



WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.
General Meeting
05 September 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 name, email address and state if a financial member or not in the comments box**
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- **Reminder that you can only vote if you are a financial member**
- **Apologies**
 - Andrew North
 - Fiona Chromiak
 - Nicole Stevens
 - Catherine Sharbanee
 - Michelle Beh
 - Josh Mackie
- **New members to complete a membership form**

Motion: To approve 08 Aug 2022 P&C previous meeting minutes

Seconded: Rachel McMahon

Approved: All attendees, except those abstaining

Against: None

Abstaining: Marisa Phoebe and Lareina Learnihan

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

Refer to the principal's report.

Motion: To approve 05 Sep 2022 principals report

Seconded: Rachna Desai

Approved: Unanimous – all in favour

Against: None

Abstaining: None

3. Update on Financials – Rachel McMahon, Treasurer

Motion: To approve 05 Sep 2022 financial report

Seconded: Pippa Farrelly

Approved: Unanimous – all in favour

Against: None

Abstaining: None

Proposed to commence the nature play space in November 2022. Total quote \$37,500. Funding drive will be communicated for final amount.

Motion: To release a subsequent \$15,000 for the school's nature play project based on the concept plan presented to the school.

Seconded: Rachel McMahon

Approved: Unanimous – All in favour

Against: None

Abstaining: None

4. General Business

➤ Fundraising, Lareina Learnihan

- **Athletics Carnival Food Stall** – Friday, 02 September (hosted by the year 5 classes). A great success, approx. \$2,000 raised.
- **Halloween Disco** – Friday, 28 October (hosted by the year 4 classes). Nadia Bowey to communicate more information
- **Bunnings Sausage Sizzle** – Sunday, 30 October. Currently seeking sponsorships. Ask Fiona Chromiak for more information regarding the use of food grade storage containers. Use the schools EFT machine. Borrow a thermometer from the school canteen.
- **Dad's Camp Out** – Saturday, 12 November.
- **Bald Archy Sundowner** – Friday, 18 November. Afternoon event, bring your picnic blanket and buy your children's self-portraits. All students (K- yr 6) will be completing (painting and drawing) a self-portrait on a 8x10 canvas. Reserve prices will be set, family members are encouraged to come along and purchase their children(s) artwork. Marisa is leading. Thanks to Sue Nikollov and the Kindy and Preprimary teachers for helping the students create their self-portraits.
- **Christmas Carols** – Friday, 09 December from 4pm onwards. Each year group will sing carols. Searching to find a Santa. Ice cream truck will be there. After two long years of cancellations due COVID, the annual afternoon family friendly event will finally go ahead **Fundraising Thermometer** – An idea has been presented to the P&C to create a visual representation of the schools fundraising progress as we work towards our fundraising goals.
- **Read-a-thon** – raised \$4,304.80. Rebel sponsored with \$100 worth of vouchers and a Table Tennis table. The prizes were awarded on 26 Aug at the assembly. Please see attached Catherine Sharbanee's report for more details.

➤ Canteen – Nicole Stevens

Volunteers needed! The canteen is running at a slight loss as stock was stolen from the school. No Canteen Manager is working on the last day of school (Friday, 23 September), an idea has been presented to run a sausage sizzle – profits will go straight to the school. Kindy and PP to lead this event as an annual fundraising event. Quick cliq will be communicated for pre-orders.

➤ **Uniform Shop – Michelle Beh**

- Size 14 jumpers have arrived
- Looking for a new supplier for our main polo shirt – feedback was given to promo tree that the stitching easily comes apart. They will no longer replace for free, however they will be replaced for half the price.
- Two uniform suppliers have been engaged and the current material is being discussed as it is not durable for everyday wear – we need to consider different material.

➤ **Class Rep – Lauren Britton**

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

Suggestion for the Engagement Committee to join forces with the Fundraising Committee from 2023 onwards.

➤ **Sustainability**

Containers for Change, confirm where the funds are going directly to the school or to the P&C?

Weekly suggestion for all kids to walk to school day

➤ **WACSSO – Nadia Bowey**

Nadia and Rachna are attending the annual WACSSO Conference on Saturday, 10 September. Bonus Attending a workshop run by Nature Play

5. **Open discussion / Brainstorm**

P&C to discuss and propose to the school and school board to increase the annual voluntary P&C fee

6. **Next General Meeting** Monday 7 November 2022

7. **Adjournment** 9:00pm

**WOODLANDS PRIMARY SCHOOL****SUBMISSION TO THE P&C****DATE:** 5/9/22**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.

From 2023 onwards, the school would like to agree with the P&C that the P&C Voluntary contributions be allocated each year to the ICT leases, resources and infrastructure to future proof our school and ensure the ICT learning environment provides modern iPad technology.

