



# WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.  
General Meeting  
07 November 2022 at 7.30pm  
School Library**

## **MEETING MINUTES**

### **1. General Welcome – Rachna Desai 2022 President Welcome to Country**

- **Attendees to please note name, email address and state if a financial member**
  - **Reminder that you can only vote if you are a financial member**
  - Fiona Sterpini, Rachna Desai, Nicole Stevens, Josh Mackie, Michelle Beh, Lauren Britton, Marisa, Nadia, Chris Grubb, Pippa Farrelly, Laura O'Hara and Rachel McMahon
- **Apologies**
  - Cath Sharbanee, Lareina Learnihan and Andrew North
- **New members to complete a membership form**

Motion: To approve 05 Sep 2022 P&C meeting minutes

Seconded: Laura O'Hara

Approved: Unanimous – all in favour

Against: None

Abstaining: Rachel McMahon, Nadia Bowey and Chris Grubb

### **2. Principal's Welcome & Report – Laura O'Hara, Principal**

Refer to the attached Principals report

Motion: To approve 07 Nov 2022 principals report

Seconded: Lauren Britton

Approved: Unanimous – all in favour

Against: None

Abstaining: None

### **3. Update on Financials – Rachel McMahon, Treasurer**

Refer to the attached Treasurers report.

Motion: To approve 07 Nov 2022 financial report

Seconded: Rachna Desai

Approved: Unanimous – all in favour

Against: None

Abstaining: None

Go fund me page raised \$17,236 for the Nature Play

Motion: To set up a Commonwealth Bank QKR account for the school – to replace QuickCliq, Rachel McMahon to explore further and provide information at the next meeting, explore fees involved. P&C Executive group decision, supported by school and wider P&C group.

#### 4. General Business

##### ➤ **P&C Positions for 2023**

New Position: Grants Coordinator

Rename 'Fundraising Coordinator' to 'Social Coordinator'

Seeking a President & Vice President for 2023

##### ➤ **Uniform Shop – Michelle Beh**

Due to complaints on the current school shirt quality, a new supplier has been appointed. The material is a blend of cotton and polyester, shirts have been ordered and will be on sale from 27 January 2023.

A suggestion by Danielle Rees has been put forward to change Choir shirts. The suggestion needs to be run past the school board for approval.

Accolade to Danielle Rees commitment to the choir is recognised and appreciated.

##### ➤ **Fundraising & Engagement – Lareina Learnihan and Fiona Chromiak**

###### **P&C Contributions**

Keep as is \$75 annual voluntary donation per year, per child. The contribution is divided into two areas: \$20 to resources and \$55 to digital infrastructure, lease and subscriptions

###### **HOLD VOTE TO NEXT P&C MEETING – waiting on Survey Monkey data**

**Motion:** Changes to the Engagement Document. Currently there are agreed financial allocations which the P&C want to amend to free up funds to put towards other items for the school, suggestion to free up funds:

Remove \$50 from each year 6 child towards the graduation activity (\$3,000 per year) (note: keep the shirt and book allowance per child)

Remove \$200 allowance per teach for resources (\$3,000 per year)

###### **Survey Monkey will be communicated**

Generate ideas about key items the community would like to occur. Suggestions include music space update, art space update, air-conditioning in classrooms, update cricket net area, better utilise orchard area, sport free access zone for kids that want to play without balls, quiet zones for breaks etc.

Facebook: Does the school want the Woodlands Primary P&C Facebook page maintained?

###### **Upcoming P&C Events:**

- **Dad's Camp Out** – Saturday, 12 November
- **Bald Archy Sundowner** – artwork will be on display from Friday, 18 November. Artwork can be purchased, minimum \$10 reserve per canvas. Collection on 9 Dec.
- **Christmas Carols** – Friday, 09 December. Requires an organiser! A suggestion for the year 2 cohort to support the coordination of the event. Christmas Raffle. Cake stall.
- **Last day of Term 4** – Friday, 9 December. Pizza, drink box and ice-cream "clear out the freezer" \$10 per order.

- **2023 Meet and Greet** – Friday, 17 February, which is Term 1, Week 3 2023. The event will incorporate an opening ceremony of the aboriginal art project which will be permanent art fixtures placed around the school.

➤ **Canteen – Nicole Stevens**

**Volunteers needed**

By week 8 (the last P&C meeting of the year) the Canteen Manager is required to provide Nicole Stevens with the specials for term 1 2023, plus one healthy snack for each week. Proposal for this to be an ongoing task.

