



# WOODLANDS PRIMARY SCHOOL P&C

## Parents and Citizens Association Inc. General Meeting 08 August 2022 at 7.30pm – ONLINE

[Click here to join the meeting](#)

### AGENDA & MINUTES

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

- Attendees to please note first and last names, email address and state if a financial member or not in the comments box
- Reminder that you can only vote if you are a financial member
- Attendees: Refer to separate Attendance Sheet
- Apologies
  - Lareina Learnihan, Rachel McMahon
- New members to complete a membership form

Motion: To approve the previous meeting minutes taken on 16 May

Seconded: Fiona Chromiak

Approved: All attendees, except those abstaining

Abstaining: Catherine Sharbanee

Motion: To approve the previous meeting minutes taken on 13 Jun

Seconded: Andrew North

Approved: All attendees, except those abstaining

Abstaining: Catherine Sharbanee

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

- P&C voluntary contributions – 74% of payments received
- Athletics – 60% of payments received
- Reading Eggs – 65% of payments received
- Stem-smart – 80% of payments received

Open night – 4 Aug. Generally positive feedback received.

Classroom furniture requires money – PP1. \$15,000 has been approved. When can the money be provided?

Motion: To approve the principals report for 08 Aug

Seconded: Nadia Bowen

Approved: Unanimous – all approved

Abstaining: None

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

Refer to Treasurers Report

Motion: To approve the financial report for 08 Aug

Seconded: Josh Mackie

Approved: Unanimous – all approved

Abstaining: None

### 4. General Business

#### ➤ Canteen – Nicole Stevens

- Shorter allotments recommended for canteen help is always welcome – you don't need to stay for 2-3 hours – any help is most welcome!
- No canteen manager on the last day of term, Friday, 23 September. Considering a last day of term lunch order fundraiser – pre-orders required. Volunteers required on this day.

#### ➤ Uniform Shop – Michelle Beh

We have stock until the end of year. Bags have been ordered which should arrive in November. Size 14 jumpers are on backorder, expected to be received in September. 25 lost and found jumpers – most have been sold for \$10 each. Alternate open weeks is working well. Otherwise, everything running smoothly.

#### ➤ Fundraising, Lareina Learnihan

- **Read-a-thon week 3** – written report to be provided by Catherine Sharbanee.
- **Dad's Camp Out** will take place on Saturday, 12 November. Josh Mackie has put up his hat to Coordinator this year's event, thank you very much Josh! Seeking sponsorships now. Games and activities being considered, like last year's event – Reptiles, treasure hunt, hand-stand competition etc.
- **Bald Archy Event** – looking for a coordinator, Miss Nicholoff. Proposed to be held early in term 4, Friday evening. Wine and cheese event perhaps. Children to show the parents their art. Hoping to be a successful fundraising event.
- **Bunnings Sausage Sizzle** confirmed to take place on Sunday, 30 October (Bunnings Innaloo).

#### ➤ Class Rep – Lauren Britton

Accolades

- **Year 2- Ms Collins** – I'd like to offer accolades to Ali Collins for the care and sensitivity and all-round awesomeness she has gone above and beyond in supporting the class with students leaving.
- **Kindy Red Ms Carter** - A BIG thank you to Ms Carter and her team for an amazing fairytale theme term 2. The kids learned about fairy tales, they had built a massive castle out of cardboard boxes, there were "eggxperiments", Humpty Dumpty crime scenes to solve and various fairytale activities. In the last week of school Ms Carter had put on a celebratory long table banquet where the kids dressed up in knights, kings, queens and princesses and filled their tummies with a delicious spread of lunch. The kids had so much fun and absolutely loved it. It was definitely a highlight for the kids.

- **Engagement Committee – Fiona Chromiak/Nadia Bowey**
- **Sustainability**
- **WACSSO – Nadia Bowey**
  - Upcoming Event:
    - WACSSO Annual Conference – 10-11 September. Rachna Desai and Nadia Bowey will be attending.

**5. Open discussion / Brainstorm**

**6. Next General Meeting 05 September 2022**

**7. Adjournment 9:01pm**

**WOODLANDS PRIMARY SCHOOL****SUBMISSION TO THE P&C****DATE:** 8/8/22**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. Voluntary Contributions, Program Fees and Incursions**

See updated voluntary contributions, homework programs and incursions collection rates below. The school is monitoring the parent support for these areas. This will inform the school's requests for parent contributions in 2023.

