



# WOODLANDS PRIMARY SCHOOL

P&C

**Parents and Citizens Association Inc.**

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

## **MINUTES**

- 1. Attendance** – Rachel Thompson, Chris Grubb, Simon Bradley, Helen Freame, Claire Burt, Nadia Bowey, Sacha Burbridge, Helen McShane, Sarah Meredith, Ingrid Stacey, Rachel Carr, Sam Wagenaar, Gavin Power, Marisa Phoebe

**Apologies** – Nicky Bailey, Lauren Britton, Catherine Sharbanee, Bec Moore, Risma Price

- 2. Approval of August 27<sup>th</sup> General Meeting Minutes**

The August 27<sup>th</sup> General Meeting minutes were made available prior to this meeting.

Motion: That the minutes of the General Meeting held on August 27<sup>th</sup> 2018 are received and accepted as a true and accurate record.

Moved: Simon Bradley

Seconded: Chris Grubb

All in favour.

Two abstentions (not read).

- 3. Outstanding Items from the Previous Minutes**

- New Start for Canteen volunteer and Oven requirement – still outstanding

- 4. Correspondence**

- Nothing of note

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

NB: - Thank you to Catherine Sharbanee for heading up the Interschool Food Stall and to all the volunteers.

- Thank you to Nadia Bowey for organising the Kindy Playground Upgrade and to all the volunteers. Teachers have noted a different and more purposeful mode of play, since they started enjoying the new facilities. Lots of creative and exploratory play happening. Money well spent! Marisa is looking at negotiating some playtime for the PP

students to use it as well.

- Query: Has the Nature Play been getting much use? Reply: People thought it would be bigger but it has been getting quite a bit of use.
- Rebecca Moore has stepped down as Assistant Treasurer and Sarah Meredith will take over doing banking. Thank you Bec for your help over the last two years and thank you Sarah for agreeing to take over.

Motion: That Sarah Meredith will step into the role of Assistant Treasurer until the next elections.

Moved: Nadia Bowey      Seconded: Helen Freame

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

Moved: Claire Burt      Seconded: Nadia Bowey  
All in favour.

## 6. Principal's Report – Gavin Power

Report attached below.

NB: - Learning Journey, Massed Choir, Interschool and showcased Art are some of the recent highlights.

- The Kindy playground is being enjoyed and students are (belatedly) being taught how to use it properly. Both areas have been completed and thanks to the P&C funding and all the volunteers.
- Next major project will be the wood bollards along Lombardy, which will prevent vehicles on the oval and court. Should be completed in Term 4.
- OfficeMax Book Lists are being prepared by teachers now, and put online for parents by mid-November, for the usual free delivery option. Query: Will P&C contribution stay the same? Response: Yes, we will keep it the same.
- The 2018 Parent, Staff and Student Survey has been completed, there are still some student ones to come. More surveys completed this year and slightly more positive results. Parents are feeling better informed about school events, hopefully due to the new school website and due to more focus on communication to parents by teachers. Regarding specialist subjects, the same priority was given to the top 5, with Science at the top and Sustainability at the bottom. The full Parent Survey has gone to the Board, and all three surveys go to inform school planning.
- One Line Budget: One amount from which everything much be paid. Around 90% of the budget is staffing. Reductions in number of students mean less money. Weeks 3-6 the classes begin to be drafted out and parents are asked for feedback regarding peers. Weeks 8-10 the class structure is set and the current teachers begin doing class lists with the other classroom teachers. Then the teachers learn their class assignments.
- Staffing: 222 applicants to the teaching pool, ranking has been done and just under 30 have been put in the pool. IPS system has changed. Mrs West has retired; Mrs Webb is taking one more year off.
- BYOD third information session will be 22 October. At the completion of this, parents will be asked to commit to sending an iPad.

- Science Room Upgrade will be completed by week 4.
- Quiz Night: Gavin apologizes that he cannot attend due to a family wedding.
- \* Query: Newsletter is not being updated to the school website. Gavin will look into this.
- \* Query: Does staffing referred list have to be used for all positions or only substantive? Reply: Yes, all.
- \* Query: Are reports to be done in Term 4 and, if so, with interviews? Yes to reports, no to interviews unless requested.

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

Moved: Claire Burt                      Seconded: Chris Grubb  
All in favour.

Motion: That the P&C Contribution stay the same for 2019.

