



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc. General Meeting 13 June 2022 at 7.30pm – School Library

For those that cannot make it in person, you can listen in via TEAMS: [Click here to join the meeting](#)

Please note that participants listening in via TEAMS cannot vote

MEETING MINUTES

1. General Welcome – Rachna Desai, 2022 President Welcome to Country

- Apologies
 - Catherine Sharbanee, Nadia Bowey, Lareina Learnihan, Laura O'Hara, Andrew North
- New members to complete a membership form

2. Principal's Welcome & Report – Sarah McCormick on behalf of Laura O'Hara, Principal

- Refer to attachment for the Principals Report
- Librarian Maria Neumann has returned

Motion: Pass the Principals Report

Second: Rachna Desai

Approved: All attendees, except those abstaining

Against: NA

Abstaining: Fiona Chromiack

3. Sam Harvie, Woodlands Primary Teacher, ICT and Communications Leader

To discuss coding format. A one-hour program delivered by experts every week, commencing term 2, week 3. Coding and programming company, aligned to the digital technology curriculum. One to eight ratio (one expert to every eight students). Customised delivery and exercises to suit years two to six.

4. Update on Financials – Rachel McMahon, Treasurer

Refer to the attachment for the Treasurers Report

Hardship grant - \$10,000

Kristine Tonkin - \$1,000

Motion: Approve Treasurer report

Seconded: Lauren Britton

Approved: All in favour

Abstaining: NA

5. General Business

- Canteen – Nicole Stevens

The canteen is receiving approx. 90 orders every Friday and 25 orders on a Wednesday. VOLUNTEERS NEEDED

➤ **Uniform Shop – Michelle Beh**

Buying a scanner for the Uniform shop to speed up the purchasing process for customers and easier on the back end, eliminating data entry.

Everything in stock! A lot of complaints with the new polo shirts, splitting of shirts on shoulders. Can't see the logo on some of the new faction shirts. Looking at new supplier for school polos.

There has been a price increase on most items due to supplier price increase.

➤ **Fundraising – Lareina Learnihan**

\$6,094.54 fundraised to date

Read-a-thon – to be held in term 3. Information to be circulated week 9 or 10 of term 2.

The read-a-thon has a pre-approval amount of \$600 to spend on prizes.

Fundraising for Year 6 Graduation – Keepsake Fundraiser.

➤ **Class Rep – Lauren Britton**

Collating ideas to streamline Class Rep responsibilities. Every classroom has a class representative, with the exception of Year 4, Mrs Sam Harvey – a volunteer would be appreciated. The expectation is that a Class Contact List is distributed for each class and one whole year group catch up per term. Accolades to be incorporated into the P&C General Meetings, please email these to info@woodlandspandc.org.au

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

Working on the engagement committee document to refine each year cohorts' requirements to participate in a community fundraising event.

➤ **Sustainability**

Containers for change – bins have been delivered to the school. Everyone is strongly encouraged to participate, 100% of profits go to the P&C.

Certain classrooms accept recyclable products – a list will be collated and distributed through the parent rep liaison.

➤ **WACSSO – Nadia Bowey**

P&C Day was 20th of May. It was a day to recognize the hard work of all P&C's. **See attached letter from Lisa Rodgers, Director General sent to all P&C's**

A note from Nadia;

WACSSO's annual Conference will be September 10 & 11th registration is now open. It is an opportunity to network with other P&Cs and boost your knowledge to help strengthen the P&C. Usually we send one or two delegates from the executive committee. Please discuss who will be attending this year to Represent our P&C and i will get them registered. Registrations close on the 5th of August

WACSSO says Our P&C could be eligible to receive a Small Business Hardship Grant. The Small Business Hardship Grants Program is designed to provide financial support for businesses most impacted by Level 2 public health and social measures that came into effect on 3 March 2022. This program is now open to applications from Not for Profits that meet all the eligibility criteria - To see if we P&C is eligible, visit <https://www.smallbusiness.wa.gov.au/coronavirus/grants> - Applications close on the 30th of June.

6. Open discussion / Brainstorm for semester two

- Fundraising ideas; eggs, pegs, cookie dough, boldarchies art evening, term 4.

