



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

General Meeting 2 September 2019 at 7.30pm in School Library

MINUTES

1. **Attendance:** Randal Adamson, Nicole Stevens, Rachel Thomson, Robyn Robinson, Nicky Bailey, Rachel McMahon, Rachna Desai, Nadia Bowey, Sarah Meredith, Ingrid Stacey, Annabel Pizzata, Marisa Phoebe, Gavin Power

Apologies: Sam Wagenaar, Lauren Britton, Catherine Sharbanee, Claire Burt, Kate Langdon, Chris Grubb, Jay Shah

2. **Approval of August 5th Meeting Minutes**

The minutes from the meeting held 5 August 2019 were made available prior to this meeting. The minutes were accepted without amendment.

Motion: That the minutes of the meeting held on 5 August 2019 are received and accepted as a true and accurate record.

Moved: Rachel Thomson Seconded: Nicky Bailey
All in favour

3. **Outstanding Items from Previous Minutes**

None

4. **Correspondence**

None

5. **Greenbatch School Recycling Program**

Rachel Thomson outlined the Greenbatch School Recycling Program. This initiative has funding at the moment for schools to receive a free bin to collect plastics for recycling. Following the Container Deposit Scheme in June 2020, the credits from plastic bottles will offset collection costs. There are currently 75 schools participating. Greenbatch recommends one bin for every 250 students. Rachel

outlined the costs involved, being \$250 per additional bin, \$30 per collection and \$250 for a presentation. This will be considered at the 2020 budget meeting.

6. President's Report

Randal Adamson presented the President's Report in Chris Grubb's absence. Randal outlined that a number of projects are progressing well, including the completion of the gate outside the year 3 classrooms and storage area, and quotes are being sought for the toilet upgrades.

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

Moved: Rachel McMahon Seconded: Nadia Bowey
All in favour

7. Principal's Report and Business Plan workshop – Gavin Power

A workshop on the school Business Plan was held. The Business Plan is a three-year plan due for renewal in 2020. The document includes the school's mission, values and sets out key focus areas. There are targets, which relate to student outcomes, and milestones for staff, community and other outcomes. The plan has alignment with the Department of Education and Training Plan, but is personalised. Other consultation includes a workshop taking place at the parent representatives meeting in week 8, and input sought from the year 4/5s.

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

Some discussion took place on the supplier for the personal items list. The school is comparing Officemax, to West School Supplies, and feedback on these providers was sought. A decision will be made by the school in preparation for later this year.

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

Moved: Nadia Bowey Seconded: Rachel McMahon
All in favour

8. Treasurer's Report

The Treasurer's Report is currently on hold due to computer software problems. Marisa Phoebe has offered to loan a school laptop to the Treasurer to assist.

9. School Board Update

Rachel Thompson updated the P&C on the School Board meeting from 13 August. The report is attached in full as Attachment B below.

Motion: That the School Board as tabled by Rachel Thomson to be received and accepted.

Moved: Nadia Bowey Seconded: Rachel McMahon
All in favour

10. Fundraising Committee Update

Rachel McMahon updated the P&C on upcoming events which include the Dad's camp out and the Christmas Carols. The Dad's Camp Out is not expected to raise any significant funds, and the Christmas Carols is being held as a school event not a fundraiser.

A quote was received for \$996 to purchase four microphones, cabling and stands, inclusive of a visit to ensure compatibility with existing systems. Some discussion took place on whether speakers were to be purchased, but this was not progressed.

Motion: Approve funding for the purchase of microphones to the maximum of \$1000, contingent on review by Randal.

Moved: Sarah Meredith Seconded: Rachel McMahon
All in favour

a) Dad's Camp Out Volunteers and Planning – Randal Adamson
Randal advised the P&C that the School has approved use of facilities for the Dad's Camp Out on 16/17 November. Volunteers are still sought, and a call out will be made at the Parents Representative meeting in week 8. Randal will put together expected costs to seek reimbursement.

It was also raised that the P&C storage area is currently housing two older BBQs, and room needs to be made for other items. There are two newer BBQs also held in storage. It was agreed that given the condition of these BBQs, they will need to be disposed of.
Documents from last year.

Motion: That the P&C disposes of the two old BBQ's in the storage area.

Moved: Nadia Bowey Seconded: Rachna Desai
All in favour

11. General Business

a) Kindy mural update

Mel McVee, the chosen artist is visiting tomorrow (September 3) to do a workshop with students to inform the mural. There will be a two-week window for children to enter a drawing competition within Mel's style

and the flora and fauna theme. The workshops are 1-hour with upper primary and 40 minutes with juniors.

b) Toilet upgrades

Upgrades to the toilets are in progress and tracking within budget. Quotes have been received for lighting, dooring, new toilet holders, cleaning infrastructure. The doors are to have decals applied and ideas for these are to come from classrooms but this is likely to be next year with the lighting and smaller improvements to be carried out this year.

c) Canteen update

A new menu will be distributed shortly, and the request for volunteers made through the parent reps went well. It was suggested that the Canteen Manager be invited to attend the Parent Representative meeting on Friday 13 September.

