



# WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.  
General Meeting  
16 May 2022 at 7.30pm via TEAMS**  
[Click here to join the meeting](#)  
**MEETING MINUTES**

**1. General Welcome – Rachna Desai, 2022 P&C President**

Welcome to Country

- Attendees to note their name, email address state if they're a financial member in the comments box
  - \*Reminder: you can only vote if you are a financial member\*
- Apologies
  - Lareina Learnihan
- New members to complete a membership form

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

Refer to attachment for the Principals Report

**3. Gemma Roberts, Woodlands Primary Teacher, English Curriculum Leader**

*At Woodlands we have been working with the West Coast Language Development Centre, a branch of the department which consists of teachers and various therapists, to streamline and define our whole school literacy approach. In particular we have focused on home reading and created a continuum for parents and teachers to clarify expectations around home reading. The P&C allocated funds have helped to support the purchase of decodable home readers in line with best practise and hands on games in line with the Letters and Sounds phonics program. Thank you to the P&C for making this possible. We will be running a home reading workshop later in the term.*

**4. David Todd, Woodlands Primary Teacher, Humanities and Social Sciences (HASS) Curriculum Leader**

[https://www.canva.com/design/DAFAQe-qvqI/lxsC2jGu7k53WQjmr84VA/view?utm\\_content=DAFAQe-qvqI&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=recording\\_view](https://www.canva.com/design/DAFAQe-qvqI/lxsC2jGu7k53WQjmr84VA/view?utm_content=DAFAQe-qvqI&utm_campaign=designshare&utm_medium=link&utm_source=recording_view)

**5. Sam Harvie, Woodlands Primary Teacher, ICT and Communications Leader**

Refer to attachment for the BYO iPad Survey Analysis and Response

## 6. Update on Financials – Rachel McMahon, Treasurer

Refer to attachment for the Treasurers report

Motion: To approve Treasurer report

Seconded: Pippa Farrelly

Approved: Unanimous

Against: NA

Abstaining: NA

Motion: Vote on approving a Debit card for the P&C with a process to be adopted by the Exec P&C team

Seconded: Nicole Stevens

Approved: Everyone except those abstaining

Against: NA

Abstaining: Maris Phoebe, Laura O'Hara

Motion: Vote to keep an amount (\$1,000 to \$1,500) in reserves for approved fundraisers

Seconded: Fiona Chromiak

Approved: Unanimous

Against: NA

Abstain: NA

## 7. General Business

### ➤ **AGM Date**

No longer considering a change, taken off the table

### ➤ **Fundraising, Lareina Learnihan**

Read-a-thon is going to be led by Catherine Sharbanee

### ➤ **Class Rep – Lauren Britton**

All classes except for Ms Harvie have a Parent Rep

### ➤ **Engagement Committee– Fiona Chromiak/Nadia Bowey**

No update

### ➤ **Sustainability**

Application to the City of Stirling has been lodged. Bins will be delivered to the school soon. The city of Stirling will collect, and the P&C will receive the money.

Request for containers for change are kept outside of the school area and go directly to the bins which is on the school property

### ➤ **WACSSO – Nadia Bowey**

### ➤ **Canteen – Nicole Stevens**

Menu going well, no major issues. Orders are increasing weekly. Looking for volunteers to keep the canteen running smoothly.

### ➤ **Uniform Shop – Michelle Beh**

Online orders are encouraged. Issue with faction shirts – the supplier can't deliver before August. Looking at a new supplier, three colours match but Jarrah doesn't match exactly. Sample will be provided to the Principal and Deputy Principle.

