



# WOODLANDS PRIMARY SCHOOL

P&C

## Parents and Citizens Association Inc.

### General Meeting 10 June 2019 at 7.30pm in School Library

## MINUTES

1. **Attendance:** Chris Grubb, Gavin Power, Annabel Pizzata, Sarah Meredith, Donna Carrington, Jay Shah, Randal Adamson, Rachel McMahon, Catherine Sharbanee, Nicole Stevens, Sharon Wyllie, Ingrid Stacey (8.00pm), Nadia Bowey (8.00pm).

**Apologies:** Rachel Thompson, Sam Wagenaar, Claire Burt, Robyn Robinson, Emma Wood, Marisa Phoebe

2. **Approval of May 13th Meeting Minutes**

The minutes from the meeting held 13 May 2019 were made available prior to this meeting. The minutes were accepted without amendment.

Motion: That the minutes of the meeting held on 13 May 2019 are received and accepted as a true and accurate record.

Moved: Chris Grubb                      Seconded: Jay Shah  
All in favour.

3. **Outstanding Items from Previous Minutes**

None, notwithstanding 2019 Major Projects for consideration 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: Donna Carrington    Seconded: Catherine Sharbanee  
All in favour.

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

The Principal's Report is attached in full as Attachment C below. Other items raised include:

- There are a number of school learning opportunities and activities at the moment, the school tries to spread these out as much as possible to assist with cost.
- An invoice was presented to the P&C for agreed funded items for 2019.

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

Moved: Chris Grubb    Seconded: Rachel McMahon  
All in favour.

## 7. **Treasurer's Report**

Items raised by the Treasurer include:

- The P&C currently holds \$39,000 in bank plus 30k term deposit and \$14,000 in parent contributions.
- Current expenses approved include the \$25,000 required buffer, \$16,750 in school resources, \$8,450 for classroom allocations, \$2,000 for new accounting software.
- This leaves a \$31,000 unallocated balance.
- Fundraising received from the Colour Run is expected to be approximately \$8,800 but is not yet finalized
- Fundraising from the election day is expected to be \$5,200 after expenses.
- The Uniform Shop has made a \$9,500 profit for the year.
- The Canteen continues to make a loss
- The 2018 signed and audited financial statements were presented and adopted by P&C

Motion: That the 2018 accounts as tabled by Donna Carrington to be received and accepted and their release approved to WACCSO.

Moved: Randal Adamson    Seconded: Nicole Stevens  
All in favour.

## **8. School Board Update**

In Rachel Thompson's absence, a written report was provided as attachment D below.

## **9. Fundraising Committee Update**

Rachel McMahon outlined that Nicky Bailey has put forward suggestion from a parent about running morning tea with a speaker to present on skills required when parents return to work. Rachel will find out more information, the school suggests a registration event with a nominal \$10 fee would be appropriate.

Some assistance will be required for collating the Earn and Learn Sticker fundraiser, this will be dealt with within the Fundraising Committee.

The Fundraising Committee is currently trying to organize the Quiz night fundraiser, with more information to be discussed at the next meeting. Earn and learn, may need assistance for sticking. Quiz night to be discussed.

## **10. Major Projects for consideration**

### **a) Toilet Upgrades**

A decision on whether a toilet upgrade will be funded by the Department of Education and Training will be made in August. Discussion centred around whether small improvements could be funded by the P&C if the upgrade bid with the Department failed. Small upgrades including new paint, murals on the doors and brightening the toilets were suggested. Rachel McMahon volunteered to project manage this and will investigate costs and possibilities.

### **b) Fencing**

In light of the School Board's views against fencing the entire school, it was decided that funding for the fencing of the year 3 undercover area would be approved. Gavin advised he would change the project from two open panels and three closed, to three open panels and two closed to ensure the space still feels open.

P&C voluntary contribution amounts as a funding source were raised, and it was advised that contributions were down \$3,000 on prior year. It was decided that this year's process for sending out a reminder or invoice would be revisited in term 3.

