



# WOODLANDS PRIMARY SCHOOL

P&C

## Parents and Citizens Association Inc.

### General Meeting 3 rd August 2020 at 7.30pm in School Library

## MINUTES

#### 1. Attendance and Apologies

**Apologies:** Emma Wood, Sam Wagenar, Maree Collins, Kelly Parker, Scott Collins, Catherine Sharbanee, Claire Burt, Ingrid Stacey

**Attendance:** Gavin Power, Marisa Phoebe, Fiona Chromiak, Nadia Bowey, Rachel McMahon, Josh Mackie, Andrew North, Rachel Thomson, Rachna Deaai Nicole Stevens, Randal Adamson, Risma Price

#### 2. Approval of Previous Meeting Minutes (June 8<sup>th</sup> 2020)

Moved; Rachel McMahon; Seconded Fiona Chromiak; All in favour

#### 3. President's Welcome and report– Randal Adamson, President

The Presidents Report is attached in full as Attachment A.

Moved: Nadia Bowey; Seconded: Rachna Desai; All in favour

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

The Principals Report is attached in full as Attachment B.

Moved: Rachna Desai; Seconded: Rachel McMahon; All in favour

#### 5. Presentation of Accounts - Kelly Parker, Treasurer

1. Current Position
2. Budget Commitments
3. Other Matters

Apologies for inability to attend provided so report not presented to the P and C.

#### 6. School Board update – Rachel McMahon

Nothing different to add than the Principals report.

The Principals Report is attached in full as Attachment B.

Moved: Nadia Bowey; Seconded: Rachna Desai; All in favour

## 9. Fundraising Committee Update

### 1. Readathon

Launched – will run concurrently to the book fair in the library from 1<sup>st</sup> to 11<sup>th</sup> September 2020

Thanks to the subcommittee Laila Ansari, Natalie Crawford, Rachel McMahon, and Catherine Sharbanee and the support of Liz Howe book club coordinate and Ms Neumann, the Library Officer

Natalie has arranged for a free guest author Kitty Black who is from Perth. (Kindy to PP years) Her books include: *If Little Girls Were Lions*, *Who's Afraid of the Quite Nice Wolf?* And *A Crocodile in the Family*

Encouraging kids to start getting there sponsorships either online with everydayhero the same platform that was used for the last colour run or on hardcopy sponsorship forms

Live on school website, posters up and info packs been sent home

Sponsor – pizza party sponsor – Marco's Pizza

Prizes – gift vouchers

Announce winners week 10; \$50 Voucher most total minutes, raises most money, reading challenge sheet (random prize winner);

Year group winners - \$20 voucher to a student from each year group who reads most minutes

Class Prize – Sponsored by Marcos Pizza; most number of minutes of average per kid

Random raffle draw: For every \$10 raised, students will receive 1 ticket into our random draw prize raffle. Drop box will be placed in the library

Target \$5500 (based on previous years results)

At the end of the Read-a-thon, students need to tally up how long they read for in minutes and complete the Read-a-thon entry form <https://www.surveymonkey.com/r/HBHBQ38> **before 4pm on Friday 18 September to be able to win a prize**

Sponsorships & Donations letters have also been sent out to Rebel Sport Innaloo, EB Games Innaloo, Scholastic and Smiggle Karrinyup. However, are not expected to be granted due to the down turn in economic factors as a result of Covid. So we have factor the prize expenditure into the event budget as a back up (not to exceed more than 10% of projected revenue)

### 2. Recipe book

Andrew North doing some research and liaising with publishers for costs

Liaise with Scott Collins about setting something up online so it can be submitted electronically – set up a link so doesn't need to be re typed Publish and sell in term 4

Budgeting to be submitted by the next meeting 31<sup>st</sup> August 2020

Andrew North, Scott Collins, Nicole Stevens

### 3. Entertainment book

Some businesses are not honouring the vouchers

Randal has received feedback; some people did not know about the book – not a physical book as now its an app

Now getting an extra 2 months to use the vouchers  
 Worth doing another push of purchasing the Entertainment Book app  
 Randal to pop it into the newsletter - blurb out the benefit of the app  
 and another flyer out to students