8. **Open discussion / Brainstorm for semester two**  
Ran out of time
9. **Next General Meeting 13 June 2022**
10. **Adjournment 9:16pm**



# WOODLANDS PRIMARY SCHOOL

## SUBMISSION TO THE P&C

**DATE:** 16 May 2022  
**AGENDA ITEM:** PRINCIPAL'S REPORT – Laura O'Hara

### 1 CURRENT SIGNIFICANT ISSUES

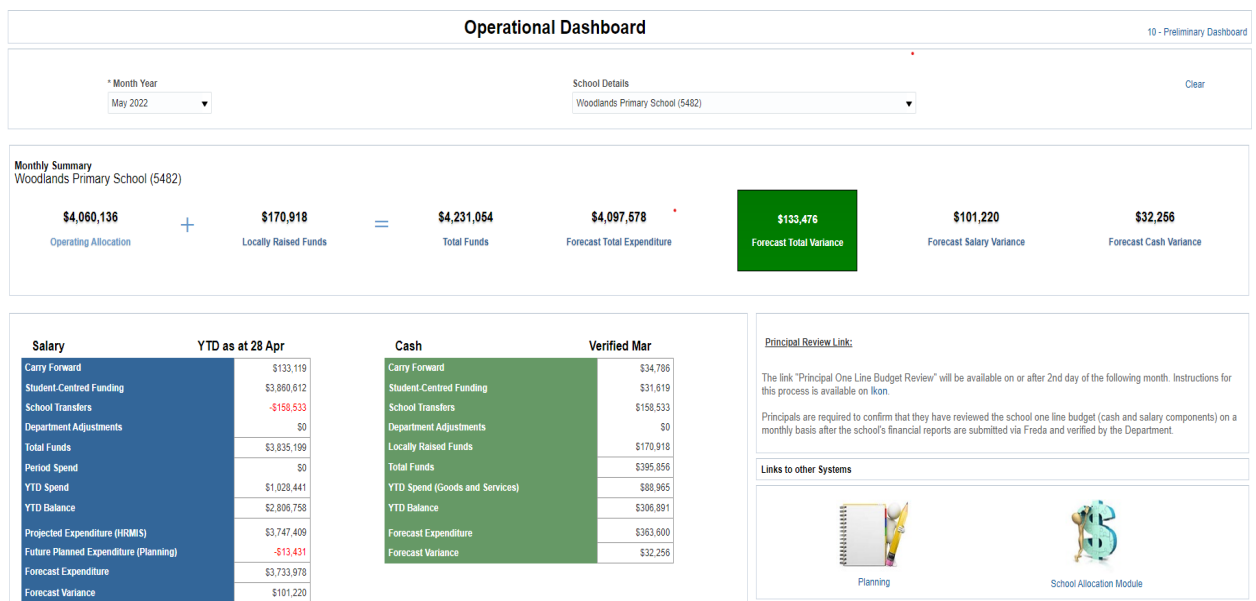
#### 1.1 COVID

On Friday 29 April 2022, COVID restrictions were eased, meaning that school operations could run almost normally. The school is no longer required to do contact tracing or to notify the community of positive COVID cases. Whole school assemblies resumed, restrictions on student play areas were withdrawn and mask wearing became optional. Parents are allowed on site and in classrooms as normal.

### 2 MATTERS FOR NOTING

#### 2.1 One-line budget

The school census was validated as correct and the school budget has been set. Screen shot of live budget figures as at 4 May 2022.





