



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.

General Meeting 8th June 2020 at 7.30pm in School Library

AGENDA

1. Attendance and Apologies

Attendance: Randal Adamson, Rachna Desai, Rachel Thompson, Emma Wood, Gavin Power, Fiona Chromiak, Chris Grubb, Nadia Bowey, Nicole Stevens, Sam Wagenaar, Catherine Sharbanee, Rachel McMahon, Kelly Parker, Scott Collins, Andrew North, Josh Mackie

Apologies: Annabel Pizzata, Ingrid Stacey, Jay Shah, Claire Burt, Marisa Phoebe, Maree Collins

2. Approval of 16th March Meeting Minutes

The previous minutes of the meeting held on the 16th March 2020 were made available prior to this meeting. The minutes were accepted without amendment

Motion: That the minutes of the meeting held on the 16th March 2020 are received and accepted as a true and accurate record.

Moved: Kelly Parker. Seconded Rachna Desai. All in favour.

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

The presidents report is attached in full as Attachment A below.

Motion: That the presidents report as tabled by Randal Adamson is to be received and accepted.

Moved: Chris Grubb. Seconded; Nadia Bowey. All in favour.

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

The presidents report is attached in full as Attachment B below.

Motion: That the principals report as tabled by Gavin Power is to be received and accepted.

Moved: Nadia Bowey. Seconded; Kelly Parker. All in favour

5. **Presentation of 2020 Accounts** - Kelly Parker, Treasurer

Clarification that the P and C Contributions list – the list of paid persons (7 people) will be sent through to Mandy to deduct from the invoicing to families.

The Treasurers report is attached in full as Attachment C below.

Motion: That the Treasurers report as tabled by Kelly Parker is to be received and accepted.

Moved: Rachna Desai. Seconded: Rachel Thompson. All in favour

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

Rachel Mc Mahon advised that any relevant items to the P & C have already been covered in the principals report.

Motion: Accept that the relevant items to the P & C have been covered in the Principals report.

Approve: Chris Grubb. Seconded: Nadia Bowey. All in favour.

9. **Fundraising Committee Update** **Leila co-ordinator of the fundraiser events**

1. Within COVID restrictions (contactless)
 - a. Readathon (Nadia and Rachel Mc)
 - i. Speak to Claire regarding “everyday hero” information
 - ii. Prizes
 - iii. Everyone has items by the end of the term
 - iv. Could use the electronic donations
 - v. Book week 4 or 5 in term 3
 - vi. Check with Helen O’Leary regarding an interest in readathon running
 - vii. Goal would be 10K (previous readathon was 5k)
 - b. Recipe book (Andrew, Nicole and Scott)
 - i. Families would submit their favourite recipes
 - ii. Emailed in
 - iii. P and C will need to produce should be reasonable cost
 - iv. Kids will create the art within it
 - v. Carmen produced it
 - vi. 50th anniversary – community to buy it
 - vii. Sale of a book
 - c. Entertainment book
2. Future items with less restrictions (Phase 4 - ? 500 persons)
 - a. Quiz night early T3 (19th September)
 - i. Speak to Helen about the QN
 - ii. David Todd Quiz master
 - b. Dads camp out T4 (Saturday 21st November)
 - i. Co Ordinator this year is Joel Forsyth
 - c. Carols
 - Organise soemone for the AV
 - Hampers – raffle
 - BBQ
 - Need volunteer

Moved: Sam Wagenaar; Seconded: Nadia Bowey. All in favour.

