



## WOODLANDS PRIMARY SCHOOL P&C

### **Parents and Citizens Association Inc. Annual General Meeting 25<sup>th</sup> February 2019 at 7.30pm in the School Library**

#### **MINUTES**

1. **Attendance:** Gavin Power, Rachel Thompson, Nicole Stevens, Randal Adamson, Ingrid Stacey, Donna Carrington, Sarah Meredith, Annabel Pizzata, Lesley Klem, Robyn Robinson, Nicky Bailey, Catherine Sharbanee, Helen Freame, Simon Bradley, Helen O'Leary, Claire Burt, Rachel Carr, Nadia Bowey, Helen McShane, Lauren Britton, Rachel McMahon, Emma Wood, Rachna Desai, Chris Grubb, Marisa Phoebe, Sam Wagenaar

**Apologies:** Sacha Burbridge, Risma Price, Sharon Wyllie, Kourosh Abdolmaleki

2. **Approval of Previous Annual General Meeting Minutes**

The previous 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 12<sup>th</sup> February 2018 are received and accepted as a true and accurate record.

Moved: Simon Bradley  
All in favour.

Seconded: Sam Wagenaar

The previous General Meeting Minutes from 19<sup>th</sup> November 2018 are received and accepted as a true and accurate record.

Moved: Claire Burt  
All in favour.

Seconded: Nicky Bailey

3. **General Welcome – Chris Grubb, 2018 President**

- Welcome to everyone attending this evening. Thank you to all who helped in any way with events, committees and feedback last year. A special thanks to last year's P&C Committee, especially those who are outgoing and to the Fundraising Committee for money raised.

4. **Principal's Welcome & Report – Gavin Power, Principal**

Report attached.

NB: - In 2018, we got the Kindy/PP garrison fence, bollards and chains

put around the oval, the Nature playground and the Kindy playground upgrade, as well as many classroom resources. The P&C and the school work very well together and we hope this collaboration will continue.

- A special thanks to the P&C committee and all their volunteers.
- There were very few changes in staff this year. This has led to continuity of the staff as a unit in transitioning to the new year.
- There are currently 458 students at the school, which was close to our prediction. Class sizes are all within guidelines.
- We are waiting on figures from OfficeMax for the commission from book lists.
- There are 6 school development days and Friday the 1<sup>st</sup> of March will be the fourth. It is good to get them done early to inspire the staff with new ideas.
- On Entry testing is occurring for students in PP and Year 1. We do the latter to see the growth that has occurred.
- Parent Info sessions have mostly have been held and have gone well.
- Budget: The Finance Committee goes through the requests and tries to assign the funds. 90% of the budget goes to staffing so everything else has to come from the remaining 10%.

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

## **5 Presentation of 2018 Financial Report – Helen Freame**

\*Please note that the 2018 Audited Financial Statements will be presented as soon as possible and Sarah Watts has been confirmed as auditor.

Report attached.

NB: Financial statements from 2018 are available. It has been a profitable year. Helen has been treasurer for over a year and is stepping down. There is \$46,000 approximately in the bank, similar to last year. \$30,000 on term deposit. \$57,209 spent on budgeted items. We keep a buffer of about \$25,000 in the bank, which we are maintaining. The \$10,000 for the mural is still on hold.

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

Moved: Claire Burt  
All in favour.

Seconded: Nicky Bailey

## **The Transfer of Bank Signatories**

Motion 1: The Woodlands Primary School P&C Association advise the ANZ bank to remove Helen Freame, Rebecca Moore and Rachel Thompson as bank signatories on Account 340959357 with ANZ Innaloo.

Moved: Nadia Bowey      Seconded: Chris Grubb  
All in favour.

Motion 2: The Woodlands Primary School P&C Association advise the ANZ bank of new and existing bank signatories: Donna Carrington, Randall Adamson, Sarah Meredith, Annabel Pizzata and Christopher Grubb on Account 340959357 with ANZ Innaloo.

Moved: Nadia Bowey      Seconded: Chris Grubb  
All in favour.

Motion 3: The Woodlands Primary School P&C Association advise the ANZ bank to remove Helen Freame and Rebecca Moore as an internet banking signatory on Account 340959357 with ANZ Innaloo.

