



# WOODLANDS PRIMARY SCHOOL

P&C

**Parents and Citizens Association Inc.**

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

## **MINUTES**

- 1. Attendance** – Rachel Thompson, Chris Grubb, Gavin Power, Lauren Britton, Catherine Sharbanee, Rachel Carr, Gretchen Carden, Nicky Bailey, Robyn Robinson, Rachna Desai, Sacha Burbridge, Marisa Power, Sam Wagenaar, Helen O’Leary, Helen Freame

**Apologies** – Sarah Meredith, Helen McShane, Risma Price, Claire Burt, Nadia Bowey, Sharon Wyllie, Ingrid Stacey, Simon Bradley

### **2. Approval of October 15<sup>th</sup> General Meeting Minutes**

The October 15<sup>th</sup> General Meeting minutes were made available prior to this meeting.

Motion: That the minutes of the General Meeting held on 15<sup>th</sup> October 2018 are received and accepted as a true and accurate record.

Moved: Sam Wagenaar  
All in favour.

Seconded: Chris Grubb

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

- Term deposit and fundraising expenditure approvals
- Canteen for 2019
- Budget Items for 2019 meeting

### **4. Correspondence**

- Nothing of note

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

Chris thanked all of our wonderful Committee members and various volunteers who offer so much to our school community. The specific details are attached below.

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

Moved: Rachel Carr  
All in favour.

Seconded: Robyn Robinson

## 6. Principal's Report – Gavin Power

Report attached below.

NB: - Congratulations to the PP-Yr 4 students for their great behaviour for swimming. Years 5/6 are in the final two weeks. Note that the school does not choose the location or the weeks.

- Head Boy and Head Girl will be voted on this week.
- W Factor, run by student council, starts auditions tomorrow at lunch through two weeks.
- Week 10: Graduation is Tuesday at 12:50, attended by Year 4s and 5s and the families of Year 6 students. Wednesday is the end of year assembly at 2:30 to farewell the graduating class and departing families and staff members. Reports to be emailed on the 12<sup>th</sup> and class lists on the 13<sup>th</sup>, the last day. Class parties will be the Tuesday or Wednesday.
- Grounds Committee will meet next week to finalise 2018 projects, including the bollards to go around Lombardy and staff car park. They will also consider projects for 2019. One Line Budget is dependent on enrolments, which gets set in week 3 of Term 1. Determines staff and students. 455 is the projected enrolment at the moment and more than we thought we would have, with losing a large year 6 cohort. 18 students are leaving the school, with 20 new students.
- Staffing for 2019: Mrs Webb continuing on leave; Ms Davey is electing to leave, all other new teachers are continuing!
- Class Structures: Gavin cannot put them out too early because they often change significantly in the last few weeks of the year. Some out of area on waiting lists.
- Looks like there will be three composite classes at this stage, which is not a disadvantage and no cause for concern.
- No changes to Class Lists, unless for a severe oversight.
- Personal Items List: OfficeMax is our provider; parents' choice but P&C does get commission; free delivery by Dec 4<sup>th</sup>; beware the bottom bit that asks you to select the P&C contribution list. Select and delete the one you don't want. Do the send back soon.
- BOiPad proposal: over 80% of Year 1 parents have committed to sending an iPad and remaining Year 2 parents have been asked; the school will order the covers and Zulu desk; surplus iPads will go to Year 4s and 5s
- Aspirant Teacher Leader Program – 15 teachers selected over the schools; teachers who already lead are identified such as Lynette Martin and are given more skills
- Thanks to Chris, Rachel, Helen and all Exec members and committees for all the help given to the school this year.

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

Moved: Helen O'Leary  
All in favour.

Seconded: Lauren Britton

## 7. Treasurer's Report – Helen Freame

\* Due to a change in format, the Treasurer's Report cannot be attached within the Minutes but will be sent out in addition to the Minutes. It was also distributed to financial members prior to the meeting.

NB: - Not all income has been accrued for Quiz night and Camp out, as things still being paid. Final figures not ready yet. \$43,000 in the bank as of last Friday, \$55,000 spent on our budgeted items. \$14,000 left of our budget amount, mural and phase 2 of nature playground. Overall, \$28,000 of uncommitted funds, with \$25,000 being our buffer. Uniform shop just paid out a large invoice. Canteen query re. overtime but we have previously agreed to give her extra cleaning time at start and end of year. Does Helen need to present that overtime to the P&C? No, Yvette entitled to that.

Motion for high interest term deposit: A motion passed for a four month term deposit to be opened at A&Z Innaloo Branch for the amount of \$30,000.