Moved: Nadia Bowey                      Seconded: Claire Burt

## 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: - Bank balance at present is \$72,461. Available cash is about \$27,000.
- The P&C is about to be invoiced for \$26,000 for both areas (19,000 Kindy, 7,000 Nature Play).
  - Canteen loss is about \$2,607. Sales need increasing about 25% or prices increased. The trend for the Canteen is that we've been losing more money, especially since 2016.
  - P&C Contributions went up the most last year, gradually before that.
  - Helen Freame will be stepping down as Treasurer at the end of this year and she is very happy to transition someone to the role. (Thank you Helen for your amazing work as Treasurer and being willing to train someone up!)
  - We really need to get our money on term deposit, as it has been sitting in our account all year. We need to do a new motion next meeting so we will get it prepared.

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

Moved: Simon Bradley                      Seconded: Claire Burt  
All in favour.

## 8. Grounds Update – Chris Grubb

**i. Kindy Playground Upgrade** – As above in Gavin and Chris's reports and there will be another Busy Bee on Friday, November 2<sup>nd</sup> to do some cosmetic things, like painting of the shed, upcycle a couple of cable reels, DIY storage for teachers, etc. We have some tip passes from parents. Nadia welcomes people's ideas. Query: Will the bike

track be repainted? Reply: Yes but not at the busy bee, a professional job. Simon can source a lot of red paint, is that colour an issue? Yes for sheds!

**ii. Nature Play** – As above in Gavin's report.

**iii. Mural** – Different sites for the mural have been discussed. 1. Outside the library wall and 2. In front of the Nature Play. Will measure and price the different options and communicate with Kyle. Some people were concerned that the original spot was not visible enough for the school, as well as being an out of bounds area.

Query: This is a wall that needs changing so, if the mural is changed to a different wall, what will happen to that wall? A smaller wall for Kyle might result in leftover money for that ugly wall. Query: Are we still looking at Term 1 of 2019? Yes, hopefully.

Query: Music Garden is not looking good. Are there plans to fix that up? Reply: Yes, that is in the works.

## 9. Fundraising Committee Update

a) Interschool Food Stall: Huge amounts of food donated. We made \$1,100.

b) Quiz Night: As of this Friday, 9 tables have sold. Wednesday, Helen will open the tables for individuals. Two staff tables. Great auction items being put up.

c) Camp Out: Daniel Carr has a team of 6 Dads and they are all on track. Lots of new ideas and lighting is done. Make sure that kids who do not have father figures are also welcome to come with their Mums.

d) Upcoming Fundraising Expenditure Approvals: We will take this up at the next meeting. We are trying to come up with a good solution other than having a P&C credit card. Reimbursement is the method we follow but can get tricky with getting approval in time. Can we pre-approve amounts prior to event planning to facilitate preparation?

## 10. General Business

a) Canteen Update – Nothing not discussed previously. New oven still needed but in the process of getting quotes. Query: Since the canteen has always been struggling, what can we do? Reply: What about changing the days to W,Th,F or cutting down to two days? Reply: Many schools struggle to get profit to their canteens. Some schools go off site but this can lead to other issues and they don't cater recesses. Not a good plan to keep running at a loss forever. It is smoothly run now with Yvette, compared to the previous chaos. Maybe we need to show that it is an easier process now. Query: Is she staying next year? Reply: Not decided at this point. Could do a survey out to the parents about their preferred days. Nadia suggests the Exec discuss the Canteen for next year and put it on the Agenda with our findings for next meeting.

b) Uniform Shop Update – Nothing to report.

c) Protective Behaviours Workshop – This is happening in one week. Protective Behaviours WA have been difficult to work with. Marisa will have the class teachers send something out and Class Reps as well.

d) AOB -

1. Sarah Meredith: Is there an option for cashless payments at events? Yes, we can use the Uniform Shop machine. Liaise with Robyn for Friday.

2. For the last P&C meeting of the year, can people maybe start to suggest Budget Items for the following year? Yes, we can do the survey at the end of 2018 and start taking requests from Dec to Feb. End of year discontent a good time to think of ideas for next year. Raise at the Class Rep meeting in Term 4.

**11. Adjournment and next meeting date** – The meeting adjourned at 8:56. The next meeting is in Week 7, Monday, November 19<sup>th</sup>.

## **ATTACHMENTS:**

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

#### **Recent Highlights**

Athletics win, Learning Journey Evening, Massed Choir performance, Royal Show Art winners are just a few examples of recent student achievements, illustrating the breadth of our programs.