Many thanks for the support of the following canteen volunteers:

- Lisa Harrison
- Valerie Carver
- Vicky Chow
- Alvina Husodo

➤ **Facebook Page**

The Facebook page has been renamed to Woodlands Primary School P&C.

➤ **Class Rep – Lauren Britton**

Suggestion to move the focus of Class Rep role to coordinate the year groups annual fundraising event in alignment with the engagement document. Other responsibilities will include a class contact list and one Whatsapp group for each cohort. Anything extra is a bonus!

➤ **Sustainability**

- **WACSSO – Nadia Bowey.** From 2023 the WACSSO role will be merge with the P&C Vice President position.

**5. Open discussion / Brainstorm**

**6. Next General Meeting: 28 November 2022, in person at the School Library**

**7. Adjournment 9:40pm**



# WOODLANDS PRIMARY SCHOOL

## SUBMISSION TO THE P&C

**DATE:** 7/11/22

**AGENDA ITEM:** PRINCIPAL'S REPORT – Laura O'Hara

### 1. Acknowledgement of Country

I respectfully acknowledge the Whadjuk Noongar people as the traditional owners and custodians of this land on which I work and live (Boorloo) and pay my respects to the Elders, past, present and emerging.

### 2. Nature Play Space

I would like to thank the P&C for their sustained commitment to completing the Nature Play Space improvement of the school grounds. The playground has been embraced by the students who enjoy this unique addition to the play spaces previously available. It has been used by children of all ages every day.

### 3. P&C Funding 2022

See updated voluntary contributions, homework programs, P&C funded requests and ICT Lease schedule below.

	Income Breakdown 2022				
	Requested	Received	Outstanding	Total School Contributions	% Paid
Primary Contributions	\$ 19,170.00	\$ 14,928.50	\$ 4,241.50	\$ 20,148.50	77.87%
Pre Primary Contributions	\$ 2,700.00	\$ 2,400.00	\$ 300.00		88.89%
Kindy Contributions	\$ 3,120.00	\$ 2,820.00	\$ 300.00		90.38%
P&C Contributions	\$ 30,297.50	\$ 23,611.00	\$ 6,686.50	\$ 23,611.00	77.93%
Mathletics	\$ 6,290.00	\$ 4,715.00	\$ 1,575.00	\$ 8,006.00	74.96%
Reading Eggs	\$ 4,440.00	\$ 3,291.00	\$ 1,149.00		74.12%
STEMSmart	\$ 18,830.00	\$ 17,408.50	\$ 1,421.50		\$ 1,421.50
		\$ 15,673.50	\$	\$ 53,187.00	

### Woodlands Primary School Billing Items

Customer: Woodlands P&C Association

Items for Billing Year: 2022



Ref	Date	Type	Amount	GST	Disc	Paid	Balance	Bill Code	Batch#	Comment	Status	Reason	Rec#(/s)
56764	29 MAR 2022	DR	576.00	0	0.00	576.00	0.00	DON01	00310	Ripper Skipper T-Shirts			20853
56765	29 MAR 2022	DR	2500.00	0	0.00	2500.00	0.00	DON01	00310	Inter School Shirts (70)			20853
56766	29 MAR 2022	DR	3189.00	0	0.00	3189.00	0.00	DON01	00310	Seesaw			20853
56767	29 MAR 2022	DR	2500.00	0	0.00	2500.00	0.00	DON01	00310	Letters and sounds resources			20853
56768	29 MAR 2022	DR	3000.00	0	0.00	3000.00	0.00	DON01	00310	Decodable Reading Books Yrs 1-3			20853
56769	29 MAR 2022	DR	800.00	0	0.00	800.00	0.00	DON01	00310	Plush Rug for Kindergarten			20853
60589	7 SEP 2022	DR	2348.50	0	0.00	2348.50	0.00	OOC03	00322	2022 Yr 6 Additional Graduation Shirts			22491
61248	13 OCT 2022	DR	15000.00	0	0.00	15000.00	0.00	DON03	00324	Furniture for Kindy area			22717
61249	13 OCT 2022	DR	8500.00	0	0.00	8500.00	0.00	DON03	00324	Nature Play Space initial invoice			22717
61250	13 OCT 2022	DR	34000.00	0	0.00	0.00	34000.00	DON03	00324	Nature Play Space final invoice amount			
<b>TOTALS</b>			<b>72,413.50</b>		<b>0.00</b>	<b>8,413.50</b>	<b>34,000.00</b>						