**WOODLANDS PRIMARY SCHOOL**

**SUBMISSION TO THE P&C**

**2.2 Voluntary Contributions Update**

| Income Breakdown 2022            |                        |              |             |                            |        |
|----------------------------------|------------------------|--------------|-------------|----------------------------|--------|
|                                  | Requested              | Received     | Outstanding | Total School Contributions | % Paid |
| Primary Contributions            | \$ 19,020.00           | \$ 12,928.90 | \$ 6,091.10 | <b>\$ 17,308.90</b>        | 67.98% |
| Pre Primary Contributions        | \$ 2,700.00            | \$ 1,980.00  | \$ 720.00   |                            | 73.33% |
| Kindy Contributions              | \$ 3,060.00            | \$ 2,400.00  | \$ 660.00   |                            | 78.43% |
| P&C Contributions                | \$ 30,110.00           | \$ 20,430.00 | \$ 9,680.00 | <b>\$ 20,430.00</b>        | 67.85% |
| Mathletics                       | \$ 6,222.00            | \$ 3,157.00  | \$ 3,065.00 | <b>\$ 5,318.00</b>         | 50.74% |
| Reading Eggs                     | \$ 4,392.00            | \$ 2,161.00  | \$ 2,231.00 |                            | 49.20% |
| <b>Total Outstanding</b>         | <b>13/05/2022</b>      |              |             |                            |        |
| Contributions                    | \$ 7,471.10            |              |             |                            |        |
| P&C Contributions                | \$ 9,680.00            |              |             |                            |        |
| Homework Programs                | \$ 5,296.00            |              |             |                            |        |
| <b>Overall Total Outstanding</b> | <b>\$ 22,447.10</b>    |              |             |                            |        |
| Income Breakdown 2021            |                        |              |             |                            |        |
|                                  | Requested              | Received     | Outstanding | Total School Contributions | % Paid |
| Primary Contributions            | \$ 20,665.00           | \$ 16,801.25 | \$ 3,863.75 | <b>\$ 21,721.25</b>        | 81.30% |
| Pre Primary Contributions        | \$ 3,000.00            | \$ 2,640.00  | \$ 360.00   |                            | 88.00% |
| Kindy Contributions              | \$ 2,640.00            | \$ 2,280.00  | \$ 360.00   |                            | 86.36% |
| P&C Contributions                | \$ 31,970.00           | \$ 24,149.24 | \$ 7,820.76 | <b>\$ 24,149.24</b>        | 75.54% |
| Mathletics                       | Not Applicable in 2021 |              |             | <b>\$ -</b>                |        |
| Reading Eggs                     |                        |              |             |                            |        |
| <b>Total Outstanding</b>         | <b>13/05/2022</b>      |              |             |                            |        |
| Contributions                    | \$ 4,583.75            |              |             |                            |        |
| P&C Contributions                | \$ 7,820.76            |              |             |                            |        |
| Homework Programs                | \$ -                   |              |             |                            |        |
| <b>Overall Total Outstanding</b> | <b>\$ 12,404.51</b>    |              |             |                            |        |

**2.2 School Development Day Term 2**

On Tuesday 26 April, the staff attended a school development day on the school site. There were four professional learning sessions which included:

- Laura O’Hara - A review of the school improvement journey; where are we now and where are we going. Included a refresher on school review recommendations and high effect size influences (John Hattie, ie collective teacher efficacy, student expectations, feedback) to understand why we are choosing our current strategies.
- Gemma Roberts - The Science of Reading - Home Reading Program expectations and changes
- Sam Harvie – Compass Module, Positive behaviour tracking tool



## **WOODLANDS PRIMARY SCHOOL**

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

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- Marisa Phoebe and Sarah McCormick – Autism Spectrum Disorder Module 1- Understanding our students with Autism Spectrum Disorder

### **3 FOR DISCUSSION**

#### **3.1 Business Plan 2023-2025**

The Board has begun discussions about the development of the 2023-2025 Business Plan. There was discussion about priorities aligning with the Department's Strategic Plan. These would include student academic and non-academic success, student wellbeing, consistent evidence-based whole school approaches and programs, high quality teaching staff, improvements in ECE, embedded ICT.

School and community consultation will begin this term.

### **4 PRESENTATIONS**

1. Gemma Roberts – English Curriculum Leader  
Home Reading

2. David Todd - Humanities and Social Sciences (HASS) Curriculum Leader  
Aboriginal Cultural Standards Framework and Reconciliation Action Plan. Click on the link below to watch a short presentation by David.