#### **Grounds**

It is great to see the kindergarten playground and nature play logs have been completed.

I thank the P and C for financing these projects. I have received positive feedback on both these projects. The next major project to be undertaken this term is wood bollards along Lombardi, to make the school in accessible to vehicles.

#### **2019 Personal items list**

Office max is the supplier. The 2019 personal items lists are being reviewed by the teachers and are due to admin Friday. The aim is to have the list online by mid-November with a free delivery option closing Dec 14. After that date there will be a delivery charge.

For the Contribution and Charges sheet I need to know, will the P and C contribution be the same amount in 2019? (1 child \$75; 2 or more children \$150)

#### **School Survey**

Parents, staff and Year 2 -6 students are asked to complete the school survey. Over all positive trends, however still some key areas to improve. This year there were an increase in the number of returns from parents up 17 to 128 and staff up 5. As of today there are over 250 students surveys completed. Of all the rating type questions, 3 stayed the same and 21 improved when compared to 2016. In the staff survey 1 stayed the same and 22 went up. One pleasing improvement was, "I am well informed about school activities and events," up 12% to 87% agreement, which we believe can be

attributed in some part to the new website developed after the 2016 survey, and increased focus by teachers in this area..

Another interesting snippet is there was only a 2% increase to 63% for the statement, "This school prepares my child for a life of using digital technologies", while staff jumped from 63% 2016 to 87% in 2018. This indicates that staff have seen the outcomes of this focus that has resulted in several improvements (improved Wifi, Professional Learning and availability to resources) it has yet to transfer through to the parent body.

Parents rated Science, Music, Phys Ed, Visual Arts and Sustainability based on importance to have taught by a specialist.

I have read all parent comments, these take a little more time to collate and summarise. The full parent survey has been emailed to the School Board.

These surveys will be used to inform school planning.

### **School Planning**

There are three fundamental levels of planning in our school. The Business Plan outlines the broad directions and key strategies spanning a 3 years period. The next level is Operational Planning outlines in more detail how the school will implement the Business Plan. Operational Planning is reviewed and developed annually, which is happening at the moment (Term 4). Data from a range of sources including the parent survey is analysed to inform our planning. Throughout the term in the newsletter I may include some snippets from the different types of data. For example, we analyse the Year 7 NAPLAN results of our former students that attend a government school. The Year 7 NAPLAN results over the last 2 years have been on an upward trend and are above the levels achieved in 2014, the last year the Year 7 attended our school.

### **One-Line budget.**

The one line budget means schools are allocated one set amount of funding for the year based on a range of factors. Schools must then budget for all ongoing expenses including staffing and operational expenses. Student numbers is a major funding factor.

Next year numbers look to be approximately 450, this is 17 down on this year due to the large cohort of Year 6 students. Reductions in numbers means less funding, which impacts on how many classes we can afford.

### **Class Organisation Process**

Weeks 1 and 2.

The school is notified of the preliminary 2019 budget based on projected enrolments, which is to cover all costs, including staffing. It is important we have a good gauge on projected enrolments for 2019, which is why families that are leaving have been asked to notify the school.

Weeks 3 to 6. Over the next few weeks draft class structures are developed and staffing needs identified. Staff negotiate with the leadership team the role they would like in 2019.

During this stage parents can write in providing information to assist with class placements, information relating to social interactions with peers, family background and medical (not teachers). If looping is to occur families can request for their child not to be looped.

Weeks 8 to 10. When the class structure is set then the existing class teachers of a year level collaboratively start making the new classes for 2019, following admin guidelines. Teachers are allocated their 2019 role.

### **IPS Staffing**

The teaching pool has been completed and we have identified the applicants that best fit the school. There has been a change in the process, this year when a vacancy is identified central office staffing send us a list of referred teachers we must consider. If no one on the list is suitable then we will go to the pool and offer these applicants a contract.

Maureen West has officially retired. Meredith Webb is taking another year LWOP. This means we have at least 2 vacancies for 2019, of course we hope to appoint the present teachers in those positions.

### **BYO iPad**

The Year 1 parent information sessions have been going well. There is a third session scheduled for 22 October focussed on technology in the home. At the conclusion of this workshop parents will be asked to commit to sending an iPad.

### **Science Room upgrade**

The upgrade is in process and will be completed Week 4. In the meantime Mrs Martin is teaching Science in classrooms.

### **Quiz Night**

I would formally like to put in my apologies for the Quiz Night, I will be down South for my eldest son's wedding.