## WOODLANDS PRIMARY SCHOOL

### SUBMISSION TO THE P&C

Woodlands Primary School ICT Leases 2022-2025

Leased Item	2022	2023	2024	2025
<b>Lease 1:</b> iPad (staff and students K-1) (2-year lease) • 58 iPads (30 for K-1 and 25 for staff) @ \$429 • 58 STM iPad covers @ \$39  <i>8 quarterly payments over 2 years.                      Please note iPad leases are two years only.</i>	Two quarterly payments: <b>\$5444.88</b> (single \$2722.44)  Sept, Dec 2022	Four quarterly payments: <b>\$10, 889.76</b>  March, June, Sept, Dec 2023	Two quarterly payments: <b>\$5444.88</b>  March, June 2024	
<b>Lease 2:</b> MacBook Air (staff) (3-year lease) • 25 MacBooks @ \$1595 • 25 USB-C adapters @ \$50  <i>12 quarterly payments over 3 years.</i>	Three quarterly payments: <b>\$8, 354.25</b> (single \$2784.75)  June, Sept, Dec 2022	Four quarterly payments: <b>\$11, 139.00</b>  March, June, Sept, Dec 2023	Four quarterly payments: <b>\$11, 139.00</b>  March, June, Sept, Dec 2023	One quarterly payment: <b>\$2784.75</b>  June 2025
<b>Lease 3:</b> 75" Hisense Display Panel (and brackets) & Apple TV • 17 display panels for Kindy B, PP1, PP2, Room 1, 2, 3, 5, 6, 7, 8, 12, 13, 14, 19, 20, Music, Art @ \$1554 (including bracket) • 23 Apple TV's for all above rooms including Kindy A, Room 17, 18, Science, Library and Conference Room @ \$239  <i>12 quarterly payments over 3 years.</i>	Three quarterly payments: <b>\$7133.22</b> (single \$2377.74)  June, Sept, Dec 2022	Four quarterly payments: <b>\$9, 510.96</b>  March, June, Sept, Dec 2023	Four quarterly payments: <b>\$9, 510.96</b>  March, June, Sept, Dec 2024	One quarterly payment: <b>\$2377.74</b>  June 2025
<b>Totals:</b>	<b>\$20, 932.35</b>	<b>\$31, 539.72</b>	<b>\$26, 094.84</b>	<b>\$5, 162.49</b>

#### 4. P&C Funding 2023

For 2023, the school would like to request support from the P&C for the following items.

- **ICT leases** - P&C Voluntary Contributions to be allocated to the ICT leases, resources and infrastructure to future proof our school and ensure the ICT learning environment provides modern iPad technology. The cost for technology leases in 2023 will be the highest of any lease year due to the leasing program starting halfway through 2022, not at the beginning. The cost for 2023 will be **\$31,539.72**.

Voluntary Contributions for 2022 are at \$23,611.00. The lease program cost the school less in 2022 than anticipated due to the iPad leases starting halfway through the year. This means the school received \$2,678.65 more than it spent in this area. This could be applied to the large lease payment due in 2023.


- **Seesaw** – online communication platform **\$3200**. See two example weeks of usage below.



## **WOODLANDS PRIMARY SCHOOL**


### **SUBMISSION TO THE P&C**

### **Week of October 30 - November 6 at Woodlands Primary School**

 num-items-  
icon

**181**

New Items

 num-likes-  
icon


**40**

Likes

 num-  
comments-icon

**1**


Comment

 num-parent-  
visits-icon

**47**


Parent Visits

### **Week of October 23 - October 30 at Woodlands Primary School**

 num-items-  
icon


**263**

New Items

 num-likes-  
icon


**44**

Likes

 num-  
comments-icon

**2**

Comments

 num-parent-  
visits-icon

**56**

Parent Visits

- **Early Childhood Classroom Furniture** – We request that the P&C fund the upgrade of Kindergarten furniture in 2023 in the amount of **\$15,000**. The 2022 early childhood classroom furniture has been ordered for the two pre-primary classrooms to include new student desks and chairs. We expect this will be in place for the start of the new year.
- **Early Childhood Grounds** – The ECE team are requesting a replacement for the cubby house, shade for the playground equipment and upgrade for the grass/gardens. Estimate TBA
- **Sports Equipment** – Sports equipment replacement eg balls, cricket gear, cones, ropes, etc **\$2000**. In recent interviews with 30 Year 5 students who applied for School Captain and Councillor, the area most students highlighted as in need of improvement was an increase in quantity and variety of sports equipment.