11. **General Business**

1. Canteen update

- a. Going well
 - b. Wage payments are up to date for this year
 - c. Back pay still need to be paid for previous years
 - d. Gavin to do some research on handling of cash to determine opening of the canteen for kids ordering at recess and lunch
 - e. Online recess and collection at current time
 - f. Canteen operation information need to go into newsletter
- 2. Uniform shop update (Maree Collins; presented by Emma Wood)
 - a. Everything back in stock
 - b. Encourage online ordering unless exchange and try on
 - c. Take a number as only 1 person in shop at a time
 - d. Uniform Shop operation information need to go into newsletter
 - e. Will review after return to school T3
 - f. Some quickcliq issues in the past; will see if any other issues result
- 3. Grants applications
 - a. Bigger items we can directly raise funds for
 - b. Volunteer on committee so was a project for them -
 - c. Research what is there to apply for
 - d. Randall will discuss with Sean le Strange – grants
 - e. Josh Mackie – to review with WACSSO and see where to start
 - f. Bakers delight – 4502 – get the class reps to provide the info to their parents
- 4. Greenbatch (GB) management (Mt Claremont)
 - a. Paid up for the bins 240L – yellow top bins
 - b. Chris Grubb has volunteered to pi up the bins in near future
 - c. Launch GB – educate kids – virtual assembly
 - i. What for
 - What goes in
 - Anti litter scheme litter/container
 - d. Rachel Thompson can complete blurb for newsletter; and mock up what needs to go into a video
 - e. Multiple Filled bags – stored undercover – will be collected by GB
 - f. 1 collection free then, \$30 pick up – can get the scheme return in October
 - g. Will get 3D printer filament or cash – consult with students for leverage for their involvement
 - h. Promote it as fundraising it for the school
 - i. Need a committee member to own the overseeing of GB
 - j. Kids? Own the project – school leaders
 - k. School first only – then launch to community in the future
- 5. Hot Cross Bun money return
 - a. Lauren Britton thank you for organisation
 - b. 9 people need to pick up the money and will be Individually email to collect money or it will be donated or deducted off their school account
 - c. Rachna Desai to co ordinate
- 6. ABS audit
 - a. Canteen wages
 - b. Request an extension – Kelly parker and Scott
- 13. **Open discussion / brainstorm about 2020**
 - 1. Keep this year simple
- 14. **Next Meeting: Term 3; Week 3, Monday 3rd August 2020**
- 15. **Adjournment** The meeting closed at 9pm

ATTACHMENT A

President's Report – 8th June 2020

The start of 2020 has been challenging for all of us. We had a difficult start getting the P&C committee together, with initially low numbers attending the AGM. Then eventually, after some hard work, we were able to form the P&C with who you can all see here today.

Then COVID-19 turned up and made this year one that nobody could have predicted. As a result we've had to pause pretty much everything to do with P&C: fundraising, meetings were cancelled, changes were made to the way the canteen and clothing store operated. We were keeping a close eye on the WACCSO guidelines, and now we're able to finally hold meetings again! We look to be through the hardest part hopefully, and whilst we still have some restrictions in place, we should be able to get the P&C back up and running with some fundraising (contactless at first).

Thank you to Lauren Britton for organising the Hot Cross Buns again this year. Unfortunately it had to be cancelled.

Thank you to Andrew and Kelly for your work with the P&C accounts and dealing with a very frustrating bank.

Joel Forsyth has volunteered to head up the Dad's Camp Out this year. If you know anyone who would like to be involved, please get in touch.

Finally, as always - a big thank you to everyone on the Executive Team who do so much behind the scenes.

ATTACHMENT B

Principal's 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 parent circular dated 4 June, the school has adjusted some of its' Covid-19 measures to reflect the scope of Phase 3 WA Covid-19 Roadmap for the lifting of restrictions, effective from Monday 8 June 2020.

The biggest change is in the drop off and pick up procedures for students from K to Year 1. We really want that new found student independence to continue, it has been just one of the great positive outcomes from Covid-19. Covid-19 provides our school with the opportunity to reflect on school procedures and events allowing us to determine what is valuable and should return and what should not make a return.

Student Activities

In the last few weeks we have been able to bring back EduDance, after school Netball and Basketball training and this week Ensemble and Keyed Up music returns. The Fremantle Literature Centre conducted its first class visit today, the first in a series throughout the next few weeks. The return of such activities adds to the children's learning opportunities.

Staff have received wonderful positive feedback about the Virtual Assemblies, there are two more scheduled to occur this term. We are not-yet sure what format Assemblies will take in Term 3.

Reports

Teachers are finalising reports at the moment. While there will be no grades or attendance data, teachers will be writing comments for key learning areas. Reports will be emailed out in Week 10, it is important that parents' email addresses are correctly recorded.

