



WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.
General Meeting
28 November 2022 at 7.30pm
In Person – School Library**

MEETING MINUTES

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

➤ **Attendees:**

- Pippa Farrelly, Josh Mackie, Michelle Beh, Lauren Britton, Andrew North, Fiona Sterpini, Rachel McMahon, Rachna Desi, Laura O'Hara, Marisa Phoebe, Nadia Bowey

➤ **Apologies**

- Lareina Learnihan, Nicole Stevens

➤ **New members to complete a membership form**

Motion: To approve 07 Nov 2022 P&C meeting minutes

Seconded: Fiona Sterpini

Approved: everyone except those abstaining

Against: None

Abstaining: Nadia Bowey

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

Refer to the attached Principals report

Motion: To approve 28 Nov 2022 principals report

Seconded: Lauren Britton

Approved: Unanimous – all in favour

Against: None

Abstaining: None

Woodlands Primary School website will be launched before the end of the year.

3. Update on Financials – Rachel McMahon, Treasurer

Refer to attached Treasurer's report

Motion: To approve 28 Nov 2022 financial report

Seconded: Nadia Bowey

Approved: Unanimous – all in favour

Against: None

Abstaining: None

Clarification: P&C contribution will go to the school to support the ICT leases for the duration of the lease (which is three years) beginning from 2022 and inclusive of 2024.

Motion to vote to continue the ICT every three years.

Note: Future motion to capture motion to vote to continue the ICT every three years, next period to capture 2025-2027 inclusive. to be approved term 4 2024

4. General Business

Motion: To approve \$500 funding for shelving and storage in the P&C cupboard. (Note: \$500 is already approved, however funds need to be increased to complete the project)

Seconded: Pippa Farrelly

Approved: Unanimous – all in favour

Against: None

Abstaining: None

➤ Fundraising

- **Dad's Camp Out** – \$4,800 raised – 157 families attended.
- **Bald Archy – Art Exhibition** – Plenty of canvases available for purchase. Canvas available for viewing and purchase from 18 Nov, collection on 09 Dec.
- **Christmas Carols** – We're hoping Santa will make an appearance. There will be a candy canes, a cake stall, drinks on sales and zooper doopers for all the children.
- **Meet and Greet** – Save the date, 17 Feb 2023. Incorporate will be the opening of the aboriginal art and residence project which will be permanently located in the library. Ice-cream truck will be there!

➤ Canteen – Nicole Stevens

The last day the canteen will be open is Friday, 9 December. Please note the canteen will be close the last week of term.

➤ Uniform Shop – Michelle Beh

Choir design will remain as is, new supplier engaged.

Friday, 02 Dec is the last day the Uniform shop will be open.

Online order over the summer school holiday will open on 16 January 2023.

Uniform shop will be open on Friday, 27 January 2023.

Uniform shop will be open every second week from term 1, 2023

➤ Class Rep – Lauren Britton

Year group combined suggestion.

Class Reps volunteers required for 2023, volunteer required for each class by term 1, week 2 – if you're interested in a role, please email Lauren Britton

britton.lauren@hotmail.com

➤ Engagement Committee – Fiona Chromiak/Nadia Bowey

Motion: To approve the updated the "Fundraising and Engagement Document". Main changes are:

- Removal of the Teachers Contribution (\$200 per teach allocation per classroom) as it's already budgeted for in the school's budget

- Year 6 Graduation: Part 1 – Removal of the \$50 allocation for the graduation celebration. Part 2 – Recognise the increase cost of the P&C contribution for the graduation present (one shirt, up to the value of \$40, and a memento of up to \$20 i.e., a graduation book)

Seconded: Andrew North

Approved: Unanimous – all in favour

Against: None

Abstaining: None

➤ **Sustainability**

➤ **WACSSO – Nadia Bowey**

Online training available

5. Open discussion / Brainstorm

Exploring options to become a charitable organisation, required to shut down P&C and set up an ABN, State Fund.