### **5. Possible Future P&C Projects**

Following the success of large scale P&C projects (Nature Play Space, Basketball Courts, Murals, Bathroom Upgrades), the school would like to determine with the P&C if another project should be considered. Staff at school have been consulted about possible future P&C projects. If the P&C can consider which project(s) they would like to support, costings can be carried out. Suggestions from staff for the P&C to consider are as follows:



## WOODLANDS PRIMARY SCHOOL

humanity · belonging · possibilities · respect

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## WOODLANDS PRIMARY SCHOOL

### SUBMISSION TO THE P&C

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- Install reverse cycle air conditioning in the classrooms with evaporative cooling.
- Upgrade the undercover area by painting the floor and installation of a new stage
- Upgrade the music room, especially with the increase in IMSS classes and band rehearsal and performances.
- Painting of classrooms
- Ongoing contribution towards maintenance of school oval – approximately **\$7000** per year

Other suggestions from the P&C and community are very welcome.

Treasurers report 7/11/22

We have \$83,054.71 in the bank.

We have owing in current creditors \$34,059.64 which will be paid soon

Around \$15,000 in uniform shop not yet billed and possible up to \$2000 for dads camp out and leavers money approximately \$6000.

All other money has been accounted for. Leaving at this stage approximately \$26,000 in the bank.

In the near future there will be a transfer of funds for nature play, around \$10,000 and \$2000 dads camp out.

We are showing a loss of \$30,910.09 this is due to spending money that we had over the past two years that hadn't been allocated. We have enough money to cover all our bills with a slight surplus.

The canteen is running at a profit of \$636.59, even after having to pay for stock due to power outage and stolen goods.

The uniform shop is running at a profit of \$8,179.25, but it must be noted that while running at a profit, we have large outlays and buying well in advance for uniforms. This year we have spent \$21,000 with \$15,000 pending. So not all profit is liquid. Further years using MYOB will give better indicators of how much actual profit is useable.

Normal fundraising is around normal at \$20,978.04 though some monies may have to be paid out for dads camp out.

I believe the year group fundraising has been very successful for those that have completed it. With recent fundraising being disco \$2794.38 and bunnings \$3023.97. The end of year sausage sizzle raised \$882.96 and we are considering having this end of term 1,2 and 3 as a year group fundraiser.

Nature Play raised over \$16,000, full balance will show once go fund me funds get transferred.

We have paid out \$72,237 in budget items this includes nature play. This does not include the P and C contributions which should tally around \$25,000.



## Profit and loss report

Accrual mode

01 Jan 2022 - 30 Nov 2022

	<b>Total</b>
<b>4-0000 Income</b>	
<b>4-1000 Canteen Income</b>	
4-1001 Canteen Cash Sales	2,560.35
4-1005 Canteen Quickcliq Sales	16,140.53
<b>Total Canteen Income</b>	<b>18,700.88</b>
<b>4-2000 Uniform Shop Income</b>	
4-2001 Uniform Cash Sales	2,879.00
4-2005 Uniform Quickcliq Sales	11,165.78
4-2010 Uniform Square Sales	24,322.43
<b>Total Uniform Shop Income</b>	<b>38,367.21</b>
<b>4-3000 Fundraising Income</b>	
4-3070 Dance / Disco	2,794.38
4-3089 Hot Cross Buns	240.00
4-3091 Read-a-Thon	4,180.87
4-3094 Recycle Cans and Bottles	68.70
4-3095 Dads Camp Out	2,136.23
4-3097 Canteen Sausage Sizzle	882.96
4-3098 Entertainment Books	336.00
4-3099 Athletics Carnival Fundraising	2,534.88
4-3100 Bunnings Sausage Sizzle	3,023.97
4-3101 Election Sausage Sizzle	1,146.34
4-3102 Election Cake Stall	1,505.22
4-3109 Raffle	1,063.50
4-3118 Picture Plates	1,064.99
4-3407 Play Equipment	8,938.13
<b>Total Fundraising Income</b>	<b>29,916.17</b>
<b>4-4000 Other Income</b>	
4-4001 P and C Contributions	40.00
4-4002 Membership Fees	34.00
4-4090 Government Grants	10,000.00
4-4103 Donations Received	1,060.00
<b>Total Other Income</b>	<b>11,134.00</b>
<b>Total Income</b>	<b>98,118.26</b>
<b>5-0000 Cost Of Sales</b>	
5-2011 Cost of Uniform Sales	29,142.51
<b>Total Cost Of Sales</b>	<b>29,142.51</b>
<b>Gross Profit</b>	<b>68,975.75</b>
<b>6-0000 Expenses</b>	
<b>6-1000 Canteen Expenses</b>	
6-1100 Canteen Staff	6,427.61