Moved: Chris Grubb                      Seconded: Helen O'Leary  
All in favour.

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

Moved: Rachel Thompson                      Seconded: Gretchen Carden  
All in favour.

## 8. Grounds Update – Chris Grubb

a. **Mural** – Kyle Odgers-Hughes has emailed and declined to progress with the project. We postponed a couple of times, kept asking for different spaces and amounts, so he was put off. There are no other illustrators who do mural work plus he had those connections to literature and sustainability. We wanted a mural that could be studied as a piece of art to respond to, which any mural would not achieve. Very disappointing but, as it stands, that project is over.

b. Kindy PG and Nature Play Upgrade: Second busy bee has happened; *need paint sprayers as project is out of budget*. Nature Play logs have been ordered and Warren will bolt them and finish them on the holidays. Have quotes for the line marking outside Kindy and Year 3 and wattle is better since its trim!

c. Bollards Project: The school was putting in for that but, to get a better quality and safety level of bollards, will the P&C put in the last \$1,700 of the \$8,000? Yes, passed by the Exec Committee as the decision was needed prior to the Week 7 meeting.

## 9. Fundraising Committee Update

a) Quiz Night wrapped up: There are still payments to finalise for auction items, for all card payments. Funds also need to be gotten from the TryBooking website. Approximately \$6,000 and possibly more.

b) Camp Out wrapped up: (letter is attached) Attendance of 322, profit of approximately \$2,000, consistent with previous years and we now have two new BBQs. Five companies provided sponsorship. Entertainment was popular amongst kids and parents. Next year: automatic registration; lose the 'Dads' element of the name?; guideline for non P&C members running events; make link to Fathering Project clear and encourage male role models but, if not available, women are more than welcome; great to see the Dads there; Helen O: TryBooking makes things so much easier and only a small fee; \*\*\* *Helen F needs all receipts for the audit file, such as spreadsheets supporting the deposits.*

c) Christmas Carols: All going well with Christine and Kate's help, as they have done it for the past two years and Rachel is overseeing it. Ice cream van and hot food van.

d) Projected Events for Term 1, 2019: *Meet and Greet Week 1 of Term 1; publicize it early; book slide*; AGM Week 3, Budget Mtg Week 7

## 10. General Business

a) Canteen Update – End of year meeting pending; research has been done on replacing the stove and might need extra money paid for disconnecting the old stove and connecting the new one; electrician needed; can approve the money for the stove expense on an Exec level.

b) Uniform Shop Update – Spending spree to get stock in for next year! Robyn is extending her dates, 1<sup>st</sup> of Feb from 9-11 will be open and the first day of term at 8:30-9:30, Wednesdays as usual until the 12<sup>th</sup>, as well as Kindy information session; Stocktake on 30<sup>th</sup> of January; Robyn will stay on until the end of next year but start training up a new person mid-next year.

c) Kindy and PP Information Sessions – We need to *update the P&C leaflet by Friday and include info on why the contribution is so necessary.*

d) AOB – Projects next year: survey project ideas have gone to Grounds Committee; comments about the toilet blocks; could have the kids paint them to brighten them up and the kids feel ownership; messages about healthy body image, etc.; shade for Kindy stage; trikes for PP area; Phys Ed equipment for classrooms – have Mr Jones order more or have two order sessions but is also neglect and a care issue; Survey results went up on website today; Idea of a bulk deposit at start of year to go towards excursions until it runs out (great idea!).

## 11. Adjournment and next meeting date – The meeting adjourned at 9:20. First meeting of 2019 will be Week 3 of Term 1.

## ATTACHMENTS:

### A. President's Report

Thank you to Yvette Sharp who continued to provide a great service to the kids managing the canteen. Yvette had to deal with a largely new committee interested in turning around the financial position of the canteen, not an easy position by any means. This was particularly challenging as she had to deal with little assistance at times as we struggled to fill the volunteer places, particularly later in the year. On that note a big thank you to those the volunteered their time in the canteen this year. I will no doubt miss some names, but particular thanks go out to our more regular canteen volunteers: Sandra Law, Tegan Robertson, Erika Browne-Cooper, Julie Watson, Kylie Sutton, Sharon Wylie, Craig Murray, Abigail McAliece and Amanda Ranford. Thank you to the Canteen committee, headed up by Craig Murray with Narelle Foster, Abigail McAliece and Heather Whitehead who supported Yvette throughout the year.

The uniform shop has run like clockwork all year under the care of Robyn Robinson, Nicky Bailey and Mandy Twomey. Their smiling faces and listening ears are invaluable for the parents as much as the kids and the school would be far worse off without them and what they do.