4. Bakers Delight – code used when purchasing products 4502  
 Promote again that Woodlands parents should mention that they are  
 from WPS - this contributes to EASY fundraising
5. Quiz night T4  
 Randal will speak to Helen O Leary to confirm she is interested  
 Call for volunteers in the next newsletter  
 Delay from 2020 due to COVID restrictions – plan to go for March 2021
6. Dads camp out T4  
 Joel Forsyth Co Ordinator  
 Some planning documents already established to follow  
 Budget required and Randal will ask Joel to attend next meeting so it  
 can be approved that meeting  
 ? can get a sponsor for food goods
7. Carols  
 Require a Co Ordinator – advertise in newsletter  
 Friday 11<sup>th</sup> December 2020
8. Bunnings sausage sizzle  
 Leave to the Year 5s; P and C to get the slot – pop our name down
9. WA State election 13<sup>th</sup> March 2021  
 Massive fundraising opportunity; will call for interested parties in Term  
 4  
 Rachel McMahon to co ordinate

Moved: Andrew North; Seconded: Fiona Chromiak; All in favour

## 11. General Business

1. Greenbatch management  
 Have bin and liners  
 Room 8 have filmed a little piece for the first virtual assembly  
 Mr Todd – volunteered to be the staff liaison  
 Fundraiser for the school come October 1  
 Send out the link to the parents in a separate email
2. Canteen update  
 Nil known at this stage  
 Confirm in the next meeting Yvette has been paid from Kelly Parker  
 Numbers purchasing are down  
 Still need volunteers for Friday
3. Uniform shop update  
 No update yet
4. Class Representatives Meeting Update  
 School Photos  
 Happy to hear from Kapture  
 Marisa Phoebe to confirm attendance at the next meeting  
 School crossing – City of Stirling  
 P and C can write to engage in this discussion further  
 Randal to meet with Sean LeStrange and discuss

Something that is important to this community and we need to determine some action to continue to present the issue

5. Grants applications – sense there may be a few about
  - a. Grants Hub Subscription - \$29 per month
    - i. Pulls all the grants together around the nation
    - ii. Ie Keep Australia Beautiful
  - b. WACSO information on Grants and ideas (15<sup>th</sup> august) and Josh Mackie will be attending
  - c. Bigger items we need to determine to a list so we can apply for these grants with strong purpose – discuss next meeting
  - d. Volunteer on committee –
    - i. Happy to assist us - Phuong Intini (Kindy Mum)
6. Hot Cross Bun money return
  - a. Only 2 people replied to individual email
  - b. Money will be deposited to school accounts
  - c. Rachna Desai to conclude this within the week
7. Teakwood Vege Garden Maintenance Co Ordinator Volunteer
  - a. Nicole Stevens will be the co Ordinator until gets off the ground
  - b. Andrew North volunteered and completed Thursday arvo weeding session
  - c. Nicole Stevens Mum (Paula Davis) keen to take on this role
  - d. Start with a busy bee – date TBA
  - e. Encourage spare time weeding
  - f. Approach city stirling/Bunnings – seedlings
  - g. School has budget for seedlings
8. Door handle removal – Andrew North to complete- liaise with Marisa and Gavin for a date.
9. Busy Bee for the toilet primer- 6 toilet blocks – Saturday 22nd August so we can get the toilet project finalized  
Rachel McMahon to coordinate and Randal Adamson to advertise in newsletter
10. School has donated a patio heater to the P and C to utilize as they want
11. Year 5/6 fundraising for graduation formalized under the P and C  
Now needs to be more formalised  
Discuss in next meeting 31<sup>st</sup> August 2020
13. **Open discussion / brainstorm about 2020**  
Not completed due to time constraints.
14. **Next Meeting: Term 3; Week 7, Monday 31<sup>st</sup> August 2020**
15. **Adjournment; 9.24 Monday 3<sup>rd</sup> August**

**ATTACHMENT A – Presidents report**

It has been a challenge to get fundraising underway this year due to the COVID-19 restrictions. I want to thank the committee and volunteers for everything they have done so far to steer us through a difficult year.

A big thank you to Nadia and her team for heading up the READ-A-THON this year – this is a great example of how we can implement contact-less fundraising. I ask that everyone promote the READ-A-THON as this will be our primary fundraiser for this year. Talk to your fellow parents and ask them to try just a little bit more than usual with this one.

I had some more to discuss regarding the financial sides of the P&C but I will push these to week 7 due to our Treasurer's Report not being available.

## **ATTACHMENT B – Principal Report**

### **Covid-19**

I wish to thank our parent community for the calm, positive approach and support given to the school. The school implemented many preventative measures, of which the vast majority remain in place.