Moved: Nadia Bowey      Seconded: Chris Grubb  
All in favour.

Motion 4: The Woodlands Primary School P&C Association advise the ANZ bank of new and existing internet banking signatories: Donna Carrington, Randall Adamson, Annabel Pizzata, Sarah Meredith and Christopher Grubb on Account 340959357 with ANZ Innaloo.

Moved: Nadia Bowey      Seconded: Chris Grubb  
All in favour.

## 6 Elections:

### i) Executive Committee Members:

Nominations are taken for the following positions:

Motion: Nomination for **President** – Chris Grubb

Nominated: Nadia Bowey      Seconded: Claire Burt

Motion: Nomination for **Vice President** – Randal Adamson

Nominated: Simon Bradley      Seconded: Nadia Bowey

Motion: Nomination for **Secretary** – Annabel Pizzata

Nominated: Sam Wagenaar      Seconded: Nadia Bowey

Motion: Nomination for **Treasurer** – Donna Carrington

Nominated: Lauren Britton      Seconded: Nadia Bowey

Motion: Nomination for **Accounts Payable** – Sarah Meredith

Nominated: Nadia Bowey      Seconded: Sam Wagenaar

**General Executive Committee** – Rachel Thompson, Kourosh Abdolmaleki, Nicole Stevens, Jay Shah

All in favour of the above appointments.

**ii) Sub-Committees:**

**Canteen:** Craig Murray, Abigail McAliece, Nicole Stevens

**Uniform Shop Committee:** Robyn Robinson, Nicky Bailey, Mandy Twomey

**Fundraising Committee:** Rachel McMahon

All in favour of the above appointments.

**7 Appointments:**

i) Appointment of **Honorary Auditor:** Sarah Watts

ii) **School Banking Coordinator:** Narelle Venner with helpers Warren Wishart, Julie McInnes, Sam Wagenaar

iii) **WACSSO Representative:** Kourosh Abdolmaleki

iv) **School Board Representative:** Rachel Thompson

\* As has always been the case, the School Board Representative needs to be a sitting member on the Executive Committee.

v) **Class Rep Liaison:** Rachel Thompson

vi) **Website Upkeep:** Jay Shah

All in favour of the above appointments.

**8. Summary Review of Budget Requests for 2019 – Gavin Power**

NB: Yearly Commitments are the teacher allocation, the Year 6 donation, Orchard Upkeep, Canteen equipment upgrade, as well as the Uniform Shop.

- Predicted fundraising will come from the P&C Levy, the Book list commission, Entertainment Books, the Colour Run and Dads' Camp Out.

**- School Requests:**

The Finance Committee met February . All staff responsible for budget areas submitted their requests to the finance committee, who prioritizes the requests and then allocates funds. This year, once again, the amount requested was more than the funds available. As part of the process, the Finance Committee identifies areas that the P&C might want to support. The Finance Committee would like to submit the following requests to the P&C for funding in priority order.

Area	School Allocation	Proposed additional expenditure items	Additional P & C request
English	\$15335	Home reading materials	\$2500
Library	\$6000	New and replacement library books	\$2500

Music	\$8930	Instrument replacement and repair	\$4200
Technology	\$7260	8 x EV 3 robot kits; 12 x Osmos and coding software	\$6550
Class Allocations	\$0	Class allocation	\$3600
Physical Education	\$7220	Classroom sports equipment	\$1000
Total			\$20 350

It is important to note that in all these areas the school has budgeted more than is being requested. The requested amounts will be added to the school funds for this area.

Ex. Library. School \$6000 + P&C \$2500 = Total budget \$8500.

- These are important items that are very beneficial and, until we vote on them, the school is in limbo with their resources.
- In the survey, the two toilet blocks came up in the survey from many respondents. An upgrade is needed and the Department of Education cannot fully fund it. They might consider a jointly funded project. We are waiting on their suggestion.
- The undercover area where the Year 3s are gets vandalized a lot. Roller doors or preferably garrison fencing (as it's cheaper) would secure the area from further abuse.
- We need to be vigilant about anyone seen after dark and call the security number. If you see it, take a photo and don't clean it, as the Dept and the police need to see the evidence. The number to call will go in the newsletter. There is the option of extra fencing but a lot of our current fencing would also need replacing. Also, it is positive that the school has a community presence.
- We cannot vote on any funding until the Budget Meeting. We will sign off on all classroom resources at that meeting and perhaps itemize and vote on bigger items at the next one.