[https://www.canva.com/design/DAFAQe-qvqI/lxsC2jGu7k53WQjmr84VA/view?utm\\_content=DAFAQe-qvqI&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=recording\\_view](https://www.canva.com/design/DAFAQe-qvqI/lxsC2jGu7k53WQjmr84VA/view?utm_content=DAFAQe-qvqI&utm_campaign=designshare&utm_medium=link&utm_source=recording_view)

3. Sam Harvie – ICT and Communications Leader  
Compass and ICT update



## BYO iPad Survey Analysis and Response

Term 4 2021

*Due to the small sample size of 15/200+ survey returns, statistical use of this data would not be valid. Comments have been extracted to look for trends and to consider individual community feedback.*

| Pros   | Cons   |
|--|--|
| Use of predictive text has helping him with strategies for learning. | Being used as rewards rather than an educational tool.   |
| Share learning at home.  | Poor handwriting, less critical thinking and work output is less quality than pen and paper.   |
| Understanding of iPad functionality and typing is improving.         | It should not be used at the core source of information and to be used as a way to present information.  |
| Learning a variety of platforms.                                     | Cost to the parent, focus on laptops.<br>Would prefer if there was more biodiversity around DT eg. Unplugged programs.<br>Detrimental to handwriting, spelling, maths and creative thinking. |
| Curiosity to find out more and research topics.                      | Query is Minecraft Education educational?  |
| Sharing learning at home.  | Too much time spent on iPads compared to what was outlined in the parent sessions.   |
| Continue learning at home.   | Year 2 is too early to be introduced whereas Year 4 would be better.   |
| For research and investigation.                                      | It is not a successful program.  |
| Excellent Minecraft skills.  | Are they being used by relief teachers as a babysitting tool, poor posture and the   |

|  |   |
|--|---|
|  | school hasn't addressed this, online accounts being set up for children that parents are not able to access and do not have appropriate privacy settings. Children's information does not get deleted at the end of the year. |
| Creation of work using various apps at a high level.   |   |
| Blown away what child has created and how they have been integrated into traditional subjects. |   |
| Love the program.  |   |
| Good for high school skills when using a laptop.   |   |
| <i>14 were positive</i>  | <i>9 were negative</i>  |

***Based on the feedback received the ICT Committee have implemented the following:***

- Completed an eLearning audit of the ICT Competencies which range from Foundation to Transformative practice;
- Based on the audit ratings in the matrix compiled a 3-year strategic plan to align with our WPS Business Plan;
- Ongoing parent feedback will be through a parent representative on the ICT Committee – Steve Floyd (background in Computer Engineering);
- Upgraded all interactive whiteboards and computers to future proof our school to display panels, ECE iPads, Apple TV's and MacBook Air's;
- Implemented Compass Education, the school communication and management platform, to ensure that all student information is mobile and accessible anywhere, anytime;
- Out of all the families at WPS only 5 families were not connected. Parents have been emailed and reminded how to log onto the app since.
- Moved to Seesaw for Schools to align practice and consistency of messages, assessment, and classroom curriculum delivery;



- Assigned a personal coach to each staff member to coach, mentor and model best practice in 1:1 iPad classroom integration;
- Collaborating with other BYO schools through STEAM competition and school visits;
- Outsource code club to a third-party provider for DT skills beyond Minecraft; potentially commencing Term 3 2022 and ongoing into 2023 depending on the outcome of the service provider
- Commence a tech network with local schools to ensure continuity of practice.

## Treasurer Report – Rachel McMahon

As discussed previously am having some issues with MYOB and integrating the uniform shop mainly.

### Balance Sheet

General cheque account says it is \$62,564.99 which is incorrect. The amount we have in the bank is \$28,594.45.

This larger amount comes from two unallocated payments totalling \$7801.54 and last years P and C's invoice for \$26,169.00 which appeared back for no reason! It does sit on trade creditors liabilities so does cancel out, but not sure why it is there.

The \$7801.54 is not allocated, this is the past lot of uniform/canteen payments and wages. I am unable to allocate wages as it has gone to 'electronic clearing house' (you can see this on the balance sheet) this never happened with Yvettes pays and may have to do with recent updates we have had. I will have to call to sort.

