



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc.
General Meeting
04 Sep 2023 at 6:30pm – School Library

[Click here to join the meeting](#) – Link included for those unable to attend in person.

MEETING MINUTES

1. Attendance

Michelle Beh, Keera Allum, Laura O'Hara, Sally Biggs, Lauren Britton (online), Paula McBain, Andrew North, Mitch Harvie (MBA), Joshua Mackie, Nicole Connell, Chelsea O'Riordan, Nish Perera, Nadia Bowey, Jen Leckey, Vanessa Adams

2. Apologies

Marissa Phoebe, Stefanie Kirk, Rachael McMahon, Nicole Marwick, Catherine Sharbanee, Rachna Desai, Pippa Farrelly

3. General Welcome – President's Report

Acknowledge the Year 5s for an amazing effort in providing lunch and cake stall at the athletics carnival (special mention to Gail Isles and Rachel McMahon for leading the event).

Motion: To approve meeting minutes from the last meeting (on 07 Aug 2023)

Seconded: Chelsea O'Riordan

Approved: Unanimous

Against: None

Abstaining: None

4. Treasurer Report

To provide a general update on the distribution of approved P&C funds and how they are being spent.

New Square account is now available. See attached treasurer's report

Motion: To approve Treasurers Report

Seconded: Nadia Bowey

Approved: Unanimous

Against: None

Abstaining: None

5. Principal's Welcome and Report

See attached principal's report

Motion: To approve the principals report

Seconded: Paula McBain

Approved: Unanimous

Against: None

Abstaining: None

6. General Business / Fundraising Discussion

- Air conditioning – possibility for the school to source own supplier to purchase air con units, they must be purchased this year to ensure the grant is applied. School to engage Education dept. to install the purchased units. To seek another quote from Ford & Doonan who previously installed aircon in the PP classrooms. Laura to arrange meeting with Education Dept. Unanimously voted to top up additional funds of \$10K (confirmed by treasurer that we have this fund available).
- Cubby House – 2 options presented: Option #1 \$10K on original idea (large custom-made cubby house). Option #2 \$10K for smaller cubby, car and petrol pump equipment for ELC. Took in consideration the poll from Kindy parents (ran by Kindy class reps)- unanimously voted on Option #2. Cubby house to be put on buy-nothing group or gumtree to see if anyone wanted it for free.
- Wooden Benches – We still need more quotes to compare prices. Design to be confirmed. Will aim to get benches installed by end of this year!
- Proposal to reduce the frequency of the P&C Meetings from twice to once per term – WASCCO requirement is minimum once a term.
 - o Next meeting will be our last meeting in Week 4 of Term 4, Oct 30th 2023.
- Engagement Document – agreed to consolidate events for the remainder of the year and review document for 2024. Year group fundraisers will be combined, year before to buddy year below. Eg. Year 3 and Year 4 for Disco. Engagement document to be finalized for next meeting.
- Dad's Campout Date – Saturday, 18 November.
 - Mitch – MBA School Holiday Program. MBA can run a program, Mitch (MBA) had lots of ideas and will liaise with Andrew North and Josh Mackie.
 - \$2000 was approved for Dad's Campout
- School Holiday Program – proposed extending until 5pm (additional cost), pending demand. Parent reps ran an expression of interest poll to determine interest. Lauren provided statistics from the poll, Mitch to take under consideration. However, it doesn't look like we had enough interest to offer the extended hours this school holidays. There may be a possibility to arrange an early drop off from 8:30 for 9:00 start. This will be confirmed
- School Fair 2024 – 60th birthday celebration. Discussed the workload to put on a school fair. It was proposed we could instead have a "School Birthday Fun Day" for the school community. This could be incorporated with the alumni open day, school archives to be display in the library. Some other ideas for the Fun day: Churchlands SHS band to play, Food trucks, MBA could be involved with sporting activities, Fun activities like "Dunk a Teacher", Face painting, etc. This would be a celebratory event not a fundraising event! More details to be discussed at next meeting.
- October 14th referendum. Coffee cart booked. This will be a P&C run event with the help of Year 2s (being the only year group yet to contribute in fundraising events this year) to run cake stall and sausage sizzle. Additional \$500 was approved for this event.

7. Next Meeting

Term 4, Week 6 (30th October 2023)

8. Closure – 7.50pm



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 4/9/23

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. 2023 ICT Review

The school is conducting an ICT review to assess the use ICT at the school. The Review Team includes Laura O'Hara (Principal), Danielle Rees (Year 1 Teacher), Natalie Howard (Year 3 Teacher). I have attached some of the documents that I will distribute to parents and staff who will be providing feedback on our ICT and BYO iPad program.

I expect the review to be completed by the end of Term 3 and ready to share with the School Board at our Open Meeting on 24 October 2023.

3. Review of PBS Program

The school leadership team is working with the PBS committee and school staff to review and update the school's Positive Behaviour in Schools program, the Behaviours Expectations and Flow Chart. It is normal to review policies, and processes regularly and it is time to review this area of our school's policy and expectations now. Eunice Tan leads the PBS team and has been working with staff to gather feedback on what is working well and what needs to be updated.

