



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc. Budget Meeting 21 March 2022 at 7.30pm via TEAMS [Click here to join the meeting](#) **AGENDA**

Welcome to Country

1. Attendance

Rachna Desai, Fiona Chromiak, Pippa Farrelly, Laura O'Hara, Marisa Phoebe, Michelle Beh, Rachel McMahon, Catherine Sharbanee, Helen McShane, Andrew North, Phuong Intini. Lareina Learnihan, late addition.

Apologies

Lareina Learnihan, arrived at approx. 8pm

Full names and email address for attendance – provided, see attendance sheet.

2. Approval of Previous (2021) AGM Minutes

Motion: To approve the previous minutes: Rachna Desai

Seconded: Fiona Chromiak

Approved: All in favour

Abstaining: Catherine Sharbanee and Marissa Phoebe

3. General Welcome – Rachna Desai, 2022 President

- Attendees to note their name and email address in comments box
- New members to complete a membership form

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

- COVID case numbers update: 20 children, 4 staff have been affected to date
- All new technology has been installed at the school – every classroom has a new screen, Apple TV and MAC computer. All on time and on budget. Acknowledgment to Sarah McCormick and IT team – staff and children are very happy with the new equipment. Sheets of perspex can be purchased to allow the teachers to write on the screen.
- P&C voluntary continuations; 50% have been paid, totaling \$15,000. Laura will share compass communication to thank those who have contributed, the communication will also serve as a friendly reminder to families who might still want to contribute.
- Intraschool sports and ripper-skippers shirt designs have been approved. The shirts incorporate the new school logo. The new designs have been shared with the board and staff who are happy with the outcome. The purchase costs are mentioned in the school items wish list further below. Once purchased, the intent of the shirts will be to

loan them to students. After use, they are to be washed and returned to the school for safe keeping.

- School Strategic Plan (SSP); the 3 year SSP concludes this year. This year's focus will be on developing the upcoming SSP. School community involvement is encouraged to help develop a plan and identify priority areas. The school board will also be involved. Laura will work with Annabel Pizzata (school board chairperson) to engage the assistance of a facilitator. The Department of Education provide strategic directions which highlights academic achievement and wellbeing.
- School Oval; in recognition of the school ovals poor condition, the oval will be undergoing an upgrade at a cost of \$5,000.
- Spelling Mastery books; the school will be purchasing spelling mastery books for all classes this year – next year the books will likely be added to the school book list.
- The School Website is currently under construction. General business plans and policies are still accessible.

Motioned: Presentation of Principals report by Laura O'Hara

Seconded: Rachel McMahon

Approved: All in favour

5. 2021 Financials – Rachel McMahon, Treasurer

- Square terminal has been purchased for the uniform shop. Wifi extender is still yet to be purchased – voted in at the last executive meeting, total cost will be approx. \$490
- Aiming to fundraise a minimum of \$10,000 this year – this is an achievable amount
- See attached report, prepared by Rachel McMahon.

Motion: To change the wording of the buffer to \$10,000. Effectively \$10,000 will not be used and remain untouched, only extreme emergency will it be used. An additional \$25,000 will be in an account to pay current bills, with an aim to keep it at around that amount.

Second: Andrew North

Approved: All in favour (exc. Lareina Learnihan)

Abstaining: Lareina Learnihan

6. Summary Review of Budget Requests for 2022 - Laura O'Hara, Principal

- School Items Wish List (in priority order) all items are needed as a priority, except the Pre-Primary furniture. Free up funds for all items excluding PP furniture.

Item	Cost	Staff
Ripper Skipper t-shirt	\$576	Courtney Jones
Inter-school shirt (70)	\$2,500	Courtney Jones
Seesaw	\$3,189	Sarah McCormick
Letters and sounds resources	\$2,500	Gemma Roberts
Decodable Reading Books (Yrs1-3)	\$3,000	Gemma Roberts
Plush Rug for Kindergarten	\$800	Shellie Carter
Pre-Primary Classroom Furniture	\$15,000	Marisa Phoebe
Total	\$27,565	

Motion: To approve all the items except PP classroom furniture. Pending money available to us at the end of the year, then the PP furniture can be purchased.

Second: Rachna Desai

Approved: All in favour (exc. Marisa Phoebe)

Abstained: Marisa Phoebe

- Community Items Wish List – Rachna Desai, P&C President
No suggestions put forward, please email the P&C Secretary with any suggestions.

7. General Business

➤ **Fundraising, Lareina Learnihan**

Three year 1 parents have volunteered for the Easter Egg Raffle and Hotcross Buns Fundraising events.

Easter Egg Raffle: Due to COVID, raffle tickets will be purchased different this year. The teachers will distribute the raffle tickets stapled to a note for distribution to parents via the children. The families will sell the raffle tickets and return the money to the school.

Hotcross Buns: Process will remain the same as previous years. A note is distributed to parents and the supply comes from Bakers Delight. An order form will be distributed week commencing 22 March 2022.

