



# WOODLANDS PRIMARY SCHOOL

P&C

## Parents and Citizens Association Inc.

### Budget Meeting 18 March 2019 at 7.30pm in School Library

## MINUTES

1. **Attendance:** Annabel Pizzata, Chris Grubb, Gavin Power, Donna Carrington, Nicole Stevens, Catherine Sharbanee, Ingrid Stacey, Sarah Meredith, Lauren Britton, Randal Adamson, Claire Burt, Robyn Robinson, Rachna Desai, Rachel Carr, Sam Wagenaar, Helen Freame, Jay Shah (8.20pm)

**Apologies:** Nicky Bailey, Rachel Thompson, Kourosh Abdolmaleki, Helen O'Leary, Nadia Bowey, Simon Bradley, Sacha Burbridge

2. **Approval of AGM Minutes**

The 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 25 February 2019 are received and accepted as a true and accurate record.

Moved: Lauren Britton      Seconded: Clare Burt  
All in favour.

3. **Principal's Report**

Principal's Report attached in full below.

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

Moved: Chris Grubb      Seconded: Donna Carrington  
All in favour.

#### 4. Presentation of 2019 Forecast Budget Items for Consideration

The P&C is following a new process for budgeting expenditure this year. The discussion of major project requests will occur at this budget meeting, more information will be gathered following the meeting and approvals will occur at the next P&C meeting in May.

##### i. Discussion and approval of usual funding requests

The P&C usually commits funds to a number of ongoing items, including allocations to teachers, orchard upkeep, canteen and uniform shop equipment, and a donation to the year 6 graduating students (there are 42 Year 6 students for 2019). Discussion included a clarification that \$50 is allocated per year 6 student, with some of that money to be allocated to a graduating t-shirt (approximately \$30) and the remainder to be allocated towards a tangible item like the yearbook.

>> Funds usually committed each year		
Project Name	Project Description	Amount Budgeted
Teacher Allocation	The P&C allocates \$150 per class and specialty subject. In 2017 we have 24 teacher allocations. (20 classrooms, plus Music, Science, Art and Library)	\$ 3,600
Donation to Year 6 Graduating T-Shirts	Every year the P&C allocates \$50 per graduating student. In 2018 there are 42 year 6 students.	\$ 2,100
Allocation for Orchard Upkeep	A yearly allocation to cover maintenance and upkeep of the school orchard	\$ 2,000
Canteen Equipment Upgrade	Each year the canteen requires new equipment and to replace broken items.	\$ 500
Uniform Shop	Each year the uniform shop requires new equipment and to replace broken items.	\$ 250
Buffer	For wages and canteen & uniform shop invoices	\$ 25,000
<b>Total</b>		<b>\$ 33,450</b>

Motion: To approve that the usual forecasted annual expected commitments and expenditures be accepted.

Moved: Donna Carrington Seconded: Randal Adamson  
All in favour.

##### ii. Discussion of school funding requests

The school finance committee has requested additional funding for items to complement existing resources. These requests are kept to a minimum, realistic amount to enable the P&C to tackle bigger projects. Discussion included:

- Technology resources – these build on existing resources available, and all classrooms will be able to access.
- Sports equipment – concerns were raised that this amount is low, but given the new faction captains role to take care of equipment, reminders to all classrooms to take care, as well as other funding grants available including from the Australian Sports Commission, the amount requested should be adequate.

>> Projects Requesting Funding in 2019						
Project Name	Amount Requested	Ongoing Amt Required	Amount Approved in 2019	Meeting Ranking	Project Owner	Comments
ENGLISH: Home Reading Materials	\$ 2,500	\$ -	\$ -		School (Gavin Power)	
LIBRARY: New and replacement library books	\$ 2,500	\$ -	\$ -		School (Gavin Power)	
MUSIC: Instrument replacement & repair	\$ 4,200	\$ -	\$ -		School (Gavin Power)	
TECHNOLOGY: 8 x EV 3 robot kits; 12 x Osmos and coding software	\$ 6,550	\$ -	\$ -		School (Gavin Power)	
PHYSICAL EDUCATION: Classroom sports equipment	\$ 1,000	\$ -	\$ -		School (Gavin Power)	Resources subtotal = \$16750

Motion: To approve that the school funding requests be accepted.