Income Breakdown 2022					
	Requested	Received	Outstanding	Total School Contributions	% Paid
Primary Contributions	\$ 19,170.00	\$ 14,789.50	\$ 4,380.50		77.15%
Pre Primary Contributions	\$ 2,700.00	\$ 2,280.00	\$ 420.00	\$ 19,829.50	84.44%
Kindy Contributions	\$ 3,120.00	\$ 2,760.00	\$ 360.00		88.46%
P&C Contributions	\$ 30,297.50	\$ 23,408.50	\$ 6,889.00	\$ 23,408.50	77.26%
Mathletics	\$ 6,290.00	\$ 4,462.00	\$ 1,828.00	\$ 7,549.00	70.94%
Reading Eggs	\$ 4,440.00	\$ 3,087.00	\$ 1,353.00		69.53%
STEMSmart	\$ 18,830.00	\$ 16,870.00	\$ 1,960.00	\$ 1,960.00	89.59%
			\$ 17,190.50	\$ 52,747.00	
		Incursions/Excursions			
			Outstanding	Percentage Paid	
Total Outstanding	5/09/2022	ACHWA	\$ 38.50	84.00%	
Contributions	\$ 5,160.50	Prison Tour	\$ 40.00	96.20%	
P&C Contributions	\$ 6,889.00	Koorlong Choir	\$ 36.00	91.60%	
Homework Programs	\$ 3,181.00	BASF Science	\$ 15.90	94.23%	
Overall Total Outstanding	\$ 15,230.50	NAIDOC	\$ 140.00	91%	
		Science Incursion	\$ 930.00	80%	
		Magic Coat	\$ 154.00	81.60%	

3. NAPLAN 2022 Update

Student individual reports are expected to arrive at school in Week 8 for distribution to families.

4. Fundraising

The school would like to acknowledge and thank the P&C for its recent fundraising efforts including the artwork on plates/carrybags, Read-a-thon and Athletics Carnival cake stall and sausage sizzle by Yr 5 parents.

Treasurers Report – 05 September 2022

Rachel McMahon

\$49,267.75 current in the bank

\$39,000 Online savings- this is committed monies and ongoing costs aside

\$28,920 in uniform stock

Owe \$1,528.52 to creditors which will be paid this month.

Read a thon raised approx. \$4100 after we pay a small reimbursement we just got.

Athletics carnival will be about \$2500 once we get the final reimbursements to pay. The cash money or eftpos has not been deposited/showing at the bank yet so this is not included on any reports.

Picture Plates \$1064.99 raised.

I have adjusted Fundraising income to include expenses, so what we don't have to adjust, the total amount of fundraising (without athletics carnival) is \$9708.35

Canteen had some food stolen, so we have unfortunately have had to pay for that stock and running at a small loss of \$126.00

Uniform running at a profit of \$7,683.00

We do have the money to finalise the \$15,000 required to fit out the pre primary classroom furniture and can be available once the school invoices it.

Balance sheet report

05 Sep 2022

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	49,267.75
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	88,417.75
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	28,920.64
Total Stock-on-Hand	29,220.64
Total Assets	117,638.39
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	1,528.52
Total Creditors	1,528.52
2-2500 Current Liabilities	
2-2530 Superannuation Payable	227.11
2-2561 PAYG Withholding Payable	25.19
Total Current Liabilities	252.30
2-4000 Other Liabilities	
2-4001 Uniform Stock Adjustment	-2,561.40
Total Other Liabilities	-2,561.40
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	5,199.78
Net Assets	112,438.61
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	104,206.47
3-9000 Current Surplus (Deficit)	8,232.14
Total Membership Funds	112,438.61

Profit and loss report

Accrual mode

01 Jan 2022 - 05 Sep 2022

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1001 Canteen Cash Sales	1,690.55
4-1005 Canteen Quickcliq Sales	11,835.88
Total Canteen Income	13,526.43
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	2,879.00
4-2005 Uniform Quickcliq Sales	11,165.78
4-2010 Uniform Square Sales	20,365.15
Total Uniform Shop Income	34,409.93
4-3000 Fundraising Income	
4-3089 Hot Cross Buns	240.00
4-3091 Read-a-Thon	4,352.30
4-3098 Entertainment Books	336.00
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
Total Fundraising Income	9,708.35
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	68,778.71
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	25,792.38
Total Cost Of Sales	25,792.38
Gross Profit	42,986.33
6-0000 Expenses	
6-1000 Canteen Expenses	
6-1100 Canteen Staff	4,521.29
6-1109 Canteen Superannuation Paid	462.95
6-1110 Canteen PAYG Paid	25.72
6-1120 Canteen Purchases Stock	8,121.56
6-1212 Canteen General Expenses	105.65
6-1214 Workers Compensation	416.00
Total Canteen Expenses	13,653.17
6-2000 Uniform Shop Expenses	

	Total
6-2001 Uniform Purchases Stock	-27.73
6-2004 Uniform General Expenses	209.19
6-2030 Uniform Quickcliq Fee	375.79
6-2031 Uniform Square Fee	377.32
Total Uniform Shop Expenses	934.57
6-4000 General Expenses	
6-4103 MYOB Subscription Fee	763.00
6-4150 Insurance	382.00
6-4220 General Expenses	289.99
6-4300 WACSSO	1,169.37
Total General Expenses	2,604.36
6-7000 Other Expenses	
6-7024 2021 Canteen Invoices	2,545.09
6-7102 Training	280.00
Total Other Expenses	2,825.09
6-8000 Regular Budget Items	
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
Total Regular Budget Items	14,088.00
6-9000 Other Budget Items	
6-9382 Toilet Upgrades	649.00
Total Other Budget Items	649.00
Total Expenses	34,754.19
Operating Profit	8,232.14
8-0000 Other Income	
8-8888 Suspense Income	89.80
Total Other Income	89.80
9-0000 Other Expenses	
9-9999 Suspense Expense	89.80
Total Other Expenses	89.80
Net Profit	8,232.14