4. Peace Pole Ceremony

The school ceremony will be held at 2:00pm on 21 September, World Peace Day. The ceremony will be conducted by our Year 6 Student Councillors. They will be preparing and practicing with Deputy Principal Stef Kirk and Cambridge Rotary Club member Jeremy Wood. We expect Christine Tonkin MLA and Stirling Mayor Mark Irwin to attend and speak. Parents and the community will be invited to attend.

5. Air Conditioning Upgrade

The school is in discussions with the Department of Education and Programmed Facilities Management to determine if part of the proposed air conditioning upgrade can be completed by external contractors. The Department of Education strongly recommends that any works such as electrical, air conditioning and roof replacement, when existing evaporative coolers are decommissioned, is undertaken by Programmed Facilities Management.

6. Suggested Future P&C Works

- Maintenance of the basketball/netball courts, repainting and filling cracks

Laura O'Hara
Principal
Woodlands Primary School
4 September 2023

Treasurer's Report
4th September 2023

Not a lot has changed accounts wise since the last update. We currently have \$4117.45 in the general account, which is the day to day usage account and \$112,437.90 in the online savers, of which almost all is allocated to budget items and funding. This will be paid out as the items are completed.

We had a successful year 5 athletics day fundraiser on Friday, as it was only Friday, the funds need to be deposited and cleared to the account, so it won't be showing on the profit and loss yet but I suspect it will be over \$2200.00. I would like to thank Gail Isles, a year 5 parent who co hosted the event. It was her first time heading a fundraiser at the school and she did an amazing job.

In good news, after 18 months of battling the ATO and various agencies, they agreed to change our entity type to Other Incorporated Entity, which is where it should have been in the first place.

This has allowed us to re apply for our square reader account, which has now become active. We will be applying as a charity and this will open up many opportunities for the school in terms of hopefully bigger donations as well as things like cheaper MYOB accounting software.

I know we have some large amount to approve today for current budget items that require more funding and I can confirm that we would have enough to cover these extra expenses this year.

Profit and loss report

Accrual mode

01 Jan 2023 - 03 Sep 2023

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1001 Canteen Cash Sales	1,426.90
4-1005 Canteen Quickcliq Sales	5,829.85
4-1010 Locavora	152.00
Total Canteen Income	7,408.75
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	1,096.00
4-2005 Uniform Quickcliq Sales	15,007.00
4-2010 Uniform Square Sales	14,103.00
Total Uniform Shop Income	30,206.00
4-3000 Fundraising Income	
4-3003 Quiz Night	10,114.10
4-3005 Cake / Coffee Stall	870.60
4-3010 Recycle Cans and Bottles	568.60
4-3015 Special Canteen Days	3,088.23
4-3016 Entertainment Books	117.00
4-3017 Athletics Carnival Fundraising	420.60
4-3027 Colour Run	8,784.69
4-3034 Easter Activities	2,561.72
Total Fundraising Income	26,525.54
4-4000 Other Income	
4-4001 P and C Contributions	25,352.53
4-4002 Membership Fees	24.00
4-4005 Interest Received	613.31
4-4090 Government Grants	2,500.00
Total Other Income	28,489.84
Total Income	92,630.13
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	24,153.96
Total Cost Of Sales	24,153.96
Gross Profit	68,476.17
6-0000 Expenses	
6-1000 Canteen Expenses	
6-1100 Canteen Staff	2,611.47
6-1109 Canteen Superannuation Paid	251.50
6-1120 Canteen Purchases Stock	3,983.12
6-1213 Canteen Insurance	-63.00
6-1215 Canteen Licences & Fees	199.00
Total Canteen Expenses	6,982.09

	Total
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	19.25
6-2005 Uniform Shop Insurance	329.00
6-2009 Uniform Stock Adjustment	22.92
6-2030 Uniform Quickcliq Fee	436.24
6-2031 Uniform Square Fee	198.94
Total Uniform Shop Expenses	1,006.35
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	1,167.00
6-4220 General Expenses	24.00
6-4300 WACSSO	1,117.75
Total General Expenses	2,308.75
6-8000 Regular Budget Items	
6-8102 Graduating Class Shirt/Book	2,142.60
6-8108 Phys Ed Resources	3,000.00
Total Regular Budget Items	5,142.60
6-9000 Other Budget Items	
6-9366 Oval Maintenance	5,000.00
6-9368 Ladder	249.00
Total Other Budget Items	5,249.00
Total Expenses	20,688.79
Operating Profit	47,787.38
8-0000 Other Income	
8-8888 Suspense Income	343.50
Total Other Income	343.50
9-0000 Other Expenses	
9-9999 Suspense Expense	343.50
Total Other Expenses	343.50
Net Profit	47,787.38

Balance sheet report

Accrual mode

03 Sep 2023

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	4,117.45
1-1105 Online Savings Account	112,437.90
1-1108 Debit Card Business Essentials	1.00
1-1139 Canteen Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Cash on Hand	116,706.35
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	19,356.08
Total Stock-on-Hand	19,656.08
Total Assets	136,362.43
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	393.78
Total Creditors	393.78
2-2500 Current Liabilities	
2-2561 PAYG Withholding Payable	-0.53
2-2573 Uniform Stock Adjustment	-2,129.22
Total Current Liabilities	-2,129.75
Total Liabilities	-1,735.97
Net Assets	138,098.40
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	90,311.02
3-9000 Current Surplus (Deficit)	47,787.38
Total Membership Funds	138,098.40