



# WOODLANDS PRIMARY SCHOOL

P&C

## Parents and Citizens Association Inc.

**General Meeting**  
**14<sup>th</sup> May 2018 from 7:30 – 9:00 p.m.**  
**in the School Library**

### MINUTES

- 1. Attendance:** Rachel Thompson, Gavin Power, Chris Grubb, Helen O’Leary, Catherine Sharbanee, Ingrid Stacey, Helen McShane, Rachel Carr, Sarah Meredith, Nicky Bailey, Sam Wagenaar, Claire Burt, Simon Bradley, Risma Price, Nadia Bowey, Laren Britton

**Apologies:** Sandra Law, Suzanne Taylor, Sacha Burbridge

### **2. Approval of Budget Meeting Minutes**

The 2018 Budget Meeting minutes were made available prior to this meeting. The minutes were accepted with the following amendment: “to remove Choir Shirts from the Chart in 6.iii ‘Projects Requesting Funding in 2017’”.

Motion: That the minutes of the Budget Meeting held on 12<sup>th</sup> March 2018 are received and accepted as a true and accurate record.

Moved: Catherine Sharbonee  
All in favour.

Seconded: Helen O’Freame

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

- Follow up on Choir Shirts: Board put the choir shirt payment options to survey. Parents are happy to pay for the shirts. The design is coming back for final approval. We will need to set up the Uniform Shop with stock for parents to buy, and we may need to purchase a few as a reserve for those who forget their shirts or cannot afford the cost.
- Canteen Prices will be discussed later
- Safety House and Protective Behaviours to be discussed later

### **4. Correspondence**

- Letter from Sam Wagenaar and Amanda Rothman on behalf of the 2017 Graduating Class (*attached below*): A thank you to the P&C for their ongoing support and raising of funds to improve learning outcomes for all students. A donation of \$900.99 has been made, a large part of which constitutes the unspent portion of the P&C’s \$50

contribution per student for leavers' shirts.

## **5. President's Report – Chris Grubb**

Thank you from all those who have provided their time this year to the school. It makes a huge difference to the school. Thank you to the previous committee members who have helped with a smooth transition.

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

Moved: Nadia Bowey  
All in favour.

Seconded: Claire Burt

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

Please find report attached below.

NB: - This is a Reporting term, which will be emailed out as a sustainability trial. As a result, families need to ensure their email addresses are up to date. Dual parent contacts will receive the link.

- Heather Whitehead needs parent helpers in the garden, desperately. Classes rotate but help is always needed.
- NAPLAN starts tomorrow for Year 3 and 5. Results are available in September and are used to assist in planning. This is the last year that NAPLAN will be done on paper.
- Sarah McCormack has been employed to help with the iPad trial, once per two or three weeks. She is at Dalkeith Primary School. She will help with how to use iPads to enhance learning. All staff is being involved in learning how to use digital technologies to enhance learning.
- Triple P Parenting seminars start in Term 3. Free.
- We did not get the grant for the Kindy/PP nature playground so the school and the P&C will fund it.
- Please bundle online school payments for more than one child.
- Communication: The website is the main port of call, is updated weekly and is encouraged to be used. Facebook is not the most up to date media anymore. We also use Connect, email, newsletter and Class Reps. The Facebook page is not active at the moment –we need to decide if we want to get it going or shut it down. It can be a good way of directing traffic to the website and promoting the school. We need a person to keep it up though, and it is a P&C account, not school. Rachel Carr is a willing volunteer. What would be the process to get info to Rachel? We will discuss as the Exec, make our protocols, and get the information across.
- Subsidy fund: Has the P&C ever had a subsidy fund to help students who may not be able to afford incursions and excursions? The 2017 Year 6 team put money aside in case students could not afford camp. School could do it via donation from the P&C similarly. Perhaps we can look at this for next year – ie. \$500 that comes back if not used.
- Term 2: Faction cross country in week 6 and interschool June 20<sup>th</sup>. Other interschool sports happening. The school is trying to put them on the same Friday afternoon so as to lessen the number of school days lost.

- One Big Voice is on the 17<sup>th</sup> of August, massed choir in week 9, term 3.
- There are no school development days in terms 2 or 3!

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

Moved: Lauren Britton  
All in favour.

