to go well, now we wait to September to see the results. We use this data to identify any trends over time, which are strengths or areas for improvement. NAPLAN 2019 will be online and not completed in written form. The best way to prepare for NAPLAN online is to make sure the use of technology in classes for learning and assessment is a part of the daily classroom experience of students.

Technologies

Our Year 2 teachers are very impressed with what they have learnt and been able to implement with the mentoring of S McCormick, deputy from Dalkeith Primary School. In weeks 7, 8 and 9 she will spend a full day in each class working alongside the teachers to help teachers further understand the SAMR model. SAMR means Substitution, Augmentation, Modification and Redefinition. This model helps teachers recognise the type of learning opportunities that are being provided to students, with the overall aim to have more activities at the M R level.

Sarah has been meeting with Mrs L Martin as well to assist with our planning for the future.

Staffing

I advertised a deputy position. Pam Hyde is presently acting in this position, however with Carlene Thorpe accepting a substantive position elsewhere we are required to run a selection process. Applications close Friday. The panel will read the

applications ready to conduct interviews early next term. I suspect the successful applicant will commence beginning of term 4.

Professional Observations

As part of our Business Plan Key Focus Area Recognising Quality Teaching, colleagues and members of admin will be observing classroom teaching. These observations focus on some specific areas of professional learning staff have undertaken to implement, eg maths lesson design.

Triple P (Power of Positive Parenting)

The school will be offering the Triple P program for interested parents in Term 3. All parents will be invited to enrol and attend free seminars to learn practical and positive ways to:

1. Strengthen bonds with your child
2. Encourage social and language skills
3. Develop children's emotional self-regulation and problem solving
4. Manage common behavioural concerns

Reports

Just under three weeks to go to the end of term. Teachers are busy writing reports in readiness for them to be emailed out in the last week of term. It is important all families email addresses are up to date.

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

Moved: Nadia Bowey
All in favour.

Seconded: Rachel Carr

7. Treasurer's Report – Helen Freame

Priority Budget	per	Bank Balance 31 st May 2018		\$83,214.06
		Less Contingency funds held in Reserve		(25,000.00)
		Balance of Funds available at 31 May 2018		\$58,214.06
		Already Paid:-		
7		Music Resources	\$2,000	
3		Maths Resources	\$3,500	
1		Library Resources	\$2,500	
5		Physed Resources	\$2,000	
8		English Resources	\$700	
Annual allocation		Teacher Class Allocation	\$3,600	
Annual allocation		Orchard upkeep invoice paid	\$427	
		Total Paid	\$14,727	
		Budget Items Not yet Invoiced/Paid:-		
Annual Allocation		Year 6 leavers shirts	\$3,200	
Annual Allocation		Canteen equip upgrade	\$500	
Annual Allocation		Uniform shop equip upgrade	\$250	
Annual Allocation		Orchard upkeep remaining	\$1,573	
2		Facilities-Phase 1 Kindergarten Upgrade	\$15,000	
4		Facilities-Phase 2 Nature Playground	\$9,000	
6		Funding for Parent Information sessions	\$5,000	
9		School Mural	\$10,000	
10		Classroom power point upgrade	\$7,384	

	Total Budget Items not yet paid	\$51,907	\$51,907
	Total Budget Items per Approved Budget	\$66,634	
	Balance of funds at 31 May 2018		\$6,307.06
	Expenditure incurred but not accrued at 31 May		
	Colour run Estimate commission and prize payment		(9,115)
	Canteen Estimate Bakers Delight \$455; Sushi to 31 May \$650		(1,105)
	Shortfall at 31 May to be covered by future fundraising		\$(2,808)

Note- This shortfall estimate only exists at 31 May if all Budget items were paid now. By year end , further fundraising will ensure all budget items can be covered for the year with the Contingency reserve still intact.

Profit & Loss to 31 May 2018

Cake Stall/Hot Cross Buns	\$ 472
Meet & Greet	\$ (538)
Colour Run Gross receipts	\$22,789
P&C Donations	\$20,406
CBA School Banking	\$ 475
Membership fees	\$ 33
Donations from 2017 Grad fund	\$ 901
Fundraising Subtotal	\$44,538
Canteen Net Loss	\$ (255)
Uniform Shop Profit	\$ 9,975
Budget Items paid (see below)	\$(14,400)
Bank Fees	\$ (378)
Other income	\$ 48
Net Profit	<u>\$ 39,528</u>

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

Moved: Rachel Thompson Seconded: Nicky Bailey
All in favour.

8. School Board Update – Chris Grubb

The 2017 Minutes and the school's constitution will be posted on the school website.