The uniform/canteen ones I can not allocate because it was paid as a multi pay which means that we can not choose the invoices the uniform shop has put in, because the total includes other invoices from canteen. This will take a little while to sort but there will be a way. For now I have asked Andrew to pay uniform shops together and canteen together, not mixed.

The uniform shop stock is incorrect \$23,520.70 though it would not be far out. The integration of the uniform shop is not working well, it may be that we need to have a separate MYOB for the uniform shop OR we may have to start a new MYOB with opening balances. The reason I think we may have to look into this, is I think we have inherited errors with the old version conversion and I think that this is why every time we try to add something new we get issues.

I have looking to Zero and there is not a lot between what MYOB does and what Zero does, it does not justify swapping to a new platform.

Our ANZ online saver is now set up and we have \$39,000 in that account, you see this on the line Online savings account. This is the money that has been set aside for projects and also the buffer we keep in the account.

Profit and Loss, the issues on this one has to do with Uniform Shop Purchases and Uniform Purchases Stock. These are what are out when we enter sales or invoices. But all other lines are correct.

Hot Cross Buns we made \$240

Raffle \$1063.50

We have paid the Budget Items out to the school also which generally does not happen till the end of the year. So apart from this months invoices we are up to date as all other money that is allocated is in the online saver.

I have applied for the government grant which would be \$10,000 I haven't heard yet if we were successful.

We have had discussion about getting a debit card, for canteen use. Not all places accept account payments and at the moment my personal credit card is being used for minor purchases. If we get a debit card, we can transfer small amounts on so it is in credit but we will still require invoices etc...

The other thing I would like to mention and vote on, is to keep an amount aside for fundraising when it comes up. I am thinking something along the lines of blanket money for Canteen or Uniform Shop. A big problem we have is a lot of events are last minute, in between meetings like the election, we know that we will vote to allow money for the event but we need to have call a meeting after a week of people knowing we are voting. It becomes too hard. If we have that money aside then people doing approved events can be secure in knowing the P and C will pay or payback the money quickly. I believe \$1500 to \$2000 should be set aside.

## Balance sheet report

16 May 2022

|                                       | <b>Total</b>      |
|---------------------------------------|-------------------|
| <b>1-0000 Assets</b>                  |                   |
| <b>1-1000 Cash on Hand</b>            |                   |
| 1-1100 General Cheque Account         | 62,564.99         |
| 1-1105 Online Savings Account         | 39,000.00         |
| 1-1131 Electronic Clearing Account    | -795.00           |
| 1-1139 Canteen Cash Float             | 50.00             |
| 1-1140 Uniform Shop Cash Float        | 100.00            |
| <b>Total Cash on Hand</b>             | <b>100,919.99</b> |
| <b>1-5000 Stock-on-Hand</b>           |                   |
| 1-5100 Canteen Stock                  | 300.00            |
| 1-5200 Uniform Shop Stock             | 23,520.70         |
| <b>Total Stock-on-Hand</b>            | <b>23,820.70</b>  |
| <b>Total Assets</b>                   | <b>124,740.69</b> |
| <b>2-0000 Liabilities</b>             |                   |
| <b>2-1000 Creditors</b>               |                   |
| 2-2000 Trade Creditors                | 26,169.00         |
| <b>Total Creditors</b>                | <b>26,169.00</b>  |
| <b>2-2500 Current Liabilities</b>     |                   |
| 2-2530 Superannuation Payable         | 81.73             |
| 2-2561 PAYG Withholding Payable       | 25.19             |
| <b>Total Current Liabilities</b>      | <b>106.92</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>32,256.28</b>  |
| <b>Net Assets</b>                     | <b>92,484.41</b>  |
| <b>3-0000 Membership Funds</b>        |                   |
| 3-8000 Accumulated Funds b/fwd        | 104,206.47        |
| 3-9000 Current Surplus (Deficit)      | -11,722.06        |
| <b>Total Membership Funds</b>         | <b>92,484.41</b>  |