**- Community Requests:**

- Air Con – This tricky because we are then responsible for the upkeep, they have just been maintained and, for PP, just been replaced a couple of years ago. It's the running cost, not the maintenance. The Dept. will only do evaporative systems.
- Water fountains: How old are they and are they tested? Yes, tested prior to the start of every year. Have the filters been changed?
- EduDance: Can it be every year? At the moment it is every other year. That is an operational issue. If you do everything the same every year, other opportunities can be missed. We may have something else like gymnastics. To be determined. Year 6s may do it every year as it worked well in Term 4 as a lead up and inclusion in graduation.
- Can we have the PE equipment replenished twice in one year?
- The tennis was very popular – can it be done as a fundraiser throughout the year? Gavin: Basketball, etc. pay a fee to use the facilities. Tennis was given the first term free of charge.

**10. Next Meeting:** Budget Meeting, March 18<sup>th</sup>

**11. Adjournment:** 9:20 pm

## **ATTACHMENTS:**

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

#### **Welcome**

Happy New Year and welcome to the 2019 school year. What a difference a year makes, new Kindy/PP Garrison fence, refurbished Kindy playground, new nature play area commenced, bollards and chains around the oval, additional classroom and music resources. Great examples of the school, School Board and P and C working together and there is no reason why 2019 can't be just as productive. The new resources and facilities certainly lift every one's spirits –well done P and C. On behalf of all staff and the community I would like to thank the P and C Office Bearers, Executive, Committee members and helper.

#### **Staffing**

What a difference a year makes, for the first time in several years we have had very little staff turnover, with only 1 new full time teacher and two new part time teachers, who have settled in well. This continuity of staff will assist the school build on from 2018.

#### **Student enrolment**

458 students have commenced this year, which is 2 more than I had projected, which means we can go ahead as planned. All class sizes within the guidelines. 24 or less for P to 3.  
32 for Year 4-6

#### **2018 Personal items list**

OfficeMax are still reconciling the accounts and at this stage are unable to give me a figure regarding possible commission. Any feedback regarding how the process went this year?

#### **School Development Days**

The three school development days proved very productive with

- Some excellent professional learning being presented by our own staff to the rest of the staff.
- Further work being undertaken on operational planning.

The next school development day is this Friday 1 March, with the main agenda being "Teachers can code" conducted by Lynette Martin.

We were successful in nominating Lynette for the Teachers Can Code Trainers course, which means she is then able to train our staff and other school's staff.

#### **On –entry testing**

Students in Pre-primary and Year 1 will participate in the On-entry testing program. This is basically an individualized interview assessment that covers key literacy and numeracy skills. This assessment provides teachers with valuable insights into the child, which assist their planning. For the school we can look at the literacy and numeracy growth of students from PP to Year 1.

#### **Parent Information Sessions**

These appeared to be well attended and I have received positive feedback from staff and parents.

## Technology

The Technologies curriculum is written on the basis that all students will study both

## The Budget

The Finance Committee met last week to set the schools budget. All staff responsible for budget areas submitted their requests to the finance committee, who prioritizes the requests and then allocate funds. This year once again the amount requested was more than the funds available. As part of the process the Finance Committee identifies areas that the P and C might want to support.

The Finance Committee would like to submit the following requests to the P and C for funding in priority order.

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<b>Total</b>			<b>\$20 350</b>

It is important to note that in all these areas, except for class allocations, the school has budgeted more than is being requested; the requested amounts will be added to the school funds for this area.

Eg. Library. School \$6000 + P and C \$2500 = Total budget \$8500.

Added to these requests are a couple of more expensive major projects

1. Upgrading of the toilets. We have approached the department to joint fund the upgrade. The school has allocated \$10000
2. Enclosing the Year 3 U/C area.

**Swimming** All swimming lessons are in term 4 this year.

## C. Treasurer's Report – Helen Freame

As attached to the email.