Income Breakdown 2022					
	Requested	Received	Outstanding	Total School Contributions	% Paid
Primary Contributions	\$ 18,960.00	\$ 14,272.50	\$ 4,687.50		75.28%
Pre Primary Contributions	\$ 2,700.00	\$ 2,160.00	\$ 540.00	<b>\$ 19,132.50</b>	80.00%
Kindy Contributions	\$ 3,120.00	\$ 2,700.00	\$ 420.00		86.54%
P&C Contributions	\$ 30,035.00	\$ 22,271.00	\$ 7,764.00	<b>\$ 22,271.00</b>	74.15%
Mathletics	\$ 6,222.00	\$ 4,151.00	\$ 2,071.00	<b>\$ 7,011.00</b>	66.71%
Reading Eggs	\$ 4,392.00	\$ 2,860.00	\$ 1,532.00		65.12%
STEMSmart	\$ 18,900.00	\$ 14,952.00	\$ 3,948.00	<b>\$ 3,948.00</b>	79.11%
			\$ 20,962.50	\$ 52,362.50	
Incursions/Excursions					
			Outstanding	Percentage Paid	
<b>Total Outstanding</b>	<b>8/08/2022</b>	ACHWA	\$ 44.00	81.40%	
Contributions	\$ 5,647.50	Prison Tour	\$ 40.00	96.20%	
P&C Contributions	\$ 7,764.00	Koorlong Choir	\$ 54.00	87.75%	
Homework Programs	\$ 3,603.00	BASF Science	\$ 21.20	92.45%	
<b>Overall Total Outstanding</b>	<b>\$ 17,014.50</b>	NAIDOC	\$ 280.00	82%	
		Science Incursion	\$ 2,333.00	51%	
		Magic Coat	\$ 364.00	57.37%	

**3. Reading Intervention Program - Sounds Write**

A new reading support program has started this term. Both Deputy Principals, Marisa and Sarah, have attended training for the Sounds Write program through Dyslexia Speld. Selected students in Years 1 & 2 are attending sessions three times per week run by Sarah McCormick and an Education Assistant.

**4. STEMSmart**

Feedback about the STEMSmart digital technologies program has been very positive. The payment rate is at almost 80% this year, although subsidised by the school. The teachers are very enthusiastic about the value of the program to students. The programming and coding program will help to extend the opportunities for teaching and learning with integrated technologies with iPads.



## **WOODLANDS PRIMARY SCHOOL**

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

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#### **5. Open Classrooms**

Thursday 3 August – It was wonderful to welcome so many families to the Open Classrooms night. Feedback has been very positive. Children enjoyed showing their parents around the classroom and the work they have been doing in their workbooks. Teachers loved being able to see parents back at school and in the classrooms.

#### **6. Science Week**

As part of the 2022 Science week activities, in Week 3 Mrs Martin organised an Einsteins Australia incursion for all science classes. Interactive Science sessions extended the science learning experiences of students and provided age-appropriate hands-on learning experiences for all classes K-6. Feedback from students and parents has been very positive.

#### **7. Peace Pole**

The Rotary Club of Cambridge approached the school to offer a Peace Pole. A Peace Pole is a hand-crafted monument that displays the message May Peace Prevail on Earth on each of its six sides in different languages. There are tens of thousands of Peace Poles in 180 countries all over the world dedicated as monuments to peace. In September, the school will take part in a ceremony for World Peace Day. The Peace Pole could be installed in the orchard at the front of the school or in the garden in the centre of the basketball courts. (Feedback on community opinions on location are welcome).

Treasurers Report – 08 August 2022  
Rachel McMahan

We have:

\$41,469.10 in our everyday banking

\$39,000 in the savings account, set aside for committed funds

\$30,916.99 Uniform Stock on Hand.

Canteen

In line with more streamlined accounting, I have re adjusted some codes and taken out invoices that were not paid in 2021 to them not coming in and also taking out budget items, so we could gauge what the canteen in 2022 is actually spending/making. On this canteen is running at a profit of \$210.61, which I think is the first time we have had a profit.

I did have concerns with initial outlay and first few weeks of trading, but it has come around. We do need to keep track on the spending but overall this is looking promising.

Uniform

Running at a profit of \$7108.49, though I would envisage some purchases need to be made soon for next year.

