



WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.
General Meeting
07 Aug 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, Andrew North, Rachel McMahon, Chelsea O’Riordan, Paula McBain, Nish Perera, Sally Briggs, Jen Leckey, Sam Edwards, Claire Dewhurst, Minesh Hirani, Stefanie Kirk-Burnnand, Laura O’Hara, Kelly Haworth, Chris Grubb, Marisa Phoebe

Online: Lauren Britton, Pippa Farrelly

Anyone who wishes to vote and hasn’t already, needs to be a financial member. Please complete the form and pay \$1, this can be done on the evening of the meeting.

2. Apologies

Nicole Marwick, Catherine Sharbanee

3. General Welcome – President’s Report

Motion: To approve meeting minutes from the last meeting (on 12 Jun 2023)

Seconded: Chelsea O’Riordan

Approved: all others

Against: -

Abstaining: 6

4. Treasurer Report

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

Budget items:

- Turf \$5000 given to the school
- Cubby, \$10,000. Marissa to source updated quote as quote has expired. Current quote \$11,788.15. Installation over September weekend.
- Sports equipment \$300 already paid to school
- Nature play \$5000 discussions held to combine benches and nature play funds to create one big bench area. 11 votes to not install snake head into nature play and put towards seating/wood installations.
- October MYOB phase out. New platform Jan 1st.
- SQUARE- NOT IN USE at the moment. May need to change P&C bank details in regards to domain and having charity status. Rachel investigating options currently.

Motion: To approve Treasurers Report

Seconded: Nadia Bowey

Approved: all

Against: -

Abstaining: -

5. Principal Welcome and Report

- Monday 23rd October open classrooms.

Motion: To approve the principal report

Seconded: Andrew North

Approved: All

Against: None

Abstaining: None

6. General Business / Fundraising Discussion

- Discussions had regarding layout of school photos, Option 'A' 5 votes. Option 'B' 11 votes. The majority for lighter background and optional boarders. More votes for company that include digital copies as part of their packages. Questions raised as to continuity with Kapture.
- Request for all Class Reps to attend the P&C meeting. Great turn out tonight (one from each year group represented)
- Proposal to reduce the frequency of the P&C Meetings from twice to once per term – check WASCCO requirements
 - o Will continue meetings as planned for this term, then trial once a term for term 4.
- Canteen – open the canteen once a term (break 1) to sell cookies / icy pole – volunteers to hang around for an extra 30 minutes on a Friday. **Agreed.**
- Engagement Document – consolidate events for the remainder of the year.
- Discussion held regarding minimalizing events next year, all in favor. Proposed fundraising events for 2024: Easter, Athletics carnival, Christmas Carols and maybe school fete as the main fundraiser?
- Family Photo Fundraising – date TBC. Awaiting Kim to get back to us regarding this.
- Dad's Campout Date – Saturday, 18 November
- Bunnings Sausage Sizzle – (Year 3 Cohort) – Saturday, 14 October. To be cancelled, Year 3 will join forces with Year 4 for disco night.
- Christmas Carols Evening – Outsource catering – food vans / ice cream or dessert van. Other items include face painting
- 2024 – 60th birthday celebration. Open day, welcome back alumni. Those in attendance were keen on the idea of a school fete. Class reps to get feedback from their classes. Form a committee to oversee event. Need all okay to proceed if parent reps are happy to make this one big event. Feedback to be collated by next P&C meeting.
 - ? Spring fling
 - ? Spring in the valley
- Claire Orange talk on thursday 10/8 in library, use sign up.
- School holiday program with MBA to TBC for September holidays.

7. Next Meeting

Week 8. 4th September 2024

8. Closure – 7.37pm



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 7/8/23

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. NAPLAN

Individual student tests were sent home at the beginning of Term 3. School performance analysis has not been released to schools yet for 2023.

Results from 2023 onwards cannot be directly compared with results from 2008 to 2022. This is because a new measurement scale that is more suited to the online tests has been introduced with the new standards. Also, in 2023, the tests moved to Term 1 from Term 2. However, as in previous years, you can continue to see your child's achievement against the national average for the year.

3. Open Classrooms

We will hold our annual open classrooms school function on Monday 23 October from 3:15-4:30pm. Parents are invited to visit their child's classroom to look at their work both on display in the classroom and in their iMaths workbooks, Handwriting workbooks, Spelling Mastery workbooks and Writing Journals. The idea is for parents to look at the student progress in their work samples and to discuss the work with their child. For parents who can't attend at this time, they will be welcome to pop in for look at student work either before school 8:30-8:50 or 3:00-3:30 during that week. This should be an informal time for parents to talk to their children about their work. If parents wish to meet with the teacher to discuss specific questions about student achievement or progress, they can set up a meeting at another time.

4. Quiz Night

Thank you to the P&C for the enjoyable and successful quiz night they held last Saturday. I would like to especially acknowledge the efforts of P&C members Paula McBain, Nicole Marwick and Hayley Sforcina in coordinating this event and the fundraising committee for the massive job of setting up for the event. Thank you to our own Diamond Dave for his great work as quiz night MC. We also appreciate the support of sponsors from our school and local community. Thank you all for your work to benefit the children at Woodlands Primary School!

Laura O'Hara
Principal
Woodlands Primary School
7 August 2023

Treasurers Report 7th August 2023

We have \$13,141.05 in the chq account and \$102,314.67 in the online saving account.

