



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

General Meeting
5 August 2019 at 7.30pm in School Library

MINUTES

1. **Attendance:** Chris Grubb, Gavin Power, Sam Wagenaar, Rachel McMahon, Katie Dykstra, Sarah Meredith, Nicky Bailey, Emma Wood, Rachel Thompson, Donna Carrington, Catherine Sharbanee, Jay Shah (8.00pm)

Apologies: Randal Adamson, Claire Burt, Rachna Desai, Robyn Robinson, Ingrid Stacey, Nicole Stevens, Lauren Britton

2. **Approval of June 10th Meeting Minutes**

The minutes from the meeting held 10 June 2019 were made available prior to this meeting. The minutes were accepted without amendment.

Motion: That the minutes of the meeting held on 10 June 2019 are received and accepted as a true and accurate record.

Moved: Rachel Thompson Seconded: Rachel McMahon
All in favour

3. **Outstanding Items from Previous Minutes**

None, notwithstanding the kindy mural artist decision and toilet upgrade projects dealt with in item 10 below.

4. **Correspondence**

The Secretary informed attendees of correspondence received since the previous meeting, listed at Attachment A. All correspondence has been passed on to the relevant people.

5. **President's Report**

The President's Report is attached in full as Attachment B below.

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

Moved: Sam Wagenaar Seconded: Donna Carrington
All in favour

6. Principal's Report – Gavin Power

The Principal's Report is attached in full as Attachment C below.

Clarification was sought on the following items:

- Technology – it was clarified that cyber safety workshops are run at least biennially, and teacher professional learnings is up to date to support the iPad BYO program.
- The Book Week parade will occur on the Wednesday of week 5.
- Security – parents are requested to keep an eye out for anti-social behavior and report to the school security hotline. However, this is not directed at community members using the school facilities including the basketball courts during daylight hours.

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

Moved: Chris Grubb Seconded: Catherine Sharbanee
All in favour

7. Treasurer's Report – Donna Carrington

Items raised by Treasurer include:

- Financials are available YTD June 2019.
- The Canteen results look slightly improved, it is unknown if that is from increased sales in winter, or other improvements.
- The Uniform shop has made \$8,000 profit YTD
- There is currently \$63,000 in our bank account. Accounting for our required \$25,000 contingency, undercover area improvements, this leaves a balance of \$29,000, with the accounting software and kindergarten entrance mural to come out of this balance.
- Expected income – there has been no fundraising conducted since the election day, with a decision made to not hold the quiz night, and the Christmas Carols to be a community event with no fundraising. The Dad's camp out is expected to fundraise a modest amount, with \$1000 raised last year.
- Fee payment of parent voluntary contributions is at similar levels to last year, with these contributions flowing back to the school as expected through resourcing requests.

Motion: That the Treasurer's Report as delivered by Donna Carrington to be received and accepted.

Moved: Chris Grubb Seconded: Nicky Bailey
All in favour

8. School Board Update

Rachel Thompson advised that any relevant items to the P&C have been already covered in the Principal's report.

9. Fundraising Committee Update

The Dad's Camp Out event was discussed, this is likely to be held in the third week of November, not the second week as in previous years. More volunteers would be appreciated, and it was made clear that although the event's purpose is to encourage involvement by Dad's in the school community, this is not to the exclusion of others, so if Dads aren't available, others are welcome to substitute.

The Christmas Carol event will not be a fundraiser, but just a school community event. The microphone and speaker hire is likely to be \$400-\$500. A discussion was held into whether it would be more economical to purchase microphones and outdoor speakers, which is likely to be about \$1000. Gavin advised the school would have storage available and insurance would cover these items. Gavin undertook to speak to Danielle Rees about what the school requirements would be for this equipment to use it at other events.

The Mum's night out was discussed, with clarification sought on the objective – the question being whether a bigger event like a quiz night would be a better use of organisation time or a smaller event without a fundraising objective would be better. This will be discussed by the Fundraising Committee prior to next meeting

10. General Business

a) Kindy mural artist decision

Gavin presented a powerpoint which outlined an extensive compare and contrast exercise between the two shortlisted artists had taken place. Both artists quotes were \$6,000 which includes student involvement, materials and labour but not an anti-graffiti coating. It was indicated that whilst both artists would do a good job, Mrs Zissiadis felt that Mel McVee's style would provide more educational interaction for students, and the school recommended Ms McVee on this basis.

The P&C discussed the need for an anti-graffiti coating to be added to the project as an essential item. It was discussed that as the school will be working most closely with the artist and facilitating the student involvement aspect of the project, the P&C was happy to support the school recommendation.