Seconded: Sam Wagenaar

## **7. Presentation of 2017 Accounts – Helen Freame**

- The financials have been forwarded to WACSSO on the 29<sup>th</sup> of April. There is \$74,000 in the bank and \$25,000 is kept for contingencies.
- Year to date: \$20,031 in P&C Contributions, including \$17,000 from the school from the book list.
- The Meet and Greet saw a small loss.
- Colour Run Net amount of \$10,434 and still receiving deposits.
- Uniform Shop year to date profit of \$9,000 approximately.
- Canteen loss of \$1,300 approx. YTD (is it all pricing or do sales need boosting?)
- \$66,800 available for Budget Items: We have received the first invoice of \$14,000 approx. from the school.
- The freezer broke down in the canteen again – It is time to replace it.

Motion 1: That the 2017 Audited Accounts be received and accepted.

Moved: Nicky Bailey  
All in favour.

Seconded: Lauren Britton

Motion 2: The Treasurer's Report as tabled by Helen Freame be received and accepted, pending updating the Budget Items List and adding the Bakers' delight funds.

Moved: Rachel Carr  
All in favour.

Seconded: Claire Burt

## **The Transfer of Bank Signatories – Chris Grubb**

Motion 1: The Woodlands Primary School P&C Association advise the ANZ bank to remove Nadia Bowe and Claire Burt as bank signatories on Account 340959357 with ANZ Innaloo.

Moved: Nicky Bailey  
All in favour.

Seconded: Sam Wagenaar

Motion 2: The Woodlands Primary School P&C Association advise the ANZ bank of new and existing bank signatories: Helene Freame, Rebecca Moore, Sarah Meredith, Rachel Thompson and Christopher Grubb on Account 340959357 with ANZ Innaloo.

Moved: Catherine Sharbanee  
All in favour.

Seconded: Lauren Britton

Motion 3: The Woodlands Primary School P&C Association advise the ANZ bank to remove Claire Burt as an internet banking signatory on

Account 340959357 with ANZ Innaloo.

Moved: Sam Wagenaar      Seconded: Nadia Bowey  
All in favour.

Motion 4: The Woodlands Primary School P&C Association advise the ANZ bank of new and existing internet banking signatories: Helen Freame, Rebecca Moore, Sarah Meredith and Christopher Grubb on Account 340959357 with ANZ Innaloo.

Moved: Nadia Bowey      Seconded: Nicky Bailey  
All in favour.

## **8. School Board Update – Chris Grubb**

- The Board last met in March. The Digital Technologies Policy was amended and approved.
- Info was shared about On Entry assessment showing that kids are coming to Kindy and PP with much less vocabulary and numeracy skills. The school is working on strategies to help the local community to improve pre-school development.
- The PPP program is related to the above and is specifically targeting new Kindy families to the school. We could set up the website so that families can register their interest much earlier and information can be disseminated.
- The Churchlands group is running a 0 to 4 years intervention program: 4 sessions ran last year (ie. Sensory needs, speech, anxiety)
- Existing school bags are fine for iPad use.
- Next year, years 3 & 4 will be doing Japanese, at a minimum.
- Sustainability is going as a specialist subject but will be incorporated into the curriculum. Visual Arts will increase, and possibly other areas.
- A community member has been found for the Board.
- WPS will be part of a research project by Murdoch Uni about teaching Science and SciTech showcased WPS. A \$25,000 Science Lab Upgrade is coming in 2019. Lynette Martin was selected as a lead teacher for "Teachers Can Code", a statewide initiative to help teachers deliver the Digital Technologies curriculum.

## **9. Fundraising Committee Update**

a) The Colour Run – We are estimating around \$13,000 raised after fees have been paid. We would like to do another Colour Run in the future but we would do it differently and we would not use the same company. It was a great learning curve and we have lots of ideas for next year, perhaps in term 3. We can run events online through Everyday Hero but at a much smaller fee. We could suggest goggles for next year. Overall, excellent feedback for the event. Helen headed an amazing team. There is some conflict when you involve a third party and funds being raised for prizes. It doesn't reflect school values or ethos. The drop in fundraising would not be 40% without the prizes. It was great to involve Kindy. Photos will go onto the website soon.

b) Entertainment Books – Kylie is happy to transition someone next year to do Entertainment books as she has now done three years! Thanks Kylie! They go out on the 24<sup>th</sup> to the eldest child. \$2,500 was

raised last year. No book will be sent home if they've done an opt out or bought the digital version. The membership activates on the 1<sup>st</sup> of June.

- c) Proposed Calendar of Events for 2018 – draft copy has gone out
  - We have decided to make the focus on social events, while selecting the fundraisers that deliver the most value for effort.
  - We have tried to get a nice cross section in terms of interest.
  - Quiz Night is a huge undertaking and fundraiser. Nicky Bailey is happy to give insight.