In the Online Savings account, we have \$33,600.00 which is the mandatory money we put aside for one years running costs and the \$10k contingency.

The rest of the amount is for allocated budget items as well as P and C contributions that will be given to the school. This totals \$70,805.00

So as you can clearly see, all the money that we have in the savings account has been allocated and in the process of but not yet been installed/spent. For example P and C contributions of \$26,000, ELC Cubby \$10,000, Air conditioning \$15,000 and nature play and benches \$14,705 plus other smaller ones.

We have \$20,119.46 in uniform stock.

Profit and Loss

The quiz night made a phenomenal \$10,423.10.

Uniform Shop \$4,333.15 in profit so far

Canteen slight profit of \$443.56. Locavora will pay an amount each term to the school as a commission of sorts for using them.

I also applied for a top up covid grant that we received, which was \$2,500.00

This year we have so far paid out \$10,291.60 in budget items for oval maintenance, PE resources, graduation and a new ladder for the school, with the rest (as discussed above) to be paid as installed.

There was a huge difference in term 2 and term 3 budget, the fundraising efforts in term 2 plus quiz night, has allowed us to reach all the budget item request goals for the year.

2023 Term 3 Updated Budget

P&L

	Total	Jan 23-Dec 23
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		
6-2000 Uniform Shop Expenses		
6-2001 Uniform Purchases Stock	15,000.00	15,000.00
6-2004 Uniform General Expenses	300.00	300.00
6-2005 Uniform Shop Insurance	250.00	250.00
Total Uniform Shop Expenses	15,550.00	15,550.00
6-3000 Fundraising Expenses		
6-3013 Meet and Greet	1,000.00	1,000.00
Total Fundraising Expenses	1,000.00	1,000.00
6-4000 General Expenses		
6-4103 Contingency	10,000.00	10,000.00
6-4105 MYOB Subscription Fee	1,600.00	1,600.00
6-4250 Postage & Stationery	150.00	150.00
6-4300 WACSSO	1,200.00	1,200.00
Total General Expenses	12,950.00	12,950.00
6-7000 Other Expenses		
6-7105 Graduation Expenses	4,100.00	4,100.00
Total Other Expenses	4,100.00	4,100.00
6-8000 Regular Budget Items		
6-8001 P and C Contributions	26,000.00	26,000.00
6-8108 Phys Ed Resources	2,000.00	2,000.00
6-8977 Urban Orchard	1,000.00	1,000.00
6-8978 Vegetable Garden	300.00	300.00
Total Regular Budget Items	29,300.00	29,300.00
6-9000 Other Budget Items		
6-9363 Plaque	800.00	800.00
6-9364 Early Learning Cubby	10,000.00	10,000.00
6-9365 Nature Play Benches	5,000.00	5,000.00
6-9367 Air Conditioning	15,000.00	15,000.00
6-9372 Nature Playground	9,705.00	9,705.00
6-9377 P & C Shelving	1,000.00	1,000.00
Total Other Budget Items	41,505.00	41,505.00
Total Expenses	104,405.00	104,405.00
Operating profit	-104,405.00	-104,405.00
8-0000 Other Income		
Total Other Income	0.00	0.00

	Total	Jan 23-Dec 23
9-0000 Other Expenses		
Total Other Expenses	0.00	0.00
Net profit	-104,405.00	-104,405.00

Profit and loss report

Accrual mode

01 Jan 2023 - 08 Aug 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	980.00
4-2005 Uniform Quickcliq Sales	12,434.00
4-2010 Uniform Square Sales	13,475.00
Total Uniform Shop Income	26,889.00
4-3000 Fundraising Income	
4-3003 Quiz Night	10,423.10
4-3010 Recycle Cans and Bottles	462.80
4-3015 Special Canteen Days	3,088.23
4-3016 Entertainment Books	117.00
4-3027 Colour Run	8,784.69
4-3034 Easter Activities	2,561.72
Total Fundraising Income	25,437.54
4-4000 Other Income	
4-4001 P and C Contributions	25,352.53
4-4002 Membership Fees	22.00
4-4005 Interest Received	490.08
4-4090 Government Grants	2,500.00
Total Other Income	28,364.61
Total Income	88,099.90
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	21,592.12
Total Cost Of Sales	21,592.12
Gross Profit	66,507.78
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	3,966.22
6-1213 Canteen Insurance	-63.00
6-1215 Canteen Licences & Fees	199.00
Total Canteen Expenses	6,965.19
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	19.25

Balance sheet report

Accrual mode

08 Aug 2023

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	13,141.05
1-1105 Online Savings Account	102,314.67
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	115,606.72
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	20,119.46
Total Stock-on-Hand	20,419.46
Total Assets	136,026.18
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	1,830.40
Total Creditors	1,830.40
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	-299.35
Net Assets	136,325.53
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	90,311.02
3-9000 Current Surplus (Deficit)	46,014.51
Total Membership Funds	136,325.53

	Total
6-2005 Uniform Shop Insurance	329.00
6-2009 Uniform Stock Adjustment	22.92
6-2030 Uniform Quickcliq Fee	393.62
6-2031 Uniform Square Fee	198.94
Total Uniform Shop Expenses	963.73
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	1,031.00
6-4220 General Expenses	24.00
6-4300 WACSSO	1,117.75
Total General Expenses	2,172.75
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	20,493.27
Operating Profit	46,014.51
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	46,014.51