As outlined in the Covid-19 Update 13 emailed out on Tuesday 21 July

### Assemblies

The first two assemblies, this week and next week, will be virtual assemblies. At the moment we have planned that the assemblies in Week 7,8 and 10 are half school assemblies. It will be a normal format delivered to half the school and parents of the hosting class and merit award winners will be allowed to attend.

### Athletics Carnival

The school plans to hold the Faction Athletics carnival on Friday , with the Inter-school Athletics Carnival planned for Week 9.

### **It Contractor.**

I understand this situation will be concerning to you and you may have a range of questions. As this is a criminal investigation that is currently going through the courts, the information the Department of Education and I have received is limited, as the police have only authorised the sharing of the information contained in the Director General's letter.

### Procedures Already in Place.

All contractors must have undertaken a police check and obtain a Working With Children Card before they are eligible to work on school grounds.

Contractors must sign in and out of the front office when arriving and leaving the school site.

Contractors are not in classes with students unless a staff member is present.

Every effort is made to have contractors undertake their work outside of school hours or if working in classes when students are not present, however this is not always possible.

### Newly Implemented Procedures for Term 3

Contractors will be reminded to use phones for work purposes only while on the school site.

Phones/mobile devices are not to be used in classrooms or areas where students are present, contractors will be asked to step outside to make/take call or use devices.

Staff to be more conscious of contractors use of phones/mobile devices.

Some adjustments have been made to Kindergarten toileting procedures and a new garrison fence will be installed to the U/C area adjoining the Kindergarten.

### **Staffing Update**

I am very pleased that Sarah McCormick has been selected as our new substantive deputy principal. Sarah has 7 years at Dalkeith PS as deputy taking a lead role in the development and implementation of Technology, including the BYO iPad program.

Brylie Sanders, an experienced teacher, has been selected from out teaching pool to replace Dianna Pitsonis when she goes on maternity leave.

### **Facilities Improvements.**

Kindergarten/Artroom new roof.

Department funded and will happen during a school holiday period, most likely December. New Air-conditioning units are being installed as part of this project

#### Kindergarten U/C area fence

Quotes have been called for a new 2.4 m garrison fence for across the front of the Kindergarten U/C area.

#### Staff Car park

I have a company coming out to develop a plan for improving the staff car park situation this week.

#### Toilet Project

Powerpoint shown including the door designs. Request made for a busy bee

### **School Development Day Term 3**

The School Development Day was very productive, with a key feature being our teacher leaders presenting terrific professional learning activities to the rest of our staff. Big well done Marc Drayton, Jess Hunt, Dee Kitson, Ali Collins.

### **National School Online Survey (NSOS)**

135 completed surveys were received, this is more than 2018 (128) and 2016 (111). Overall statistically there was a slight increase in the average scores of the rating questions, from 3.77 (2016) to 4.02 (2018) to 4.04 (2019).

My personal aim is to have every area at 4.0 or above, this year we had 9 at 4.00 or above and 11 below, 7 of which were 3.9.

As a staff analyse the data from the parent survey, staff survey and student survey looking for trends across all three. Staff then develop plans to improve identified areas.

#### Some Key findings

A rating of 4.4 was the highest score and it was for the following 3 statements  
I can talk to my child's teachers about my concerns (SA-50%; A-41%; N-6%; D-4%;SD-0%) My child's teachers are good teachers.

My child likes being at this school.

The next 2 highest areas with a score of 4.3 was

Teachers at this school care about my child

My child feels safe at this school.

Lowest rating was 3.7 for

Student behaviour is well managed at this school. (SA-20%; A 48%; N-21%; D-8%, SD 3%)

The school takes parent opinions seriously.

My child's teacher provides me with useful feedback on my child's progress declined a little compared to 2018. We think this might because of Covid-19, as there were comments stating that as parents not being able to come on the school site and the withdrawal of Term 1 interviews had impacted on their knowledge of how their child was progressing.

The good news is the plan is for Term 1 interviews in 2021 and we plan to hold a Learning Journey evening in Week 10 of this term.

This data highlighted that we have not been promoting the BYO iPad expectation, that at least once a week parents and students sit down and share some learning completed on the iPad. Staff have been asked to reinforce this expectation with the students and their parents, and I will include in the Newsletter.

A pleasing improvement was recorded for the statement, This school prepares my child for a life in a digital world, from 61% agreeing, 26% neutral and 14% disagreeing in 2016 to 72% agreeing, 22% neutral and 5% disagreeing. in 2020.