7. Next General Meeting Week 4, 8 August at 7:30pm - TEAMS

8. Adjournment 9:40pm



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 16/6/22
AGENDA ITEM: PRINCIPAL'S REPORT – Laura O'Hara

1. Acknowledgement of Country

- a. 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. COVID

The number of staff and student COVID numbers has reduced significantly. School operations are back to normal. Effective 10 May, the mandatory vaccination requirements cease. A Compass communication was sent to the parent community explaining this change.

3. Business Plan 2023-2025

Staff have begun the consultation and planning process for our 2023-2025 Business Plan. Building on our 2021 School Review, the staff are united and clear on the future school directions.

Following the Board Consultation and Planning session on 7 June, a community consultation meeting will be held in Term 2. Consideration is being given to a WebEx information session followed by a small group of parents and community members meeting in person. This would allow greater community involvement and understanding.

Student consultation will include School Captains, councillors and selected students representing junior years.

4. 2021 Annual Report

The 2021 Annual Report has been completed. The school Board has endorsed the report. It will now be published on Schools online.

5. Digital Technologies Program Term 3

In Term 3, the school will run a digital technologies program for years 2-6 through an external provider. The program will focus on coding. Teacher Sam Harvie will report at the P&C meeting on this initiative.

6. Learning Journeys

The school is bringing the annual classroom Learning Journeys forward to the beginning of Term 3 rather than the end. Teachers are being consulted about dates and time. Parents will be advised soon on the outcome.

Treasurers Report – Rachel McMahon

Cheque Account \$39,552.17

Savings Account (allocated monies not paid) \$39,000

Working with Michelle in the uniform shop to get it integrated with MYOB, all seems to be working fine. Michelle now processes all sales and enters and uploads all invoices to the MYOB.

Looking at getting a scanner to make the process quicker and down the track possibly setting up our own online store rather than use quickcliq.

Square terminal has been purchased and set up.

Still waiting on uniform email set up. Once set up, the Uniform shop runs independently of the managers personal accounts/phone/emails/wifi etc... more professional and makes for an easy handover.

Uniform shop around \$6000 profit. On the P and L shows around \$4000 but we need to adjust cost of sales somehow for the sales that were not entered earlier.

Canteen is making a loss of \$4,472.55 (\$1470 adjusted), I had big concerns two weeks ago when the loss was sitting at about \$6000 (\$2900 adjusted)

Adjusted value is less last years stock paid this year and new equipment purchased.

Nicole worked on increasing a few prices, but also assured me that a lot was initial set up costs that won't need to be repeated for awhile, apparently there was no stock or supplies left from last year so everything needs to be replenished. I have noticed in the past 2 weeks, a big reduction in supplier invoices and increase in online transactions. I am cautiously optimistic that it can turn around.

Fundraising

\$6094.52 with latest being sausage sizzle \$1146.34 and cake stall \$1505.22

In other great news we were able to secure the governments small business hardship grant for \$10,000 which is now in the bank and why our chq account balance is slightly higher.

Balance sheet report

13 Jun 2022

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	39,552.17
1-1105 Online Savings Account	39,000.00
1-1139 Canteen Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Cash on Hand	78,702.17
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	31,529.41
Total Stock-on-Hand	31,829.41
Total Assets	110,531.58
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	434.99
Total Creditors	434.99
2-2500 Current Liabilities	
2-2530 Superannuation Payable	184.47
2-2561 PAYG Withholding Payable	25.19
Total Current Liabilities	209.66
2-7000 Funds Held on Behalf of	
2-7049 Leavers 2022	5,980.36
Total Funds Held on Behalf of	5,980.36
Total Liabilities	6,625.01
Net Assets	103,906.57
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	104,206.47
3-9000 Current Surplus (Deficit)	-299.90
Total Membership Funds	103,906.57