School Banking was once again headed up by Narelle Venner aided by Sam Wagenaar and Warren Wishart. I'm yet to meet a kid who doesn't need to learn the value of money. Thank you for what you do.

LEGO Club was run by Rebecca Moore for the first half of the Year and Rachel Carr for the second half. Having filled in and supervised once I appreciate your returning back to that noise box week after week. The kids sure do love it though! Rebecca Moore also did the banking for the P&C for almost two years. Thanks Bec!

It is great when someone outside the committee is happy to run an event or fundraiser, and I know it was appreciated when Kylie Sutton stepped up and once more ran the Entertainment Books for us this year.

Sacha Burbridge and Heather Whitehead saw an opportunity for the school with the Kyle Hughes-Odgers mural project and continued to pursue it. Thank you for your time and efforts, particularly in the face of some opposition.

Thank you to Daniel Carr and the team of dad's that he put together to organise and run the Dad's Camp Out this year. It was incredibly well run and I've only heard positive feedback from those who attended.

Whilst still to come I'd like to pre-emptively thank Christine Sardi, Rachel Carr and Kate Langdon for the work they are doing on the Christmas Carols. I'm sure Danielle Rees will do an excellent job as usual in getting the children ready to perform.

To the many class representatives who help so much in getting messages out to their classes and feeding back information into the Class Rep meetings.

Thank you for the important and vital role that you filled this year.

The Kindy Upgrade would not have happened without the work of Nadia Bowey, Lauren Britton, Helen O'Leary and Simon Bradley. A job well done with a great outcome. I would also like to recognise Greg Robinson for his many years of service on the Grounds Committee and his advocacy for good stewardship of P&C funds over that time.

Narelle Maconachie for her many years of service in the front office, ability and willingness to help and for improving processes in the office to make everyone's life easier, thank you. The same to Carole Linn and Genevieve Fitzpatrick for putting up with my late newsletter contributions and dealing with all the forms, mail and paperwork that the P&C generates for them without complaint all year.

Thank you to Gavin Power and Marissa Phoebe for their time and commitment to the P&C. Both in attending general meetings, but also meeting with myself and members of the Executive team throughout the year for events and projects. I certainly value the updates that Gavin provides at the P&C meetings in particular.

Our fundraising committee has been sensational all year with their tireless work and enthusiasm for the task. Lauren Britton (Hot Cross Buns, Football screening), Catherine Sharbanee (Mum's Night Out, Interschool Cake Stall) and Rachel Carr (Christmas Carols) have all been brilliant, but I would be remiss to not highlight the contributions of Helen O'Leary who put in countless hours and put up with untold stress relating to both the Colour Run and the Quiz Night, as well as being the Vice President. I am immensely grateful for all of your contributions this year.

You never quite know what you are in for when you sign for the first time as the vast majority of the committee did this year. Many of whom had never been a member of the P&C, or even attended a meeting before volunteering. Thank you to all the first-time committee members. In addition to those already named in the Fundraising Committee we had Helen McShane (Protective Behaviours and Safety house windup), Craig Murray (Canteen) and Sarah Meredith (Accounts Payable & Banking). Thanks also go out to Claire Botsis, Nicky Bailey, Sam Wagenaar and Kelly Shay as past committee members who helped with hand-over and providing assistance and advice throughout the year as needed. Not forgetting Nadia Bowey who did all that and was our WACSSO representative who also attended the conference solo for us this year.

As hard as it is step up into something new, as the year draws to a close it is easy to see just how hard it is to put your hand up again and go again for another year. The new comers were very fortunate to have both Helen Freame and Rachel Thompson continuing on from last year.

Helen Freame is coming to end of her 2<sup>nd</sup> year as treasurer a 2-person job she was doing solo for much of that time. Your knowledge, skills and time have been invaluable. I wish you all the best in your return to work next year. Thank you.

Rachel is coming to the end of her 4<sup>th</sup> year as P&C secretary, she also heads up the Parent Representative meetings. Her knowledge of what has come before, who to talk to and how to get things done was crucial in bringing the new committee up to speed and keeping us going throughout the year. Thank you so much for all you do and have done.

Lastly a thank you to everyone who attended a P&C meeting throughout the year. The committee does it for the parents and the children and it is great to get multiple perspectives and to feel that people outside the elected committee are interested in what the P&C does.

## **B. Principal's Report**

### **Swimming**

Congratulations to our PP to Year 4 students who displayed our school values while travelling to and from the pool and while at the pool.

Year 5/6 swimming at the beach is during Weeks 9/10.

It is worth noting that we don't select the dates, we select the term and the dates are allocated to us.