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

Moved: Chris Grubb  
All in favour

Seconded: Nadia Bowey

c) Water filters

Given the lack of general consensus for this project, and conjecture over the length of use the filters allow before replacement, it was decided that water quality testing would be organised by Rachel McMahon before a funding decision is made.

Motion: That the P&C Executive approves up to \$500 for water quality testing on the school water fountains.

Moved: Chris Grubb  
All in favour.

Seconded: Catherine Sharbanee

## **11. General Business**

a) Uniform Shop Update

A new volunteer is needed to run the uniform shop from 2020, or uniforms would need to be directly sourced from Permapleat at a significantly increased cost. A new volunteer would be able to change the way the uniform shop operates, including opening days to suit themselves.

The Uniform Shop printer has broken, and Ingrid Stacey has offered to donate one to the shop.

The printer has broken, and a new one will need to be purchased from Officeworks (approximately \$50) unless anyone has an old printer in working order that they can donate to the uniform shop. Ingrid Stacey has one.

b) Class Representative Meeting Update

In Rachel Thompson's absence, a written report was provided as attachment E below.

## **10d. Major Projects for consideration - Kindy Mural**

A presentation was shown to meeting attendees, outlining five different artists. It was decided that involvement from the students was important, which narrowed down the shortlist to two artists, Linzi Carter and Mel McVee, both who have experience doing murals involving student input.

The final decision will be a negotiation between the P&C, Grounds Committee, Staff and perhaps the School Board. Both artists will be invited to do a site visit, discuss student involvement in more detail and provide a final quote prior to next meeting.

## **11c. General Business - Canteen**

A brainstorming session was undertaken on how to improve volunteers and the operation of the canteen. Suggestions included:

- A cost of goods sold audit with close examination of profit margins.

- Once a month 'special' day, which could include promotion of international foods.
- More gluten free options are needed, it was determined that this was a miscommunication as there were more gluten free options than currently shown on the menu.
- A canteen roster which moves around to all the different classrooms to encourage involvement.

It was decided that a survey would be beneficial, to find out what parent expectations and use of the canteen currently is. Nadia Bowey and Nicole Stevens will work jointly on developing this.

- 12. Adjournment and next meeting date** – The meeting closed at 9.17pm. The next General Meeting is scheduled for Monday 5 August.

## ATTACHMENTS

### A. Correspondence

| No      | Date rec'd | From   | Subject                              | Passed to        | Date   | Action req'd           |
|---------|------------|--------|--------------------------------------|------------------|--------|------------------------|
| 11/2019 | 1 May      | WACSSO | Yearly Membership/ Insurance Premium | Accounts Payable | 6 June | For payment by 30 June |
| 12/2019 |            | ABS    | Staffing wages information request   | President        |        | For return             |

### B. President's Report

It was great to get so many responses to our request for artist options for the Kindy Entrance Mural. I look forward to the discussion tonight and getting a decision made on a way forward at our next meeting.

Volunteering for the Canteen is an ongoing concern, as is the impending vacancy in the uniform shop. Regular helpers are great, but irregular helpers are also valuable. If everyone does a little, very few will have to do a lot. The eventual outcome of a lack of volunteers would be the outsourcing of the services the P&C currently provides, which results in higher prices for every family, and a reduced capacity for the P&C to improve facilities and resources at the school.

In the tidy up after the election some storage containers (to the value of \$80) were purchased for the P&C Storage room.

We are still looking for people to aid Rachel McMahon our head of fundraising for this year. If you are interested in organising an event yourself, or helping someone else that is, please get in touch.

A big thank you goes out to all those who do contribute around the school, particularly those who do so regularly.

### C. Principal's Report

#### Student Activity

Students have been involved in a range of learning opportunities and activities with in their class as well as Year 4 excursions to Kings Park, Year 5 excursion to Wicked at Churchlands SHS, Year 4 to 6 interschool sport; with more to come, Musica Viva, Junior Choir participating in the Sing Festival, Crazy Chemistry and Phillip Green Aboriginal Science performance on the last day of term.