6. Next Meeting: AGM, Term 1, Week 4 2023 Monday, 20 February 2023

7. Adjournment: 9:20pm



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 28/11/22
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. 2022 in Review

In reviewing 2022, it is worth noting that despite COVID and the flow on affect of school closure and illness in school families, the P&C was able to continue to operate effectively. In fact, when we look back, an incredible amount of positive work was achieved. Congratulations to the P&C for;

- continuing to meet online and in person,
- implementing the new P&C fundraising and engagement document
- Refine the Parent Reps structure to work more closely with the P&C for fundraising
- Funding the purchase of decodable home reading books
- Fundraising for and installing the Nature Play Space playground
- Funding the purchase of new classroom furniture in pre-primary classrooms
- Agreeing to directing the P&C voluntary contributions to a major upgrade of classroom technology including large display screens, Apple Mac laptops, Apple TVs and iPads

It is worth celebrating these huge achievements for our school. Thank you very much to the P&C Committee for your tireless work during an extraordinarily difficult year.

3. President and Vice-President Stepping Down

Our President, Rachna Desai, and Vice President, Fiona Chromiak, are finishing their terms on the Executive of the P&C. The school would like to acknowledge their generous gift of time and dedication to supporting the school through serving on the P&C.

Your expertise and experience helped to steer the P&C through a challenging year. We appreciate your leadership and the strategic planning work you have done as a P&C team to streamline fundraising and bring big projects to fruition. Thank you!

On behalf of Woodlands Primary School, we hope you have a very Merry Christmas and a safe and restful school holidays.

Laura O'Hara
Principal
Woodlands Primary School
28 November 2022

Treasurers Report – Rachel McMahon

\$38,828.37 in General Account
\$24,000 Online saver

Leavers have \$4190.71 available still for graduation.

Canteen is at \$1159.16 profit.

It has come up a few times in conversation so I just want to re iterate what I have said at previous meetings. To see if the canteen is profitable on a day to day setting, I have only included the essentials to canteen, that is wages/food etc.... there are running costs we have paid out this year, that have been allocated elsewhere which would lead to it being at a loss, but these are not ongoing costs, ie training, equipment, 2021 invoices.

The uniform is at \$10,022.87 profit. It is to be noted that we have \$11k of stock on order, mainly polos. Michelle has done a proposed stock budget for 2023 which will be helpful to know how much money we need to reserve for the year for uniform costs.

Fundraising

Bunnings sausage sizzle made \$3023.97

Disco \$2794.38

Dads camp out \$4869.26

Bald Archies, so far, \$1064.99

All nature play money is now in, with the go fund me money hitting the account last week. There are some reimbursements to Nadia still needing to be paid, but I am hoping we can sort this shortly. The nature play invoice has now been paid in full.

Next year, I would be recommending that the budget meeting goes back to the format we used prior to two years ago. Which is voting on the items that the P and C will contribute to, then paying for them at the end of the year, or as the money comes in.

In the last two years we have been asked to pay as soon as we have the budget meeting. I believe this was because we did have money spare due to grants and because the books were not totally completed, but going forward, with the accounts now almost in line, we will have less available at the budget meeting and we should work towards fundraising these items through the year.

We will have small amount of money at the end of this year that will be available for budget items. After this year we should get back into the position where we spend what we raise each year as the constitution has indicated that we should.

I also want to re explain and minute what we decided a few meetings back regarding the buffer amount. Previously the understanding of the buffer was ambiguous. What we decided to do instead was at the start of the year, the treasurer will put together a budget

of items that are committed already (ie ongoing P and C costs, engagement documents, past voted items that may have not been actioned yet) as well as a \$10,000 contingency. This budget amount will be transferred to our online saver and used through the year if need be to pay for ongoing costs, at the end of the year, the whole amount will go back into the cheque account and any excess will just be left as a profit, available for budget items. This process will happen each year, that way, we have one year of operating costs set aside which we can draw on in the year, rather than keeping an odd amount aside, just in case and never knowing when we can draw on it.

The online accounts have come a long way, especially the ability to have up to date information. I believe after one full year of using them, we will have a lot better idea on how to trends and projections.