Profit and loss report

Accrual mode

01 Jan 2022 - 13 Jun 2022

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1001 Canteen Cash Sales	483.40
4-1002 Canteen Quickcliq Sales	5,023.65
Total Canteen Income	5,507.05
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	2,779.00
4-2005 Uniform Quickcliq Sales	10,011.00
4-2010 Uniform Square Sales	15,000.15
Total Uniform Shop Income	27,790.15
4-3000 Fundraising Income	
4-3089 Hot Cross Buns	960.00
4-3098 Entertainment Books	112.00
4-3101 Election Sausage Sizzle	2,453.80
4-3102 Election Cake Stall	1,505.22
4-3109 Raffle	1,063.50
Total Fundraising Income	6,094.52
4-4000 Other Income	
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
Total Other Income	11,134.00
Total Income	50,525.72
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	23,635.25
Total Cost Of Sales	23,635.25
Gross Profit	26,890.47
6-0000 Expenses	
6-1000 General Expenses	
6-1103 MYOB Subscription Fee	504.00
6-1220 General Expenses	289.99
Total General Expenses	793.99
6-2000 Canteen Expenses	
6-2100 Canteen Staff	1,844.65
6-2109 Canteen Superannuation Paid	184.47
6-2120 Canteen Purchases Stock	6,075.53
6-2212 Canteen General Expenses	1,874.95
Total Canteen Expenses	9,979.60
6-3000 Uniform Shop Expenses	

	Total
6-3004 Uniform General Expenses	115.69
6-3030 Uniform Quickcliq Fee	320.06
6-3031 Uniform Square Fee	284.57
Total Uniform Shop Expenses	720.32
6-4000 Fundraising Expenses	
6-4301 Hot Cross Buns	720.00
6-4324 Election Sausage Sizzle	1,307.46
Total Fundraising Expenses	2,027.46
6-7000 Other Expenses	
6-7102 Training	30.00
Total Other Expenses	30.00
6-8000 Regular Budget Items	
6-8107 English Rescources	5,500.00
6-8108 Phys Ed Rescources	3,076.00
6-8109 Early Learning Rescources	800.00
6-8935 Ipad and Computer Apps	3,189.00
6-8977 Urban Orchard	425.00
Total Regular Budget Items	12,990.00
6-9000 Other Budget Items	
6-9382 Toilet Upgrades	649.00
Total Other Budget Items	649.00
Total Expenses	27,190.37
Operating Profit	-299.90
8-0000 Other Income	
8-8888 Suspense Income	29.00
Total Other Income	29.00
9-0000 Other Expenses	
9-9999 Suspense Expense	29.00
Total Other Expenses	29.00
Net Profit	-299.90



Department of
Education

Your ref:
Our ref: D22/030838
Enquiries:

Dear P&Cs

This Friday 20 May is a very special day on the Western Australian school calendar. It is the day we celebrate and thank you all – Parents and Citizens Association (P&C) Day WA.

The contribution that you make to schools in Western Australia is so significant.

At the beginning of Term 1, we saw the pandemic enter the state and restrictions impacting our schools and communities. The resilience and tenacity shown by the students, parents and staff during this time completely blew me away.

I want to thank parents, P&Cs and members of the Western Australian Council of State School Organisations (WACSSO) for everything they did to help schools to continue operating and delivering face-to-face learning during this challenging time.

The easing of public health restrictions at the beginning of Term 2 has seen the welcome return of face-to-face meetings and large events. This is a timely change as I know many of you will be hosting 'democracy sausage sizzles' on Saturday.

It seems apt that this year P&C Day aligns with National Volunteer Week, Australia's largest annual celebration of volunteering. This year's theme is Better Together. And that we are. Our schools are better because of the many hours work that P&C volunteers put in each year. In 2021 this amounted to 581, 672 hours in total and an average of 884 hours per P&C. As a working parent, I understand how precious your time is and I thank you for being so generous with using yours to support our school communities.

Your contributions have seen our schools and our students reap the benefit from resources including books, technology, playground equipment, camps and excursions. You keep uniform shops, canteens, recycling programs and many other services running in so many schools across the state.

You are making a difference every day in all you do for our students and schools.

I hope your schools celebrate you on Friday, please use the hashtag #PANDCCDAYWA and tag @PublicEducationWA if you are posting on social media so we can share your stories.

Thank you again for your invaluable contributions to public schools in Western Australia.

Yours sincerely

A handwritten signature in blue ink that reads 'Lisa Rodgers'.

Lisa Rodgers
Director General

16 MAY 2022

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education.wa.edu.au