## **Climate Clever**

Woodlands PS is endeavouring to become Carbon Neutral and will be partnering with the City of Stirling, who have provided funding as part of our Living Green Grant and Dr Vanessa Rauland ( *BA | MSc Environment and Resource Management | PhD*) the Managing Director of Climate Clever. We are awaiting the imminent launch of an App to assist with data collection and then we will be on our way. We need a couple of parent volunteers for a representative committee.

## **Maths**

We have been having a special focus on Mental Computations this term and as part of that the Maths Committee are in the process of organising a Year 4 parent evening to showcase what students are learning for Term 3.

## **PBS**

The PBS committee is in the process of developing Good Standing procedures to supplement our PBS program.

## **Cross-country**

Faction cross country is Wednesday, we have looked at the weather and believe we can get it done. The best 8 performers in Years 3 to 6 will represent our school at the Interschool Cross-country Wednesday Week 9. There will be before school training for this event.

## **NAPLAN Online**

Our Year 3 and Year 5 students completed NAPLAN Online with very few interruptions, with the vast majority of students appearing to enjoy the online environment. Now we wait to September/October to see the data. We use this data to identify any trends over time, which are strengths or areas for improvement.

## **The Election Stalls**

Congratulations to the organisers and helpers, a job well done.

## **Gymnastics**

The Ed Gymnastics program is coming to an end and it would appear students have benefited from the program. The last session is Week 8 – The Gymbus.

2020 the plan is to have Edu dance.

## **Staffing**

It was unfortunate the we had to replace Teagan Pittman (Year 2) mid-term, however we had already identified Taryn Williams as a teacher we would approach to give part time work prior to this based on her work here as a relief teacher.

Mrs Blekkenhorst (Year 3) will be on leave for the rest of the term and the present arrangement of Stacey Brown and Amanda Twomey will continue. We have selected a replacement for Gemma Roberts (Year 5), they are very keen and we are just awaiting the central process and paperwork to be completed.

### **Technology**

BYO iPad, based on some feedback from parents the school is considering extending the BYO iPad program to the senior grades in 2020. The committee is meeting this week to discuss this and a range of other issues including upskilling of staff.

### **Facilities Improvements.**

We plan to enclose the walkway between the OSH room and Room 12 to be a storeroom, putting PP bikes in it so they can use the bike track. Approx. cost is \$3200

### **Communication Policy**

I am awaiting the School Board to just check through the changes we made at the last Board meeting and then it will be put on the web.

### **Reports**

Just over three weeks to go to the end of term. Teachers are busy writing reports in readiness for them to be emailed out in the last week of term. It is important all families email addresses are up to date.

## **D. School Board Update**

The draft Communication Policy was circulated to Board members prior to the meeting and discussed. A few areas were identified for modifications, but in general, the School Board was happy that the Policy is a clear, thorough document for parental and staff guidance. The final copy is intended to be circulated and put on the website early in Term 3.

A lot of discussion surrounded the School Security options. Enclosing the Year 3 area with garrison fencing was the preferred option, at an approximate quote of \$8,500. The School Board didn't feel fencing the entire school perimeter was something to be rushed into, given the strength of our school being part of the community.

## **D. Class Representatives Update**

The Term 2 Class Rep Meeting was held Friday 7 June. It was well-attended by the representatives and there were an encouraging great number of accolades to go back to teaching and administration staff, as well as the P&C fundraising committee.

There was a lot of discussion around the Canteen volunteer shortage and how this contributes to the Menu staying as it is. Yvette Sharp, the Canteen Manager made the decision to send out a Year Group Roster to end out the term, as this has been tried in the past. This was not known before the meeting occurred and was thus not part of the discussion, however all representatives agreed the situation is dire and parents need to step up.

No other issues were relevant to the P&C Agenda but the Minutes will go out by the end of this week and be circulated to all year groups.