Claire Burt was unable to attend the meeting, but sent an update on the Year 6 fundraiser at the Athletics Carnival for Friday. There will be a sausage sizzle, sandwiches, soup, sushi and other lunch items available for sale as well as a selection of treats.

d) Uniform Shop update

Replacement of the uniform committee is promising, with an announcement expected shortly. Write offs will be required next month for old stock. A request was made for the Jarrah (purple) faction shirts to be printed in white as black can't be seen, this is also an issue for Banksia (red).

e) Class Representative Meeting update

Rachel advised the next meeting will be held Friday 13 September.

f) AOB

Nadia Bowey advised that the Earn and Loan program raised \$2,650. Nadia also advised she attended the WACSSO conference, including the session on canteens. Resources were passed on to Randal as acting President and a debrief is available to the Canteen Committee if interested.

A discussion was held on the P&C storage area, as the boot camp and netball bags are taking up a lot of space. This will be checked.

Water testing was raised, as Gavin received a quote of \$1,200 but only \$500 was approved. The quote covers testing of every spout, Gavin will try and reduce the cost by asking the supplier to only test each water fountain, not every spout. Discussion took place about the timing of the testing and it was agreed this should be done after a weekend, but not after school holidays when the water has been stagnant for two weeks, given the Department of Education and Training already has a policy to flush water following school holidays, and testing after the weekend would give an accurate reflection of what the students are consuming.

Clarification was sought on whether the P&C agreed to fund half of the storage space as well as the year 3 undercover security gates. Review

of the draft minutes of the 10 June 2019 meeting shows the motion as (emphasis added):

Motion: That the P&C approves funding for the year 3 garrison fencing and half of the storage area costs to the maximum value of \$10,000.

This was not carried through to the final minutes and will be amended.

12. **Adjournment and next meeting date** – The meeting closed at 9.27pm. The next General Meeting is scheduled for Monday 28 October 2019.

ATTACHMENT A

Principal's Report.

Term 3 highlights.

Highlights so far include:

- Professor Maths and a very well attended Year 4 Math's evening;
- Science week, which saw students involved in a range of great science lessons;
- Bookweek. A great way to remind students of the importance of reading. There were many great character outfits on display. Heather and all the staff want to thank parents for supporting their students with the selection of a character and the preparation for getting them ready on the day;
- author James Foley's visit linked to Bookweek,
- Cyber-safety workshops; and
- Pre-primary Father's Day afternoon tea.

Still to come

- faction athletics carnival this Friday, a wonderful opportunity for students to display all the school values;
- interschool athletics carnival Sept 18;
- BYO iPad parent information sessions;
- Mel McVee artist workshop with students as part of the School Mural project;
- Massed Choir performance for senior choir; and
- Learning Journeys (23 September, last Monday evening of term).

Staff

While our goal is to have very little change to our teaching staff going into 2020, we still need to establish 2020 Teaching Pool, which closed last Friday. There are 170 applicants for the K-6 pool. Now we start the process of reading the applicants and selecting who goes into the pool. We will select approx. 25-30 with a balance of part time and full time.

Kindergarten enrolments

At the moment we have 47 Kindergarten enrolments for 2020.

Water testing

Have a budget estimate for \$1200

Good Standing Policy

Good Standing Policy to be implemented as of this week.

Personal Items list

The school is comparing a local supplier to Officemax. Officemax service appears to have declined during the year.

Learning Journey Evening

“Student self-assessment has the potential for raising achievement,” Dylan William. Like all skills, the ability to self-assess must be developed.

The purpose of the Learning Journey is to provide a structure to promote the student as the owner of his/her learning and develop some basic self-assessment skills for the purpose of sharing this with the family. It is also a purposeful oral language activity, as students construct what they are going to say, rehearse, then deliver it to an audience.

Throughout the year we have used a range of strategies to report on student achievement, parent interviews, written reports and perhaps sharing student work. In these cases the teacher and parent were the key player/ student remained passive throughout these reporting processes. By hosting a Learning Journey Evening, it is the student who actively shares information with parents about their learning, their successes, strengths, personal and social goals. Roles are reversed, holding students accountable.

To be held - Monday 23 September, 5.30 -7.00 pm.

Business Plan 2020-2022

Business Plans span three years and set out the key directions for the school. The plan includes focus areas, improvement targets, milestones and key strategies, which are linked to systemic policies and directions as well as community needs.

Annual Operational Plans and class plans are then aligned to the Business Plan to ensure successful implementation.

The 2017-2019 Business Plan had four Key Focus Areas, each of which had several strategies and included Target and Milestone statements as key indicators of the successful implementation of the Plan. Targets relate specifically to students and milestones relate to staff, parents, policies or processes.

Participants were engaged in a feedback activity to assist develop the 2020-2022 Plan.

ATTACHMENT B**School Board Update – August 13th Meeting****Items discussed:**

- ⇒ 2020-2022 Business Plan and survey: Gavin outlined the proposed process and timeline, with completion aim being Term 1, Week 5, 2020. We discussed the Survey draft and looked at ways to make it most accessible to the school community; in particular, shortening a few areas, sending it out via Connect, and reviewing it at the Class Rep meeting in Week 8.
- ⇒ Good Standing Policy draft: As a PBS (Positive Behaviour Support) school, this policy will aim to recognise the students who consistently behave according to the school's four values. All students start the year with Good Standing and will have special events privileges throughout the year if they maintain their standing. We discussed the terms around loss of good standing, with an emphasis on individual cases that might need special consideration.

Rachel Thompson