9. Fundraising Committee Update

a) The Colour Run – The Colour Run has received amazing feedback, as a fundraiser that was enjoyed by all the kids and parents as well! We plan to run it again next year but without the use of this year's company, as they were not hugely helpful, took a huge cut of our profits, and we don't feel the prizes are in keeping with the values of our school. We can still buy colour, and we also have the option of keeping the fundraising online by using Everyday Hero, or a similar site. That is a much smaller cut of the profits. Well done, Helen, for your extraordinary number of hours put in, especially as it was touted as a

very hands off fundraiser! It certainly did not end up being that and we all appreciate your amazing efforts. Thanks also to the huge turnout of volunteers on the day. Prizes must be ordered in one go so we are being delayed as there are 13 families that need chasing up for their money. Marisa has volunteered to help with this.

b) Entertainment Books – Kylie has done a great job organising this yearly drive and she is hoping to pass it on to someone else next year. Numbers have yet to be finalised, as there are still some books that need to be returned or purchased.

c) Ladies' Movie Night – There are 34 ladies attending and some excellent prizes up for raffle. The time of year and many other things going on, as well as the Warwick location, potentially reduced the participation. It looks to be a fantastic evening and thanks to Catherine for all her work organising it!

10. General Business

a) Canteen Update – The new canteen menu with updated prices has gone out. The next Canteen Committee meeting is 30/07.

A new chest freezer is needed and a motion is put forth to approve, at a cost of approximately \$500.

Motion: Chris Grubb Seconded: Rachel Thompson
All in favour.

b) Uniform Shop Update –

- Junior Choir polos have been ordered and will be in stock by the end of July.
- Uniform shop stock-take to be undertaken on June 29th before the end of financial year.
- Sales are going well. We have good stock levels of zip-up jumpers and track pants for the cold days ahead.
- A big thank you to Nicky and Mandy who help out in the uniform shop every Wednesday morning.

c) Kindy / PP Playground & Naturescape Update – Nadia Bowey presented a comprehensive plan of the vision for the Kindy / PP area playground upgrade, including the teacher wish list, a proposed map of items and photos highlighting some possible features. There was a lot of discussion revolving around the different elements and feedback given. Nadia is still getting quotes. The P&C has committed \$15,000 to the project and we approve an early purchase of a water table for immediate use, the amount of which will be taken out of the amount committed. *** *Nadia's notes and plans will be attached to the Minutes once she has returned from overseas.*

d) Protective Behaviours Workshop – The school board agrees to officially stop its involvement in the safety house project due to inconsistent messages from other school initiatives. As a result, Safety Houses WA have been informed and the yellow sign at the front of the school has been removed. The next stages include writing to each household with a sign outside their house explaining that the school is no longer involved in the program and asking them to remove the sign outside their house. If they want to continue in the program and connect with another hub, they can do so by contacting Safety Houses WA. The school already has a number of initiatives they deliver which

focus on the safety of children. These mainly focus on students and teachers. To add further value to this, a protective behaviours workshop for carers and parents will be offered in term four to ensure parents also have the skills required to assist their children to feel safe. More information to come in term three.

e) Mural – The mural is going ahead. It will begin on 13th August next term-weather permitting of course, and it will be the week before book week as a nice tie into the week that follows. Monday the 13th will involve Kyle Hughes-Ogders meeting the students and talking about his books, as well as his artwork that is featured on buildings all around the world. During the session, students will also be asked to submit ideas as to what they would like to see in the mural. Kyle will then finalize his sketch (a preliminary sketch will be sent through as soon as we have paid the deposit) and commence painting the wall. The cost of the mural is \$360p square meter plus GST. Our wall is 30.26 so \$10,893 plus GST. The preliminary sketch was sent on the weekend from Kyle, as well as the Themes he is trying to communicate. It will go on the big wall on Teakwood and be visible from the street, giving a real warmth to that side of the school, as well as showcasing that we are a school that values art, culture and literacy. The characters are ethically diverse in that they are from no identifiable background.

f) AOB

I. The Grounds Committee has added Nadia Bowey and Simon Bradley to their team. The bollards along Lombardy will be done via a busy bee in Term 3. Regarding grounds tidy up, a contractor for whipper snipping is being investigated. Quotes for Naturescape items are being sourced.

II. Gretchen Carden's family would like to donate a BBQ for use at the Dads' Camp Out and sausage sizzles as required. It is in better condition than some of our current BBQs. We appreciate the offer and pick up will be organized.

11. Adjournment and next meeting date – The meeting closed at 9:15. We will next meet in Week 3, on Monday, July 30th.