Motion: That the P&C spends \$7000 for artist to undertake a mural on the kindergarten entrance and anti-graffiti coating

Moved: Chris Grubb
All in favour

Seconded: Annabel Pizzata

Motion: That the P&C selects Mel McVee as the artist to undertake the kindergarten entrance mural project.

Moved: Chris Grubb
All in favour

Seconded: Donna Carrington

c) Canteen update

No update was provided on the canteen as the Canteen Committee Head Nicole Stevens is currently away.

It was raised that it would be appreciated if the canteen doesn't open on Friday 7 September, as this is when the athletics carnival will take place that has previously been used as a fundraiser for the Year 5s. This will be requested with the Canteen Manager.

d) Uniform Shop update

The P&C was advised that the uniform shop sales are currently slow due to the winter season stock being purchased at the end of term 2. A stocktake has been undertaken on 28 June, and after a delay, long sleeve mint green polos are back in stock. It was advised that bags can only be ordered twice a year, which is why there is sometimes a shortage, they are expected to return at the end of September.

The President provided an update on the current status of replacing the Uniform Shop Coordinator, there are a number of people interested, and a meeting will be convened with interested parties and the current coordinator to discuss requirements and negotiate a team to run the shop going forward.

e) Class Representative Meeting update

No update was provided on this as there has not been any meetings held since the June P&C meeting

f) AOB

A question was raised as to whether Kindergarten students have access to the library. It was clarified that the library is open on some days before and after school for parents to take children, and Gavin will check as to whether it is possible to include Kindergarten students in the library borrowing system.

Clarification was sought on whether scooters or bikes are able to be ridden on school grounds. Gavin advised that this is a safety issue with a lot of people around in the mornings and afternoons, but on weekends or after 4pm a more relaxed attitude is taken.

There is an issue with the year 6 students not receiving consistent long jump measurements, this is to be clarified offline.

NB: Emma Wood and Rachel Thompson left the meeting at this point.

b) Toilet upgrades

Discussion centred around whether the P&C should commit funds to making the toilets more functional given the Department of Education's

decision to not include a refurbishment in the 2019/20 budget. A wide range of views were presented on whether this money should be spent.

Options presented included doing nothing, doing a limited scope of works to make the toilets more functional, or a wider project to improve the aesthetics of the toilets including vinyl wrapping the doors.

It was clarified by Gavin that this project was raised by the school in response to the parent survey, which suggested parents would like the toilets to be more aesthetically pleasing, and this would be the school's priority.

It was determined that the P&C is happy to contribute to a wider project to improve the functionality of the toilets as well as improve aesthetics, in partnership with the school.

Motion: That the P&C matches the school's commitment to improve the functionality of the toilets and improve the aesthetics to a maximum value of \$5000, with the scope to be determined.

Moved: Gavin Power Seconded: Rachel McMahon

11. **Adjournment and next meeting date** – The meeting closed at 9.35pm. The next General Meeting is scheduled for Monday 2 September 2019

ATTACHMENTS

A. Correspondence

No	Date rec'd	From	Subject	Passed to	Date	Action req'd
13/2019	7 June	WACSSO	PandC Day notification	President	5 August	For noting
14/2019	17 July	WACSSO	New constitution advice	President	5 August	For noting
15/2019	21 July	WACSSO	Affiliation Fees Reminder	Accounts Payable	5 August	For follow up (already paid)
16/2019	4 June	Grange Insurance	Details of Canteen and Uniform Insurance	Treasurer	5 August	For noting
17/2019	28 June	ANZ	Merchant Statement and Tax Invoice	Accounts Payable	5 August	For payment
18/2019	28 June	ATO	BAS Lodgement Reminder	Treasurer	5 August	For Lodgment
19/2019		Sean L'estrage	Response to request for toilet funding	President		For noting

B. President's Report

President's Report

It was good to see the installation of the security fencing and the new storage room in the year 3 block over the recent school holidays. I believe there was graffiti added to the very area to be secured just days before the installation which once again highlighted the need for it. I look forward to seeing how the enclosed space can be used to enhance student learning in the future.

In many ways our P&C finds itself in an enviable position. We have few projects that parents are pressing for and we have raised more money than we have spent for a number of years. I note that WACSSO (the parent body above all P&C associations in the state) have the following position regarding P&C funds.