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

### iii. P&C Major Projects for 2019

The P&C has not raised less than \$38,000 per annum in the past 6 years. Given current cash reserves, and already approved school funding requests and usual forecasted expenditure for this year, there will be a balance of approximately \$37,000 for other projects to be taken on in 2019.

Discussion on possible expenditure items was as follows:

- Financial software – the current P&C financial software is now so outdated, it no longer has technical support. New software will be approximately \$1,000 to \$1,400 but will be cloud-based, allow for back-ups, easier transitions between treasurers and allow for the uniform shop records to be updated automatically. More information is being sought and a discount requested given we are not-for-profit.
- Enclosing the undercover area outside year 3 classrooms – this area is being subjected to vandalism on the weekends. Enclosing this area will restrict people being able to get in, and allow teachers to leave outside equipment in place outside of school hours. A quote has been requested for roller doors, but this is expected to be quite expensive (\$40,000 to \$50,000) so a more likely option is garrison fencing which will be approximately \$10,000 - \$12,000, a quote will be sourced for this.

More security patrols were discussed, but this was not considered to be effective. The Department of Education will not contribute to a fencing project and parents are encouraged to write to their local parliamentary members to request government funding.

- Toilet upgrades – the School would like to upgrade the toilet facilities for students, with quotes costing these works between \$50,000 and \$70,000. The school has requested funding from the Department of Education but will not know of the outcome until July/August. \$10,000 has been allocated by the school to this project. More information will follow from the Department of Education budget.
- Water fountain filters – a quote has been sourced for \$1000 to put filters on the water fountains. Gavin will follow up how often the filters will need replacing and whether the quote includes installation.

- Kindy entrance wall upgrade – a new downscaled project carrying on from last year's item to put a mural on the kindy entrance wall is suggested at a cost of \$2,000. The mural will capture the school, and the early childhood area and will include student input. This project will complement existing upgrades to this area of the school which includes a bike track for children.
- Solar panels – a suggestion is received for the school to install solar panels. The existing panels on school buildings don't currently feed into the Woodlands Primary School system. Gavin will follow up on who owns these panels. This project has been looked at before by the school, but given a feasibility study required before panels are installed is \$6,000, this project will not be funded this year. The school is already part of a pilot program with the City of Stirling which analyses how sustainable the school is, which includes energy use.
- Garden equipment – a suggestion for the P&C to own our own garden equipment was raised, but this will not be funded as the P&C can use the school grounds keeping equipment.
- Undercover assembly area fans – a suggestion for installation of a fan in the assembly area was brought forward, similar to that at Doubleview Primary School. Concerns were raised that sports equipment might hit the fan, and that a fan would only be used for a short period in the summer months. A quote will be sourced through the Department of Education and clarification sought as to whether this would meet 'direct for market' guidelines.

It was clarified that although P&C major projects for 2019 will be finalized at the next meeting, this does not preclude items being suggested for funding later in the year.

## 5. General Business

- i. Colour run update  
Fundraising forms are being distributed this week, everydayheros online system is being used again this year, but there will be a raffle system for students to win prizes. Parent assistance is sought for set up and during the event.
- ii. Outgoing treasurer Helen Freame advised that the 2018 financial figures are currently being finalized for audit.

## 6. Adjournment: The Budget Meeting closed at 9.08 p.m. The next General Meeting is scheduled for Monday, May 13.

## **ATTACHMENTS**

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

#### **Student Leaders**

The student council had a first meeting last week and will be catching up with me again tomorrow. Trying to instil in them they are representatives and therefore provide a voice for the student population.

This year the Faction Captains have met with Mr Jones and I. The purpose of the meeting was to outline the responsibilities they will be undertaking in their role on a weekly basis.

#### **Staffing**

Mel Martyn will go on Maternity Leave at the end of Term. Her replacement was identified and notified last year and was selected from our pool. Just waiting on the contract to be signed.