Account wise

Up to date with invoices for this month already paid. More money should come in soon with the read a thon.

To date we have raised \$5,441.05 fundraising, which included \$1,064.99 from the recent picture plates.

And \$11,000 in donations and grants.

## Balance sheet report

08 Aug 2022

	<b>Total</b>
<b>1-0000 Assets</b>	
<b>1-1000 Cash on Hand</b>	
1-1100 General Cheque Account	41,469.10
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>80,619.10</b>
<b>1-5000 Stock-on-Hand</b>	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	30,916.99
<b>Total Stock-on-Hand</b>	<b>31,216.99</b>
<b>Total Assets</b>	<b>111,836.09</b>
<b>2-0000 Liabilities</b>	
<b>2-2500 Current Liabilities</b>	
2-2530 Superannuation Payable	116.77
2-2561 PAYG Withholding Payable	25.19
<b>Total Current Liabilities</b>	<b>141.96</b>
<b>2-4000 Other Liabilities</b>	
2-4001 Uniform Stock Adjustment	-2,561.40
<b>Total Other Liabilities</b>	<b>-2,561.40</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>3,560.92</b>
<b>Net Assets</b>	<b>108,275.17</b>
<b>3-0000 Membership Funds</b>	
3-8000 Accumulated Funds b/fwd	104,206.47
3-9000 Current Surplus (Deficit)	4,068.70
<b>Total Membership Funds</b>	<b>108,275.17</b>

## Profit and loss report

Accrual mode

01 Jan 2022 - 08 Aug 2022

	<b>Total</b>
<b>4-0000 Income</b>	
<b>4-1000 Canteen Income</b>	
4-1001 Canteen Cash Sales	1,261.65
4-1005 Canteen Quickcliq Sales	9,466.65
<b>Total Canteen Income</b>	<b>10,728.30</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	18,188.15
<b>Total Uniform Shop Income</b>	<b>32,232.93</b>
<b>4-3000 Fundraising Income</b>	
4-3089 Hot Cross Buns	960.00
4-3091 Read-a-Thon	85.00
4-3098 Entertainment Books	336.00
4-3101 Election Sausage Sizzle	2,453.80
4-3102 Election Cake Stall	1,505.22
4-3109 Raffle	1,063.50
4-3118 Picture Plates	1,064.99
<b>Total Fundraising Income</b>	<b>7,468.51</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>61,563.74</b>
<b>5-0000 Cost Of Sales</b>	
5-2011 Cost of Uniform Sales	24,216.03
<b>Total Cost Of Sales</b>	<b>24,216.03</b>
<b>Gross Profit</b>	<b>37,347.71</b>
<b>6-0000 Expenses</b>	
<b>6-1000 Canteen Expenses</b>	
6-1100 Canteen Staff	3,470.37
6-1109 Canteen Superannuation Paid	352.61
6-1110 Canteen PAYG Paid	25.72
6-1120 Canteen Purchases Stock	6,147.34
6-1212 Canteen General Expenses	105.65
6-1214 Workers Compensation	416.00
<b>Total Canteen Expenses</b>	<b>10,517.69</b>
<b>6-2000 Uniform Shop Expenses</b>	



	<b>Total</b>
6-2004 Uniform General Expenses	209.19
6-2030 Uniform Quickcliq Fee	343.08
6-2031 Uniform Square Fee	356.14
<b>Total Uniform Shop Expenses</b>	<b>908.41</b>
<b>6-3000 Fundraising Expenses</b>	
6-3301 Hot Cross Buns	720.00
6-3324 Election Sausage Sizzle	1,307.46
<b>Total Fundraising Expenses</b>	<b>2,027.46</b>
<b>6-4000 General Expenses</b>	
6-4103 MYOB Subscription Fee	672.00
6-4150 Insurance	382.00
6-4220 General Expenses	289.99
6-4300 WACSSO	1,169.37
<b>Total General Expenses</b>	<b>2,513.36</b>
<b>6-7000 Other Expenses</b>	
6-7024 2021 Canteen Invoices	2,545.09
6-7102 Training	30.00
<b>Total Other Expenses</b>	<b>2,575.09</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>	
6-9382 Toilet Upgrades	649.00
<b>Total Other Budget Items</b>	<b>649.00</b>
<b>Total Expenses</b>	<b>33,279.01</b>
<b>Operating Profit</b>	<b>4,068.70</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>4,068.70</b>