Federal Election: The school will again host a federal election polling station at the school. A sausage sizzle and cake stall will take place, COVID permitting. Date TBC, likely May 2022.

➤ **Class Representative Liaison, Lauren Britton**

Lauren emailed all Parent Reps on 21 Mar with a class contact template plus Engagement letter. Lauren provided general guidance on the responsibilities of the Class Reps role.

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

An Engagement Letter containing year group commitments has been developed. The Engagement committee is focused on creating packs / instructions developed specifically for each year group as an assistance / guidance document. The intent is that each year group will partake in a community-based activity in the effort to fundraise for the school. The processes will be refined over the years and the committee members are to provide a handover each year.

➤ **Sustainability, unofficially Michelle Baxter**

Michelle will liaise with the City of Stirling for initiatives. Michelle recognizes a void at the school in this area and is passionate about sustainability.

➤ **WACSSO, Nadia Bowey**

No update provided

➤ **Canteen, Nicole Stevens**

First open day – Wednesday, 27 April.

Wednesday and Friday will be the open days.

Quickcliq is being updated with the new menu.

Another notice will be sent towards the end of the term 1 to notify parents that the canteen will be opened and the open days. It will be opened lunch breaks only. Snacks can be purchased during first break/the lunch break.

➤ **Uniform Shop, Michelle Beh**

The uniform shop is now open weekly on a Friday. The shop has been busy, volunteers are experiencing issues connecting to the new square reader. This issue should be rectified once the wifi extender has been purchased.

The uniform shop will be closed this Friday, 25 March.

No stock of dresses, jumpers and skorts – items have been purchased, waiting on supply to arrive.

School bags have been ordered for next year.

Funds have been allocated to upgrade some equipment in the uniform shop such as new clothing racks.

Proposal to change the shop opening hours to once a fortnight, on a Friday. Online purchases will still be filled weekly. The shops will be opened even weeks only (which aligns to assembly days).

Issues with the new shirts, stitching on the shoulders coming apart. Monitor and return damaged shirts to the supplier. Promo Tree (supplier) is aware and will replace any faulty returns. Negativity circulating regarding the material of the new shirt, which in turn has increased the demand of secondhand shirts.

➤ **AGM Date**

Only one AGM per year, must be within four months of EOFY. Proposed to change EOFY to 30 June – this would place the next meeting in term 4, 2023.
DEFERRED.

8. Open discussion / Brainstorm for 2022

➤ No further items discussed

9. Next (General) Meeting: Week 4; Monday 16 May 2022

10. Adjournment 9:18pm

TREASURERS REPORT AND FINANCIAL REPORTS – RACHEL MCMAHON

A few points:

Canteen has not been open, so very few expenses, though was around \$2500 owing from last year.
Uniform Shop has done over \$16k in sales, expenses paid out almost \$7k with about \$2k owing.

I have been working with Maree getting the uniform shop onto MYOB, it is so far not playing nice. We have been able to put all the stock in and purchase orders, but sales and purchases are not aligning properly in the reports. I have been trying to sort it out with MYOB. Worst case scenario, we may need to run a separate MYOB for inventory.

Onto the budget:

I just want to point out a few things, what we need to remember is, we had a Budget Meeting November 2021- this is unusual, usually the money we had at the end of 2021 would be allocated here.

Secondly, we are not receiving any of the P and C contribution, which would be what the bulk of our budget items would have been from.

As of today we have \$82,909.01 with \$55,520 committed, leaving \$27,689.01 in the bank.

To determine what we can spend today, we need to decide what the 'buffer' amount is.

At present we hold, \$25,000 as a buffer amount, this is part of the committed money, just in case we run into problems, we are not to use this amount, unless there is a very good reason.

Due to this, we need to allow around \$20,000 in the account extra at any one time, to cover any bills that may come through. We do often get months where we pay in excess of \$20,000 out to suppliers. So essentially at any one time we are holding onto \$45,000

I propose that we raise the buffer amount to \$35,000 and that we are able to draw on \$25,000 of it at any one time. This would essentially free up an extra \$10,000 for budget items today.

If we leave as is, we would have \$7,689.01 to commit to budget items today.

If we increase the buffer but only hold onto \$10,000 in the online saver, we would have \$17,689.01

Vote on Buffer

I would be very hesitant to commit to a lot more than the above amounts. Reason being is our rate to fundraise this year may be compromised due to Covid and we do not have the P and C contributions which is a large part of the money we commit.

The Uniform Shop is holding onto a very large amount of stock and the lead times are a lot longer, which means that we will have to continue doing this. Also the canteen will need to re stock and make purchases to get it up and running for next term. We will also have wages again.

As an example, last year we fundraised just over \$22,000, which was actually a large fundraising year for us, with the Quiz Night and the Colour Run.

I would say that we could commit, if we didn't have to pay right now, another \$10,000- so approve up to \$17,000- \$27,000, on the proviso, that we don't have to pay till the end of the year, as we have previously done.