## 10. General Business

- a) Canteen Update – Price rise is coming soon. The freezer needs fixing, as mentioned above.
- b) Uniform Shop Update – The shop is doing well and is updating stocktake. There are some hemming issues.
- c) Kindy / PP Playground & Naturescape Update – defer to next meeting
- d) LEGO club – We have a coordinator vacancy.
- e) Proposal for Daytime P&C Meetings – Would another time work for P&C meetings? Ask Class Reps when they might consider attending. A suggestion to change the day or start earlier.
- f) AOB
  - i. WACSSO – Nadia Bowey, the WACSSO rep, will get the relevant information out to the Exec.
  - ii. Safety Houses: We have put in writing that we want to cease the program. Marisa Phoebe explained how the school is already working on Protective Behaviours so the P&C wants to focus on educating the parents. When would parents be most likely to attend? Evenings would be best and perhaps we can get it down to 1.5 hours. Protective Behaviours WA run the sessions. There will be a fee just to cover costs. Gaming addiction is also garnering high interest. Protective Behaviours is targeted K-6. Another possible idea is to help the graduating class prepare to head towards a very large school with an anxiety-related workshop.
  - iii. Mural: The price to do the whole wall is now \$15,000 but we can do a smaller section for \$10,000. The artist availability is August, which ties in perfectly with Book Week. It is more about the process than the size of the mural and it is a whole school initiative so the artist in residence is around for a stretch of time. Sacha Burbridge is trying for a \$5,000 grant. We need communication to the whole school about the project, so parents understand it is a whole and valuable process, not just an end result. Can more money be allocated?

iv. Grounds Committee: There has been a change of members - Jill Gerrard has retired and Simon Bradley and Nadia Bowey have been added. Thank you, Jill, for your many years of service.

- 11. Adjournment and next meeting date** – The meeting closed at 9:15. We will next meet in Week 7, 11<sup>th</sup> of June, at the usual time.

## **ATTACHMENTS:**

### **A. Principal's Report**

A nine week term, that has a great deal of learning and many student activities planned.

Yr 6 camp (proved to be very successful last week); Edu-dance; Assemblies; Tamala Park excursion... and Reporting.

#### **Reports**

We will trial emailing them out this term, as a sustainability strategy. Emails will go to contact emails, hence email addresses need to be up to date

#### **Sustainability**

Year 2 go to Tamala Park this year; parents strongly encouraged to go Wed 23 and 24 of May.

School Garden and Orchard: 16 garden beds and 3 worm farms; 5 compost bins – parent helpers are needed. Garden Club last hour of every Friday, classes rotated. Any day, weeding in the garden!

#### **Junior Choir**

General Parent Survey conducted. Over 92% support, therefore I assume the P and C is happy for it to proceed. School Board will be asked to endorse it at the next meeting.

Style of shirt displayed. A design is being worked on at the moment.

#### **NAPLAN testing**

Year 3 and Year 5 will complete 40 min assessments in each of the following areas - Reading, Writing, Language Conventions and Numeracy. This data is made available to schools in September and here at Woodlands we use it to assist with our improvement planning. It is the last year we will be doing NAPLAN in writing; in future it will be online.

#### **Technologies**

iPad trial, we have employed S McCormick, deputy from Dalkeith Primary School, every 2nd or 3rd Thursday to coach and mentor our Yr 2 teachers implement our BYO iPad program. Sarah led the implementation at Dalkeith for the last 5 years. Term 1 was routines and familiarisation, and now this term greater focus will be on using them to enhance learning.

All staff continues to develop their skills and knowledge in Digital Technologies, with ongoing professional learning throughout the year.

#### **Chaplain**

Dominica Casci, our new Chaplain starts this Thursday.

#### **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

#### **The Budget**

We did not get the department grant to upgrade the Kindergarten playground, so now it will proceed with school and P and C funds.

#### **Bundled payments:**

It is fine for several activities to be paid in one payment and similarly with siblings being grouped together. The school prefers this as the easier option than dealing with multiple transactions.

#### **Aboriginal and Torres Strait Islander focus**

Teachers are encouraged to incorporate Aboriginal and Torres Strait Islander culture into their learning programs. In recent years we have applied for PALS (Partnership Acceptance Learning Sharing) grants to run special events. This year we have applied once again and organised Lucas Proudfoot, Aboriginal author and performer to visit in September. This year we will not have a Reconciliation assembly, have for the last two years, a gap year. Remida, a recycling organisation and Aboriginal Artist, Jade Dolman, will work with Room 20 and 19 in Week 9 of this term.