National School Online Survey (NSOS)

Schools across Australia must conduct the NSOS parent, student and staff survey every two years. Woodlands PS last conducted this in 2018, so it is time to do it again. This survey provides a great opportunity for all families to ensure the interests of the community are reflected in the school's planning for the future. There are twenty statements for rating in question 2, which are mandated by the WA Department of Education, while the other questions have been included by the School Board in consultation with staff. The vast majority of the questions are the same questions that were asked in 2016 and 2018. This ensures the data from this survey can be compared to the data from the 2016 and 2018 surveys, helping us to identify improvement trends and areas for further review. This data is highly valued by the School Board and Staff, therefore we strongly encourage all families to complete it.

Maths Mental Computations

Developing our students' ability to use a range of mental calculations strategies has been a focus this semester. The maths committee and staff developed a scope and sequence document last year and this year a series of posters highlighting the different mental calculation strategies suitable for each Year Level to use.

The maths committee plans to have them published and ready to use in Term 3.

Technology

Another positive to come out of Covid-19 was the increase in staff capacity when incorporating the use of technology to enhance student learning. Staff skills when using Seesaw and WebEx video conferencing apps in particular, increased dramatically. These new skills and confidence are a benefit as we continue to implement the BYO iPad program.

Facilities Improvements.

The Oval. The dips in the oval had the grass removed, filled with soil and then new lawn planted over the last school holidays.

Toilet Project The student council has coordinated the selection of the toilet door quotes by conducting a student online survey. These have been ordered. The student council is waiting on designs to review.

School Development Day Term 3

The next school development day will be held on the first Monday back, Monday 20th July at the beginning of Term 3. Key agenda items will be English and the analysis of the Parent Survey data.

Staffing Update

Pam Hyde retired last term and we are conducting selection process at the moment. The position attracted 43 applicants, which is very good, with several high calibre applicants. Our plan is to interview in Week 9 and have the successful applicant commence at the start of Term 3.

Dianna Pitsonis, will go on Maternity leave as of the second half of Term 3. We are looking for suitable replacements at the moment, however it is made a little more complex as this process could be impacted upon by some other staffing situations including the deputy selection, therefore all appointments need to be carefully considered and well timed.

Robyn Blekkenhorst has been on medical leave this term, as she is in a Covid-19 at risk category. Her position has been filled by an Education Assistant working in the Year 1 classes, as per the Year 1 teachers' request. Robyn's leave has impacted on a couple of support programs we had planned to conduct this term.

Marisa has been on medical leave since 27th May and will return 15th June. While we have not directly replaced Marisa, we have used her time to release other leaders in the school to complete some tasks relevant to the areas they coordinate.

PBS –Staff Belonging

Just as staff give students Belonging tokens, staff give other staff Belonging tokens for doing great things. All staff tokens are tallied and special little whole staff acknowledgements occur when certain point totals are reached. On Friday, the PBS committee conducted Room Service Breakfast – there was a menu to order from and then it was delivered to the classroom door before school. It proved to be a great winner. This is just one of our strategies to promote staff wellbeing and cohesiveness.

ATTACHMENT C

Treasurer's Report

Summary Position as at 8 June 2020

Cash at Bank	\$30,452.93
Term Deposit	\$30,638.78

* All creditors are now up to date but MYOB is still being updated

Fundraising

- P&C contributions only a small number have paid us directly. Not sure how many have paid the school
- Nothing else to report

Canteen

- No update

Uniform Shop

- No update

Budget Commitments

- The P&C has this year committed to:

Cybersafety program	\$6,500
Music	\$1,500
Librabry	\$2,000
Mixing console	\$1,200
Canteen wage underpayment	TBA
T-shirts	\$3,700
Orchard	\$2,000
Canteen	\$500
Uniform allowance	\$250

- From last year's commitments we are still to be invoiced for the toilets which we expect to be about \$13,200.

Other Matters

- MYOB has been upgraded so that we are now single touch payroll compliant
- A number of issues with ANZ has meant that we have only had access for about 2 weeks. All payments are now up to date but still in the process of bringing MYOB up to date and reconciling the bank accounts
- We did not apply for Jobkeeper the lack of access to the bank account meant we were not able to make payments in time.