Profit and loss report

Accrual mode

01 Jan 2022 - 30 Nov 2022

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1001 Canteen Cash Sales	2,845.25
4-1005 Canteen Quickcliq Sales	17,617.18
Total Canteen Income	20,462.43
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	29,011.43
Total Uniform Shop Income	43,056.21
4-3000 Fundraising Income	
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	214.20
4-3095 Dads Camp Out	4,869.26
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
4-3113 Art Fundraiser	1,032.89
4-3118 Picture Plates	1,064.99
4-3407 Play Equipment	17,105.68
Total Fundraising Income	41,995.14
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	116,647.78
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	33,033.34
Total Cost Of Sales	33,033.34
Gross Profit	83,614.44
6-0000 Expenses	
6-1000 Canteen Expenses	

	Total
6-1100 Canteen Staff	6,940.85
6-1109 Canteen Superannuation Paid	717.01
6-1120 Canteen Purchases Stock	11,019.26
6-1212 Canteen General Expenses	210.15
6-1214 Workers Compensation	416.00
Total Canteen Expenses	19,303.27
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	209.19
6-2030 Uniform Quickcliq Fee	445.43
6-2031 Uniform Square Fee	437.56
Total Uniform Shop Expenses	1,092.18
6-4000 General Expenses	
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
Total General Expenses	3,365.61
6-7000 Other Expenses	
6-7024 2021 Canteen Invoices	2,545.09
6-7102 Training	280.00
6-7501 Graduation Expenses	2,348.50
Total Other Expenses	5,173.59
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	
6-9371 Kindy Furniture	15,000.00
6-9372 Nature Playground	42,500.00
6-9382 Toilet Upgrades	649.00
Total Other Budget Items	58,149.00
Total Expenses	101,171.65
Operating Profit	-17,557.21
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	-17,557.21

Balance sheet report

28 Nov 2022

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	35,828.37
1-1105 Online Savings Account	24,000.00
1-1139 Canteen Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Cash on Hand	59,978.37
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	29,079.18
Total Stock-on-Hand	29,379.18
Total Assets	89,357.55
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	471.15
Total Creditors	471.15
2-2500 Current Liabilities	
2-2530 Superannuation Payable	166.81
2-2561 PAYG Withholding Payable	-0.53
Total Current Liabilities	166.28
2-4000 Other Liabilities	
2-4001 Uniform Stock Adjustment	-2,119.85
Total Other Liabilities	-2,119.85
2-7000 Funds Held on Behalf of	
2-7049 Leavers 2022	4,190.71
Total Funds Held on Behalf of	4,190.71
Total Liabilities	2,708.29
Net Assets	86,649.26
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	104,206.47
3-9000 Current Surplus (Deficit)	-17,557.21
Total Membership Funds	86,649.26

FUNDRAISING & ENGAGEMENT COMMITTEE:

The second year trial of the whole school approach to parent run fundraising and activities will continue in the 2023 school year. The aim is to share the responsibility and coordination of fundraising and other activities at the school. Throughout your time at Woodlands Primary School (WPS), each year you will support our school community in a different but equal way.

This also ensures that all parent run activities and events are covered with the P&C Public Liability & Volunteer Accident Insurance This will include (but is not limited to) the committees of the uniform shop, canteen, book club, parent rep coordinated activities, garden club, fundraising committee, graduation cohort committees and other ad hoc parent subcommittees.

These committees will run as subcommittees of the P&C with the ability to run fairly autonomously. Each subcommittee will have a basic 'Terms of Reference' and templated resources. As required by WACSSO, the P&C's governing body, all parent run events and activities will need to table a general plan at a P&C general meeting in order to receive Public Liability & Volunteer Accident Insurance Coverage.