### **Head Boy and Head Girl**

The candidates' speeches and student vote will be held this week. Staff will vote this week. They will host the Graduation Assembly and are officially presented to the whole school at the final assembly.

### **W factor**

Is run by the Yr 6 Student Councillors and Head Girl and Head Boy. The auditions start tomorrow. There are 7 or 8 days on auditions. Approximately 10 will be selected to perform on Wednesday 5 Dec, Week 9. No SIM performances.

### **Week 10**

Graduation to be held Tues 11 Dec starting 12.50 pm. The school will have early lunch

12.00 -12.45pm. The audience is Year 4 and 5 and Year 6 families including siblings.

End of Year assembly to be held Wed 12 Dec starting 2.30 pm. This is the chance for the rest of the school community to farewell the graduating class, other students and staff and acknowledge groups within the school. Year 6 Hat throw happens at the end of this assembly.

Reports emailed home on Wed 12 Dec.

Class lists are emailed on Thurs 13 Dec .

Last day for students is Thursday 13 Dec and students leave as per normal from their classes.

Class parties/activities happen Tues or Wed. –to be confirmed

### **Grounds Committee**

The grounds committee will meet next week to

- Finalise the remaining projects for 2018, including bollards being placed along the oval in line with Lombardi St.
- commence looking at projects for 2019, now that the existing projects are scheduled to be completed.

### **Funding 2019**

The one line budget means schools are allocated funding based on student enrolment and a range of factors. Schools must budget for all ongoing expenses including staffing and operational expenses. This funding is determined in February after the commencement of the school year, which means that at the moment we work on a projected budget based on our projected enrolment. Our projected enrolment appears to be 455, 11 less than at the start of 2018. The reduced number simply means funding will continue to be very tight next year. 2019 may need to be another very productive fundraising year.

### **Staffing 2019**

Mrs Webb and Mrs Poole will stay on leave, Mrs Crockett and Mr Pemberton will stay at their present school and Ms Davey has chosen to leave, all other teaching staff are remaining. Miss Pacaric, Miss Seddon, Mrs Arnold, Miss Lane, Mr Drayton and Mr Harbison are continuing in 2019.

### **Class Structures.**

I hope to circulate a class structures in this weeks newsletter. However it is a proposed structure that could be subject to change as numbers are still a moving feast. Since Monday last week we have been notified of 10 students who will not be here due to moving home. At this stage if you take the Year 6's out of the equation we have 18 students leaving and 20 students starting in 2019. We have turned away several cross boundary applications in order to keep all our class sizes within recommended sizes. Due to numbers at this stage there will be three composite classes. This is completely normal and there is a great deal of research that whether a class is a straight year level or

a composite of two year levels, has a minimal effect on student learning, which is consistent with my experience. In fact in some school environments that I have worked in composite classes delivered better academic and social outcomes.

### **Class Placements**

The ability for parents to submit information relevant to class placements has closed.

Teachers are busy with reports at the moment and then during Weeks 9 to 10 we will organise class placements. The existing class teachers of a year level collaboratively start making the new classes for 2019, following admin's guidelines.

### **2018 Personal items list**

Office max personal item lists is provided as a service to parents, parents can choose to use or not. If parents use OfficeMax then the P and C gets a commission on purchases. Free delivery is available up until Dec 3. Payment of Voluntary Contributions explained.

### **School Planning**

Staff continue to develop the 2019 Operational Plans, to ensure the continued implementation of the School's Business Plan.

### **BYO iPad proposal**

All the parent information sessions have been held and over 80 % of Year 1 parents have committed to sending an iPad to school for Year 2, 2019. The present Year 2 parents that are presently not sending an iPad have been asked if they would like to send an iPad in 2019. The school will continue to plan for a smooth transition to the program in 2019, including ordering the iPad covers and Zuludesk licences.

The school will reallocate any surplus Year 2 and Year 3 iPads to Years 4 and 5.

### **Network**

Woodlands PS is part of the Churchlands Network of 15 schools. There are many ways the schools work together and on 30 Nov I will be attending a 2019 planning meeting to explore further opportunities.

Our first Aspirant Teacher Leaders program wraps up with a small presentation to the principals of the network on 30 Nov. It will be put to the network that a second Teacher Leaders program be started in 2019. The Aspirant Leaders program will continue into 2019.

### **Big Thanks**

Thanks to Chris, Rachel and Helen and all the executive members and committees for all the work and support they have given the school.



**C. Dads' Camp Out letter**

\*Apologies but this was far too big to attach once scanned. Feel free to contact the P&C if you would like to read the document.