#### **Communication**

The school website is the cornerstone of our communication with parents, which we provide resources to ensure it is up to date. This is supported by other processes including the newsletter, school notices, class parent reps and teacher connect notices/emails. Facebook is not really part of our communication strategy, although I know some class groups establish them, it needs to be remember the school does not have the resources to ensure Facebook sites are up to date and contain accurate information.

#### **Subsidy Fund**

Has the P and C ever had a school subsidy fund, whereby they assist fund events for individual families in need?

#### **Key Events**

##### Term 2.

Faction and Interschool Cross Country- Wk 6 and 20/6

Inter school winter sports –spread through Term 2

Tamala Park excursion

Staff Meetings -15/5; 5/6 and 19/6

Disco - 22/6

##### Term 3

Big Voice 17/8

Massed Choir Week 9

### **B. Treasurer's Report**

The Woodlands P&C bank balance as at 30 April 2018 was \$74,217.68 from which an amount of \$25,000.00 is reserved for ongoing costs, leaving an adjusted balance of \$49,217.68.

#### **Fundraising**

April year to date fundraising comprises:

- P&C Levy: \$2,400 (P&C Levies received from the school on 8<sup>th</sup> May totalled \$17,631.
- Meet & Greet: \$538(loss) – Social event only
- School Banking: \$475
- Colour Run: \$10,434 (Net after accrual of Commission)
  - Additional Colour run funds received in May to 11<sup>th</sup> May totalled \$1,844 gross excluding commission still due

#### **Uniform Shop**

The Uniform Shop is currently reporting year to date profit of \$9,184. (No adjustment to closing stock figures since 31 December 2017)

### Canteen

The canteen is currently reporting an April year to date loss of \$(1,385). This represents the 1<sup>st</sup> Term result for the canteen. This result is a continuation of the loss experienced in 2017. The Canteen Manager is working on increasing prices to the menu. We hoped this would be introduced for Second term. It is regarded as a priority for the canteen and is anticipated to occur in the next two to three weeks. After the price increase, we anticipate recouping this loss by the end of the year.

### Money available for 2018 budget items

Bank balance 30/4/18

\$74,217.68

Less: Contingency funds held in reserve

\$25,000.00

Add P&C contributions received 11<sup>th</sup> May

\$17,631.00

Total funds available for 2018 budget items as at 30 April 2018

\$66,848.00

Less Budget Items requiring approval for payment

Woodlands Primary School Invoice 1254 dated 6 April 2018

Music resources	\$2000
Maths resources	\$3500
Library resources	\$2500
Physed resources	\$2000
English resources	\$700
Teacher class allocation	\$3600
Total Invoice	\$14,300

Balance available for remaining budget Items below

\$52,548

Priority		\$
Allocated	Year 6 leavers shirts	\$2100
Allocated	Canteen equip upgrade	\$500
Allocated	Uniform shop equip upgrade	\$250
Allocated	Orchard upkeep remaining	\$1,573
1	Maths New materials and games	\$1,275
2	Music Jump Jam balance remaining to fund	\$1,948
3	Science & Technology	\$5,000
4	PE balance remaining to fund	\$900



5	Shade Sail	\$5,000
6	Bike Enclosure	\$5,000
7	Funding for Parent Information sessions	\$1,000
8	Nature Play Space	\$2,500
9	Purchase and install CCTV Cameras	\$4,000
10	Kindy and PP outdoor area uplift	\$3,500
	Total	\$34,546

Balance of Funds remaining not yet Allocated

\$18,002

### C. Letter from 2017 Graduating Class

Dear Chris,

On behalf of last year's Woodlands PS Year 6 Graduating Class, a **donation of \$900.99** has been made this evening, via EFT, to the Woodlands PS P&C account. We trust that this money will assist in subsidising some of the many items which the P&C has committed to funding this year.

Once again, we would like to formally thank the P&C for your very generous donation of \$50 per student to fund the purchase of last year's Year 6 students' leavers' shirts. As you may be aware, we did not spend the full amount of \$50 per student – and a large part of our \$900 donation constitutes the unspent portion of your contribution to our year group, which we are extremely pleased to be able to return to you and, consequently, the Woodlands Primary School community.

Our children, now in their first year of high school, look back with much fondness on their primary school experience and as their parents we remain indebted to the school P&C, for its ongoing and tireless efforts to raise funds to improve learning outcomes for all students.

Kindest regards,

**Sam Wagenaar & Amanda Rothman**

2017 Year 6 Class Representatives