Budget for EGM Nov 21

P&L

	Total	Jan 21-Dec 21
4-0000 Income		
Total Income	0.00	0.00
5-0000 Cost Of Sales		
Total Cost Of Sales	0.00	0.00
Gross profit	0.00	0.00
6-0000 Expenses		
6-1000 General Expenses		
6-1103 MYOB Subscription Fee	1,000.00	1,000.00
6-1220 General Expenses	25,000.00	25,000.00
6-1300 WACSSO	1,020.00	1,020.00
Total General Expenses	27,020.00	27,020.00
6-2000 Canteen Expenses		
6-2100 Canteen Staff	800.00	800.00
6-2212 Canteen General Expenses	500.00	500.00
6-2213 Canteen Insurance	400.00	400.00
6-2214 Workers Compensation	450.00	450.00
6-2215 Canteen Licences & Fees	200.00	200.00
Total Canteen Expenses	2,350.00	2,350.00
6-3000 Uniform Shop Expenses		
6-3004 Uniform General Expenses	600.00	600.00
Total Uniform Shop Expenses	600.00	600.00
6-4000 Fundraising Expenses		
6-4311 Meet and Greet	1,000.00	1,000.00
Total Fundraising Expenses	1,000.00	1,000.00
6-7000 Other Expenses		
6-7501 Leavers 2021 Payments Only	6,000.00	6,000.00
Total Other Expenses	6,000.00	6,000.00
6-8000 Regular Budget Items		
6-8119 Canteen Items	500.00	500.00
6-8977 Urban Orchard	1,500.00	1,500.00
6-8978 Vegetable Garden	250.00	250.00
Total Regular Budget Items	2,250.00	2,250.00
6-9000 Other Budget Items		
6-9377 P & C Shelving	500.00	500.00
6-9382 Toilet Upgrades	500.00	500.00
6-9389 Nature Playground - Infrastruc	15,000.00	15,000.00
Total Other Budget Items	16,000.00	16,000.00
Total Expenses	55,220.00	55,220.00
Operating profit	-55,220.00	-55,220.00
8-0000 Other Income		

Total Other Income	0.00	0.00
9-0000 Other Expenses		
Total Other Expenses	0.00	0.00
Net profit	-55,220.00	-55,220.00

Balance Sheet

As of 21/03/2022

Assets		
Cash on Hand		
General Cheque Account	\$82,581.72	
Canteen Cash Float	\$50.00	
Uniform Shop Cash Float	\$100.00	
Total Cash on Hand		\$82,731.72
Stock-on-Hand		
Canteen Stock	\$300.00	
Uniform Shop Stock	\$23,496.10	
Total Stock-on-Hand		\$23,796.10
Total Assets		\$106,527.82
Liabilities		
Creditors		
Trade Creditors	\$1,900.40	
Total Creditors		\$1,900.40
Current Liabilities		
PAYG Withholding Payable	\$2.94	
Funds Held on Behalf of		
Leavers 2022	\$5,980.36	
Total Funds Held on Behalf of		\$5,980.36
Total Liabilities		\$7,883.70
Net Assets		\$98,644.12
Membership Funds		
Accumulated Funds b/fwd	\$104,206.47	
Current Surplus (Deficit)	-\$5,562.35	
Total Membership Funds		\$98,644.12

This report includes Year-End Adjustments.

Profit & Loss Statement

1/01/2022 To 21/03/2022

Income		
Canteen Income		
Canteen Quickcliq Online Sales	\$61.47	
Total Canteen Income		\$61.47
Uniform Shop Income		
Uniform Quickcliq Online Sales	\$5,626.60	
Uniform Eftpos (Square) Sales	\$10,468.85	
Total Uniform Shop Income		\$16,095.45
Fundraising Income		
Entertainment Books	\$70.00	
Total Fundraising Income		\$70.00
Other Income		
P and C Contributions	\$190.00	
Membership Fees	\$5.00	
Donations Received	\$60.00	
Total Other Income		\$255.00
Total Income		\$16,481.92
Cost Of Sales		
Uniform Shop Purchases	\$11,702.21	
Total Cost Of Sales		\$11,702.21
Gross Profit		\$4,779.71
Expenses		
General Expenses		
MYOB Subscription Fee	\$252.00	
Total General Expenses		\$252.00
Canteen Expenses		
Canteen Purchases Stock	\$2,545.09	
Total Canteen Expenses		\$2,545.09
Uniform Shop Expenses		
Uniform Purchases Stock	\$6,795.47	
Total Uniform Shop Expenses		\$6,795.47
Regular Budget Items		
Urban Orchard	\$425.00	
Other Budget Items		
Toilet Upgrades	\$324.50	
Total Other Budget Items		\$324.50
Total Expenses		\$10,342.06
Operating Profit		-\$5,562.35
Other Income		
Suspense Income	\$29.00	
Total Other Income		\$29.00
Other Expenses		
Suspense Expense	\$29.00	
Total Other Expenses		\$29.00
Net Profit/(Loss)		-\$5,562.35

This report includes Year-End Adjustments.