We have identified two experienced teachers presently in regional centres as possible replacements for Gemma when she goes on Maternity Leave. Toward the end of this term we will approach them to see if they would like to start mid-year.

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

Officemax collected approximately \$21600 in contributions, of which \$11 025 are P and C contributions. Any feedback regarding how the process went this year?

#### **Term 1 Parent Interviews**

These are scheduled for Monday 1 April to coincide with Churchlands SHS. Same process as last year in that there will be timeslots available after school hours to assist all families come to an interview. All the associated documents will be out this week.

#### **Mathletics/Reading Eggs**

We have registered for 2019 and are in the process of rolling over to make it accessible for students. The cost of \$12 for Mathletics is now due

#### **On –entry assessment PP and Year 1**

Almost completed. Teachers and the school are able to access the data immediately and will use the data to assist with classroom and school planning.

#### **The Colour run –**

Is scheduled for the last day of Term 1. No company this year. No individual prizes.

#### **Gymnastics**

Students from PP to Year 5 will participate in a gymnastics program in Term 2, as this is an off year for Edudance. The cost is \$35 per student - Starts Week 3, Term 2.

### **New Director General**

The new Director General Lisa Rodgers spoke at the North Metro Principals Briefing at Churchlands SHS recently. She brings a diverse range of skills and experience to an extremely complex position.

### **Let's Take A Stand Together.**

Reducing violence in our schools is a priority for the McGowan Government and their action plan to address this growing community issue is the Let's Take a Stand Together strategy.

The plan has 10 actions including the most publicised, "Principal's to suspend students who attack other students or start a fight, or those that film a fight."

However what has not really be reported are the conditions under which this would occur. In the Minister's statement she writes, "Physical aggression has no place in our schools and the plan signals serious sanctions will be automatically imposed where students choose to hurt others.

The plan focuses on the intentional physical aggression and intent to harm others. Policy changes will not apply to students with a disability who either cannot control their behaviour or do not intend to harm others. This means children with individual behaviour plans in place.

Overall the 10 actions are to:

- provide school staff with clarity around their authority and responsibilities
- provide training for school staff
- clarify when suspensions and exclusions are appropriate and required
- provide new learning settings for the most violent students
- guide principals in developing 'good standing' requirements for their school behaviour policies.

### **Physical Contact with Students**

The policy states, "Schools are encouraged to develop an ethos and environment where using physical contact to manage student behaviour is not necessary. " At Woodlands PS this culture/ethos is developed in a variety of ways including through PBS and our 4 core values.

The policy states, "However, at times, a situation may arise where physical contact or physical restraint is needed in order to ensure a safe school environment. Principals must ensure staff are prepared and equipped with the knowledge and understanding about their responsibilities in relation to physical contact with students." Here at Woodlands many staff have received training in this area, and more will receive training this semester. At Woodlands we occasionally have to use controlled restraint, it is usually done by me and is always part of a behaviour plan that has been negotiated and agreed to by the parents. The guiding principle is to ensure the safety of the student, other students and staff.

### Principal's cell meeting

Held here last Friday. I am the new Network principal, which simply means I coordinate the meetings, agendas etc. The new Inner City High School gave a report, Principal, MCS and deputy present at the meeting. Building is progressing well. Expect to start with just under 200 Year 7 students next year. Churchlands SHS gave a report -2019 last year of very big intakes – over 530 students in Year 7. With the new Inner City High School starting in 2020 Churchlands expects the Yr 7 intake to drop to 400 in 2020. Our first group of aspirant teacher leaders conclude this term (after 18 months) and our new aspirant teacher leaders group is being formed this term.

### Toilets Upgrade.

We are in the process of being included into the Departments 2019/2020 budget. We have had department and Programme personnel look at them. Builder coming tomorrow as part of preparing a quote. Dept rough estimate \$50000-\$70000.

### The Budget

The Finance Committee met in Week 3 and as part of the school budgeting process make the following requests to the P and 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, 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.
3. Solar panels.