Having lots of money sitting in a bank account does little to promote the interests or education of the children in government schools. WACSSO recommends to P&C Associations that the money is best spent in the year that it is raised. This is a reasonable expectation unless the P&C is saving for a particular purchase, such as a big-ticket item. The school community's expectation is that money raised throughout the year is spent to benefit the current kids in the school, not 'saved for a rainy day'.

Regardless of the outcome with the toilets this year we should plan how to best use the funds on hand. If that does result in us saving for a large, future project so be it, but we don't currently have a large project that fits the bill.

C. Principal's Report

Principal's Report.

Term 3 student highlights.

Term 3 promises to be another busy term and productive term. Students have many things to look forward to including

- two Eagles players to visit Aug 6 to award our team with the Eagles Cup
- Cyber-safety workshops
- author James Foley visit linked to bookweek,
- faction and interschool athletics carnivals,
- a range of excursions;
- Massed Choir for senior choir;
- Learning Journeys (17 September, last Monday evening of term);and
- 50 actual days of school –a rarity.

IPS Business Plan

The present Business Plan concludes at the end of 2019, therefore it is time to start developing the 2020-2022 Plan. At the next School Board meeting we will be finalising a consultation and development process and a timeline.

As part of this process and as part of our KFA 2 Emotional Intelligences plan a "Be You" survey has been sent to all families. It is designed to help gather mental health and wellbeing-related perceptions of all parent/carers and students within our learning community to help shape our planning.

PBS

As part of the State Government's, Let's take a stand together action plan, all schools were required to develop a Student Good Standing policy. The PBS committee, in consultation with staff, has drafted a Good Standing policy and procedures document that will be discussed at the next School Board meeting for their input.

Technology

The School Board has approved the possible extension of the program to include all Yr 2-6 students in 2020. Teachers did a quick survey of seniors students and found that 80 students had their own iPad, 17 had access to a family iPad and 31 had no iPad. These numbers are promising and a consultation process will begin.

Cyber-safety

The teaching of digital technologies and the application of technology to promote student learning are part of the Western Australian curriculum. Our aim is to enhance student creativity, problem solving and critical thinking as well as develop responsible digital citizens who are accountable for their online behaviour and learning. Therefore on Wednesday all students Year 1 to Year 6 will participate in Cyber-safety workshops presented by y-Safe. An essential element to this program is the parent session scheduled for 7.00 pm, 7 August. Filled with real-world and relevant information, this session will

provide strategy-rich and practical content that can be implemented immediately.

Mathematics

Professor Maths. Students were involved in an exciting range of hands on puzzles, games and activities last week as part of the Professor Maths program. This activity was aimed at improving students' attitude to maths and recognising the importance of mathematics.

Year 4 Mathematics Parent Evening The Year 4 teachers, in collaboration with the Maths committee, are holding a Maths evening for their parents on Wednesday 14 August. The students will be showing and explaining what they do in Mathematics with a focus on mental computations. Depending on the success of the evening further evening for other year levels may be planned.

Staffing

I expect later this term Mrs Blekkenhorst (Year 3) will start a gradual return to work program. During this time, the present arrangement of Stacey Brown and Amanda Twomey will continue until Robyn is able to resume full duties. D Kitson will be taking long service leave in Term 4, we have started the process to replace her.

MCS swap, Narelle and Mandy are both enjoying their new locations and positions and have decided to make the switch permanent.

The advert for this year's teaching pool has been sent in and should be active soon.

Communication Policy

Has been circulated and placed on the Web.

Reports

Reports were emailed out last term with only a few people reporting they had not received them, with the most common problem being they had gone to junk mail. If you hear of anyone having problems still, please direct them to contact Marisa Phoebe.

Small Undercover Area Improvements

With the new garrison fence and gates in place, along with the walkway between Room 12 and the OSH room enclosed to make a storeroom, the small undercover area is now secure.

The points from the Earn and Learn program have been used to purchase new loose play equipment for the PP playing area and the school has just purchased 4 new tricycles. I would like to thank Nadia Bowey for overseeing the Earn and Learn program and all families that supported the program.

Water Testing

After numerous emails and phone conversations, I have placed a request with Programme Facilities Management to get quotes for the testing.

Toilet Upgrade

We did not obtain funding for the toilet upgrade in the 2019/2020 budget, we will stay on the list for consideration for the 2020/2021 budget. The feedback I received was we were close this year.

Mural

A committee of Marisa Phoebe, Nicky Zissiadis, Genevieve Fitzpatrick and I met with the two shortlisted artists, Lindzi Carter and Mel McVee. After careful consideration we recommend Mel Mc Vee.