## Profit and loss report

Cash mode

01 Jan 2022 - 16 May 2022

|                                       | <b>Total</b>     |
|---------------------------------------|------------------|
| <b>4-0000 Income</b>                  |                  |
| <b>4-1000 Canteen Income</b>          |                  |
| 4-1001 Canteen Daily Cash Takings     | 6.00             |
| 4-1002 Canteen Quickcliq Online Sales | 1,860.92         |
| <b>Total Canteen Income</b>           | <b>1,866.92</b>  |
| <b>4-2000 Uniform Shop Income</b>     |                  |
| 4-2001 Uniform Daily Cash Takings     | 2,046.69         |
| 4-2005 Uniform Quickcliq Online Sales | 7,281.08         |
| 4-2010 Uniform Eftpos (Square) Sales  | 12,961.32        |
| <b>Total Uniform Shop Income</b>      | <b>22,289.09</b> |
| <b>4-3000 Fundraising Income</b>      |                  |
| 4-3089 Hot Cross Buns                 | 960.00           |
| 4-3098 Entertainment Books            | 112.00           |
| 4-3109 Raffle                         | 1,063.50         |
| <b>Total Fundraising Income</b>       | <b>2,135.50</b>  |
| <b>4-4000 Other Income</b>            |                  |
| 4-4001 P and C Contributions          | 40.00            |
| 4-4002 Membership Fees                | 34.00            |
| 4-4103 Donations Received             | 60.00            |
| <b>Total Other Income</b>             | <b>134.00</b>    |
| <b>Total Income</b>                   | <b>26,425.51</b> |
| <b>5-0000 Cost Of Sales</b>           |                  |
| 5-2011 Uniform Shop Purchases         | 11,321.46        |
| <b>Total Cost Of Sales</b>            | <b>11,321.46</b> |
| <b>Gross Profit</b>                   | <b>15,104.05</b> |
| <b>6-0000 Expenses</b>                |                  |
| <b>6-1000 General Expenses</b>        |                  |
| 6-1103 MYOB Subscription Fee          | 420.00           |
| <b>Total General Expenses</b>         | <b>420.00</b>    |
| <b>6-2000 Canteen Expenses</b>        |                  |
| 6-2100 Canteen Staff                  | 817.25           |
| 6-2109 Canteen Superannuation Paid    | 81.73            |
| 6-2120 Canteen Purchases Stock        | 2,772.31         |
| 6-2130 Canteen Online Quickcliq Fee   | 101.60           |
| <b>Total Canteen Expenses</b>         | <b>3,772.89</b>  |
| <b>6-3000 Uniform Shop Expenses</b>   |                  |
| 6-3001 Uniform Purchases Stock        | 6,795.47         |
| <b>Total Uniform Shop Expenses</b>    | <b>6,795.47</b>  |
| <b>6-4000 Fundraising Expenses</b>    |                  |

|                                    |                   |
|------------------------------------|-------------------|
| 6-4301 Hot Cross Buns              | 720.00            |
| <b>Total Fundraising Expenses</b>  | <b>720.00</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 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>   |                   |
| 6-9382 Toilet Upgrades             | 649.00            |
| <b>Total Other Budget Items</b>    | <b>649.00</b>     |
| <b>Total Expenses</b>              | <b>26,445.36</b>  |
| <b>Operating Profit</b>            | <b>-11,341.31</b> |
| <b>8-0000 Other Income</b>         |                   |
| 8-8888 Suspense Income             | 29.00             |
| <b>Total Other Income</b>          | <b>29.00</b>      |
| <b>9-0000 Other Expenses</b>       |                   |
| 9-9999 Suspense Expense            | 29.00             |
| <b>Total Other Expenses</b>        | <b>29.00</b>      |
| <b>Net Profit</b>                  | <b>-11,341.31</b> |