	<b>Total</b>
6-1109 Canteen Superannuation Paid	663.12
6-1120 Canteen Purchases Stock	10,451.91
6-1212 Canteen General Expenses	105.65
6-1214 Workers Compensation	416.00
<b>Total Canteen Expenses</b>	<b>18,064.29</b>
<b>6-2000 Uniform Shop Expenses</b>	
6-2004 Uniform General Expenses	209.19
6-2030 Uniform Quickcliq Fee	434.68
6-2031 Uniform Square Fee	401.58
<b>Total Uniform Shop Expenses</b>	<b>1,045.45</b>
<b>6-4000 General Expenses</b>	
6-4103 MYOB Subscription Fee	945.00
6-4150 Insurance	382.00
6-4220 General Expenses	762.99
6-4250 Postage & Stationery	106.25
6-4300 WACSSO	1,169.37
<b>Total General Expenses</b>	<b>3,365.61</b>
<b>6-7000 Other Expenses</b>	
6-7024 2021 Canteen Invoices	2,545.09
6-7102 Training	280.00
6-7501 Graduation Expenses	2,348.50
<b>Total Other Expenses</b>	<b>5,173.59</b>
<b>6-8000 Regular Budget Items</b>	
6-8107 English Resources	5,500.00
6-8108 Phys Ed Resources	3,076.00
6-8109 Early Learning Resources	800.00
6-8119 Canteen Budget Items	1,098.00
6-8935 Ipad and Computer Apps	3,189.00
6-8977 Urban Orchard	425.00
<b>Total Regular Budget Items</b>	<b>14,088.00</b>
<b>6-9000 Other Budget Items</b>	
6-9371 Kindy Furniture	15,000.00
6-9372 Nature Playground	42,500.00
6-9382 Toilet Upgrades	649.00
<b>Total Other Budget Items</b>	<b>58,149.00</b>
<b>Total Expenses</b>	<b>99,885.94</b>
<b>Operating Profit</b>	<b>-30,910.19</b>
<b>8-0000 Other Income</b>	
8-8888 Suspense Income	89.80
<b>Total Other Income</b>	<b>89.80</b>
<b>9-0000 Other Expenses</b>	
9-9999 Suspense Expense	89.80
<b>Total Other Expenses</b>	<b>89.80</b>
<b>Net Profit</b>	<b>-30,910.19</b>

## Balance sheet report

30 Nov 2022

	<b>Total</b>
<b>1-0000 Assets</b>	
<b>1-1000 Cash on Hand</b>	
1-1100 General Cheque Account	44,054.71
1-1105 Online Savings Account	39,000.00
1-1139 Canteen Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
<b>Total Cash on Hand</b>	<b>83,204.71</b>
<b>1-5000 Stock-on-Hand</b>	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	27,824.11
<b>Total Stock-on-Hand</b>	<b>28,124.11</b>
<b>Total Assets</b>	<b>111,328.82</b>
<b>2-0000 Liabilities</b>	
<b>2-1000 Creditors</b>	
2-2000 Trade Creditors	34,059.64
<b>Total Creditors</b>	<b>34,059.64</b>
<b>2-2500 Current Liabilities</b>	
2-2530 Superannuation Payable	112.92
2-2561 PAYG Withholding Payable	-0.53
<b>Total Current Liabilities</b>	<b>112.39</b>
<b>2-4000 Other Liabilities</b>	
2-4001 Uniform Stock Adjustment	-2,119.85
<b>Total Other Liabilities</b>	<b>-2,119.85</b>
<b>2-7000 Funds Held on Behalf of</b>	
2-7049 Leavers 2022	5,980.36
<b>Total Funds Held on Behalf of</b>	<b>5,980.36</b>
<b>Total Liabilities</b>	<b>38,032.54</b>
<b>Net Assets</b>	<b>73,296.28</b>
<b>3-0000 Membership Funds</b>	
3-8000 Accumulated Funds b/fwd	104,206.47
3-9000 Current Surplus (Deficit)	-30,910.19
<b>Total Membership Funds</b>	<b>73,296.28</b>