Benefits of this model Include:

- Cohesion & shared distribution of the responsibility & coordination of fundraising and other activities
- Clearer guidelines making events more approachable & manageable to run
- Reduction of volunteer & fundraising fatigue
- Enables for improved event handover & eliminating "reinventing" of the wheel
- Increased success of events & a stronger school community

During the second year of the trial, Parent run fundraisers & activities at the school will be allocated as follow:

Revised Role of the P&C Fundraising & Engagement Committee will be to:

- **Large Events & Ongoing Fundraising:**
 - Meet & Greet
 - One Parent Social: Quiz Night, Bogan Bingo, Drag Bingo, Op Shop Ball etc
 - Kid focused fundraiser: Read-a-thon, Lap-a-thon, Colour run etc
 - Dad's Camp Out
 - Promote Entertainment App/Book
 - Promote Bakers Delight
 - Grant applications
 - if applicable: Woollies Earn & Learn or Coles Sports for School
- **Oversee the smooth handover of each year group fundraising.**
 - For 2023 in liaison with the Class Representative Co Ordinator ensure each year group has an event coordinator(s) appointed & maintain contact with them
 - Be the point of contact and aid each year group in with planning documents & templates to support the new system

Each Year Group will be responsible for coordinating the following activities or equivalent:

- Kindy: Term 3 Canteen Special Day
- PP: Term 2 Canteen Special Day
- YR1: Easter Raffle with Easter Cake Stall (Term1)
- YR2: Christmas Carols Cake Stall & Raffle (Term 4)
- YR3: Bunnings Sausage Sizzle
- YR4: A Themed DISCO with Disco Cake Stall (early term 4)
- YR5: Athletics carnival food Stall (Term 3) & hosting the graduation morning tea
- YR6: Containers for Change (All year)

The P&C will distribute funds raised with year group fundraisers:

- \$50 Annual P&C Award given to one graduating student
- Up to \$1000 per year to support the upkeep & maintenance of the school orchard
- Up to \$300 to maintain the Canteen
- Up to \$300 to maintain the Uniform Shop

- Up to \$300 to maintain the vegetable garden
- Up to \$150 in stationary and supplies
- All operational costs of the P&C (incl; MYOB, insurance, WACCSO membership etc)
- A support fund to help WPS families who are experiencing temporary financial stress to help them pay for student incursions/excursions that they couldn't otherwise afford.

Graduation/Year 6 Allocation of monies:

To reduce the burden of intense graduation fundraising and as a thank you for the work to support the school throughout their time at WPS the P&C will allocate:

- The cost of one (1) school leavers shirt to the value of \$40
- One memorabilia item, up to \$20 per student ie yearbook
- Up to \$150 to fund the basics for the Graduation Assembly Morning Tea hosted by the year 5 Including fresh flowers, Coffee, Tea, etc. Each family of the year 5 hosting cohort to provide either a sweet or savoury item to supplement the basic items provided
- Up to \$300 to fund the basics for the Graduation Assembly (ie decorations)
- Free use of P&C owned stage skirting and other annually used decor items to decorate the undercover area for graduation.

Note: the school or admin staff do not require or ask for an annual gift from the graduation class. The graduating class can give a modest gift to the school after consultation with the school principal. To be paid for by the year 6 cohort.

Items to be Paid for by Each Year 6 Family: (note: these items are not fundraised for)

- Year 6 camp
- Any additional year 6 leaver shirts or graduation books
- All teacher gifts (as coordinated by each class rep)
- The Graduation celebration. This is left to the graduating year to determine. The ideas for this will need to be discussed with the school Principal for approval to ensure it fits within the guidelines of the school and wider Department policies fundraising activities through the school via submission to the P&C OR seek external fundraising activities out of the school arena.
- All other ad-hoc items & extras agreed to by the current cohort

Other Areas that Require Whole School Community Involvement for Success:

- Paying your annual voluntary P&C* & school contributions
- NOTE : *The school request that all money from the P&C voluntary contribution will be allocated to support IT resources
- Canteen volunteering is desperately needed to ensure the canteen runs smoothly. We are proposing that each family sign-up for a minimum of 1 (one) shift per year
 - Scholastic Book Club
 - Sustainability practices
 - Baker's Delight purchase: Say "WOODLANDS PRIMARY SCHOOL" each and every time you purchase something form Bakers Delight in Woodlands & we will receive 5% of the sale!