



# WOODLANDS PRIMARY SCHOOL

P&C

## Parents and Citizens Association Inc. Budget Meeting 16 March 2020 at 7.30pm in School Library

### MINUTES

#### 1. Attendance:

**Apologies:** Annabel Pizzata, Donna Carrington, Sam Wagenaar, Sarah Meredith, Scott Collins, Claire Burt, Emma Wood, Lisa Spurr, Rachel Thompson

#### 2. Approval of Previous Meeting Minutes

The previous Annual General Meeting minutes were made available prior to this meeting. The minutes were accepted without amendment.

Motion: That the minutes of the General Meeting held on 24 February 2020 are received and accepted as a true and accurate record.

Moved: Kelly                      Seconded: Nadia  
All in favour – abstain Gavin

#### 3. Elections:

##### i) Executive Committee Members:

Motion: Nomination for **Vice President** – Rachna Desai

Nominated: Rachna                      Seconded: Nadia

Motion: Nomination for **Secretary** –

Nominated: Fiona                      Seconded: Nadia

Motion: Nomination for **Treasurer** –

Nominated: Kelly                      Seconded: Marisa

Motion: Nomination for **Assistant Treasurer** –

Nominated: Andrew                      Seconded: Nadia

All in favour

##### ii) Sub-Committees:

## Uniform Shop Committee –

Nominated:                      Seconded:  
All in favour

## Fundraising Committee –

Nominated: Laila                      Seconded: Rachna  
All in favour

### iii) Appointments:

**WACSSO Representative:**

Nominated: Josh      Seconded: Nadia  
All in favour

### Website Upkeep:

Nominated: Scotty \*                      Seconded: Chris  
All in favour

\* Scotty was nominated in absentia by the President: Randal

#### 4. Bank Authorisations and Revocations

Motion 1: The Woodlands Primary School P&C Association advise the ANZ bank to remove Sarah Meredith and Christopher Grubb as bank signatories on Account 340959357 with ANZ Innaloo.

Moved: Rachna      Seconded: Chris  
All in favour.

Motion 2: The Woodlands Primary School P&C Association advise the ANZ bank of new and existing bank signatories: Kelly Parker, Rachna Desai, Andrew North, Fiona Chromiak, Randal Adamson (existing) on Account 340957357 with ANZ Innaloo.

Moved: Nicole Seconded: Laila  
All in favour.

Rachel: do we need all 5?

Motion 3: The Woodlands Primary School P&C Association advise the ANZ bank to remove Sarah Meredith and Christopher Grubb as an internet banking signatory on Account 340957357 with ANZ Innaloo.

Moved: Nadia Seconded: Kylie  
All in favour.

Motion 4: The Woodlands Primary School P&C Association advise the ANZ bank of new and existing internet banking signatories: Kelly Parker, Rachna Desai, Andrew North, Fiona Chromiak, Randal Adamson on Account 340957357 with ANZ Innaloo.

Moved: Rachel Seconded: Nadia  
All in favour.

## 5. Principal's Report

Principal's report copy at Attachment B.

Moved: Kylie Seconded: Laila  
All in favour.

## 6. Presentation of 2020 Forecast Budget Items for Consideration

i) Discussion about usual expenditure

>> Funds usually committed each year		
Project Name	Project Description	Amount Budgeted
Teacher allocation	The P&C allocated \$150 per class and specialty subject. In 2020 we have 23 teacher allocations (19 classrooms, plus Music, Science, Art and Library)	\$3,450
Donation to Year 6 Graduating T-Shirts	Every year the P&C has allocated \$50 per graduating student, however the Year 6s have handed money back in recent years as the Graduation Shirt can be sourced for \$35. In 2020 there are 74 Year 6 students.	\$3,700
Allocation for Orchard Upkeep	A yearly allocation to cover maintenance and upkeep of the school orchard.	\$2,000
Canteen Equipment Upgrade	Each year the canteen requires new equipment and to replace broken items	\$500
Buffer	For wages and canteen/uniform shop invoices	\$25,000
<b>Total</b>		<b>\$34,650</b>

ii) Discussion about school funding requests

The Principal, Gavin Power presented the following requested funding list:

Area	School Allocation	Proposed additional expenditure items	Additional P & C request
Grounds	\$27000	Removing the dips in the oval	\$6000
Student Wellbeing	\$11200	Cybersafety workshops –students, parents and staff	\$6500
Music	\$8061	Additional musical instruments and repairs	\$1500
Grounds	\$27000	Further development of the nature play area	\$10000
Library	\$7500	Additional fiction and non fiction resources	\$2000
Visual Arts	\$5110	For some new furniture	\$2500
Class Allocations	\$0	Class allocation	\$3300
<b>Total</b>			<b>\$31800</b>

iii) Discussion about major projects

Rachel McMahon requested new mic stands. Randal happy to donate them.  
Randal tabled new AV club idea to the school, requiring further funding and research.  
Randal requested new audio mixer – costing \$1200.

Funding prioritised:

Item	Amount	Notes
Cybersafety	\$6,500	Student wellbeing, School requested
Music	\$1,500	Additional musical instruments, School requested
Library	\$2,000	Additional books, School requested
Teacher Allocation	\$3,300	Yearly allocation, School requested
Mixing Console	\$1,200	Randal suggested, school requires
Canteen Wages	TBA <\$3,000	Yvette Sharp, canteen manager underpayment
Toilet upgrades	\$13,200	Already approved in previous meeting
T-Shirts for Yr6	\$3,700	Yearly requirement
Orchard	\$2,000	Yearly requirement
Canteen	\$500	Yearly requirement
Uniform allowance	\$250	Yearly requirement
<b>TOTAL</b>	<b>\$37,150</b>	

Motion:

Pending funds raised.

Moved: Andrew                      Seconded: Kelly

All in favour.

Potential: \$2.5 visual, nature \$10K

## 7. General Business

### School Board Update – Rachel McMahon

New shirts – the school uniform shop is unable to source mint green, so the board has requested a new school shirt be sourced. There will be 2 varieties to choose and parents will vote on this.

P&C School funding - the board discussed the prioritising of funding items list. This is shown in item 6ii.

The iPad rollout was slower than expected but now every student has access to an iPad from Year 2 to Year 6.

### Canteen Committee Update – Nicole

- Facebook page for Canteen – Website committee to co-ordinate
- Canteen sales down due to virus – newsletter entry requested
- Yvette Sharp's wages underpayment – details to be provided to Treasurer and checked.

8. **Next Meeting:** Week 3 of Term 2, Monday 11 May 2020

9. **Adjournment:** xx pm

**ATTACHMENT A****President's Report**

There was no President's Report provided as the P&C was still non-functional prior to the elections of this meeting.

## **ATTACHMENT B**

### **Principal's Report.**

#### **Covid-19**

An evolving situation, I wish to reassure you the school is following all Department of Education guidelines and being proactive in ensuring good preventative measures are in place.

We are applying a common sense, factual and practical approach to COVID-19. I wish to thank our parent community for the calm, positive approach shown to date. Many preventative measures have been put in place.

#### **Student Leaders**

Last Friday the Year 6 councillors went to the GRIP leadership course. The student council has had two meetings focussed on the Toilet Project, in particular involving as many students as possible in selecting the quotes for the toilet doors. We have a list.

This year the Faction Captains have met with Mr Jones and I. The purpose of the meeting was to outline the responsibilities they will be undertaking in their role on a weekly basis.

#### **Term 1 Parent Interviews**

Parent Teacher Interview day, Thursday 26 March (to coincide with Churchlands SHS), is focussed on your child's learning.

#### **2020 Personal items list**

This year Westbook supplies collected \$11 100 P and C contribution (\$11 025 in 2019) and \$9300 school contribution

#### **School Development Days**

The school development day on Friday 28 proved very productive with staff involved in

- developing Mental calculations resource
- further work on Teachers Can Code
- an introduction to our new 3 D printers

#### **On –entry assessment PP and Year 1**

Almost completed. Teachers and the school are able to access the data immediately and will use the data to assist with classroom and school planning.

#### **Technology**

BYO iPad Year 2 to 6 is up and running. The BYO iPads could be of great benefit if the school was required to close due to Covid-19.

#### **Swimming**

In term Year 5/6 Beach swimming is this term appeared to go well, with students reporting very good water conditions

Faction Swimming Carnival. The faction carnival was held on the 9 March and we had a fantastic level of parent support and helpers. The new venue did cause a few slight issues.

This Interschool Carnival has been cancelled.

#### **The Director General**

The Director General Lisa Rodgers spoke at the North Metro Principals Briefing at Churchlands SHS last week. She talked about and introduced the

phrase Numbers, Needs Names, and schools working as a collective to improve student performance

### **The Budget**

The Finance Committee met in Week 6 and as part of the school budgeting process make the following requests to the P and C for funding in priority order.

Area	School Allocation	Proposed additional expenditure items	Additional P & C request
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Grounds	\$27000	Further development of the nature play area	\$10000
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Class Allocations	\$0	Class allocation	\$3300
Total			\$31800

It is important to note that in all these areas, except for class allocations, the school has budgeted more than is being requested, the requested amounts will be added to the school funds for this area. Eg. Library. School \$7500 + P and C \$2000 = Total budget \$9500.