



WOODLANDS PRIMARY SCHOOL P&C

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

MEETING MINUTES

1. Attendance

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.

Pippa Farrelly, Chelsea O'Riordan, Laura O'Hara, Michelle Beh, Keera Allum, Rachna Desai, Jen Leckey, Catherine Sharbanee and Nicole Marwick

2. Apologies

Andrew North, Paula McBain, Lauren Britton, Marisa Phoebe, Rachel McMahon

3. General Welcome – President's Report

Motion: To approve meeting minutes from the last meeting (on 15 May 2023)

Seconded: Rachna Desai

Approved: All in attendance except those abstaining

Against: NA

Abstaining: Laura O'Hara

4. Treasurer Report

Refer to the attached documents for the full Treasurer's report.

Motion: To approve Treasurers Report

Seconded: Keera Allum

Approved: All in attendance

Against: NA

Abstaining: NA

5. Principles Welcome and Report

- The school has received 62% of P&C voluntary continuations which equates to \$18,690 – we are aiming for \$30,000. Last year the school received 79.9% of voluntary contributions.
- Coding will take place in classrooms in term 3. After school coding club will be held in term 4. The same company will be used as last year and feedback concerns have been addressed around appropriate child behavior management.
- The Principal will be meeting with Churchland's ITC department to evaluate children's requirements are on track and meeting high school entry requirements. Possibly have a break in stem smart and replace with a year of nature play, alternate between the two.
- Airconditioning update – the department continues to assess the original building to quote for a new roof. When the updates are made, reverse cycle air-condition will replace the existing evaporative air-conditioning. The science rooms will be installed

first, ideally with the installation to happen over the summer school holidays, however, unfortunately there are no guarantees of timing.

- The projector and sound system in undercover area needs to be replaced, approx. quote for the projector is \$7,000 and the school is waiting to be quoted for a new audio system.

Motion: To approve the principals report (delivered at the meeting, noted above)

Seconded: Rachna Desai

Approved: All in attendance

Against: NA

Abstaining: NA

6. **General Business / Fundraising Discussion**

- Canteen Outsourcing – Trial on Friday, 23 June. Create an account, orders can be made.
- School Faction Caps for Parents – Gauging interest in purchasing caps which will be sold from the uniform shop.
- Agree on frequency of communication sent out by the class reps, set parameters. Good feedback, continue as is.
- Family Photo Fundraising – date TBC. \$40 per family phone, print and digital copy.
- Trivia Quiz Night - Christmas in July Ugly Jumper – Saturday, 29 July. Scarborough Sports Club. BYO nibbles and pre-purchase pizzas, purchase drinks for the bar on the night. Tables of 8, total capacity of 300 people seated. Silent auction items, games and prizes on the night. BYO table decorations, Christmas theme. Ticket price agreed to be between \$25-\$30. Individual tickets and table sales are available.
- Colour Run – The P&C is trying to sell the remaining colour
- Dad's Campout Date – Saturday, 18 November
- Bunnings Sausage Sizzle – (Year 3 Cohort) – Saturday, 14 October

7. **Next Meeting**

Week 4, 07 August 2023

8. **Closure** – 8pm

Treasurers Report

Date: 6th June 2023

Bank

\$97,961.77 Cash on hand

\$3,716.79 General chq account

\$94,093.98 in Online savings account- these are for pre approved budget items and P and C running costs. At present we are still fundraising for air conditioner budget item.

Canteen

Profit \$228.56, Michelle and I did a final canteen opening to sell of frozen items. This now puts the canteen in profit. Thank you Michelle for your time with this.

Uniform Shop

Profit \$3480.23

We have \$21,301.17 in Uniform Stock.

Fundraising

Total so far this year \$13,573.82

Colour Run's final total was \$8,784.69 and Paula's year group special canteen day made \$1,800.61. Both fundraisers were a phenomenal effort.

Other Points to Note- mentioned last time

I have also attached an updated budget. From the budget items we have paid the Turf and Sports equipment, with the bench money put aside. We are currently working on funding air conditioning.

Total on the budget at the moment is \$109,385, so we will need around \$12,000 before we can start putting aside for the cubby house. Though there is a little flexibility as some of the budget items have been spent (ie uniform) and as long as we have the amount needed to cover them next year, we do have money we can use. We would just need to make it a priority to get that money back in so that we have the funds to cover the items needed over the next year.

Still to go will be cubby House, \$10k, Sports \$2k, Nature Play \$5k and Plaque \$800

2023 Term 1 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		
6-1000 Canteen Expenses		
6-1212 Canteen General Expenses	300.00	300.00
6-1213 Canteen Insurance	250.00	250.00
6-1214 Workers Compensation	450.00	450.00
Total Canteen Expenses	1,000.00	1,000.00
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
6-4000 General Expenses		
6-4103 Contingency	10,000.00	10,000.00
6-4105 MYOB Subscription Fee	1,450.00	1,450.00
6-4250 Postage & Stationery	150.00	150.00
6-4300 WACSSO	1,200.00	1,200.00
Total General Expenses	12,800.00	12,800.00
6-7000 Other Expenses		
6-7105 Graduation Expenses	3,600.00	3,600.00
Total Other Expenses	3,600.00	3,600.00
6-8000 Regular Budget Items		
6-8001 P and C Contributions	49,430.00	49,430.00
6-8977 Urban Orchard	1,000.00	1,000.00
6-8978 Vegetable Garden	300.00	300.00
Total Regular Budget Items	50,730.00	50,730.00
6-9000 Other Budget Items		
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	4,705.00	4,705.00
6-9377 P & C Shelving	1,000.00	1,000.00
Total Other Budget Items	25,705.00	25,705.00
Total Expenses	109,385.00	109,385.00
Operating profit	-109,385.00	-109,385.00
8-0000 Other Income		
Total Other Income	0.00	0.00
9-0000 Other Expenses		

	Total	Jan 23-Dec 23
Total Other Expenses	0.00	0.00
Net profit	-109,385.00	-109,385.00

Profit and loss report

Accrual mode

01 Jan 2023 - 06 Jun 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
Total Canteen Income	7,256.75
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	980.00
4-2005 Uniform Quickcliq Sales	9,213.00
4-2010 Uniform Square Sales	10,826.00
Total Uniform Shop Income	21,019.00
4-3000 Fundraising Income	
4-3010 Recycle Cans and Bottles	337.80
4-3015 Special Canteen Days	1,800.61
4-3016 Entertainment Books	89.00
4-3027 Colour Run	8,784.69
4-3034 Easter Activities	2,561.72
Total Fundraising Income	13,573.82
4-4000 Other Income	
4-4001 P and C Contributions	25,352.53
4-4002 Membership Fees	22.00
4-4005 Interest Received	269.39
Total Other Income	25,643.92
Total Income	67,493.49
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	17,019.26
Total Cost Of Sales	17,019.26
Gross Profit	50,474.23
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
6-1215 Canteen Licences & Fees	199.00
Total Canteen Expenses	7,028.19
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	19.25
6-2009 Uniform Stock Adjustment	23.54
6-2030 Uniform Quickcliq Fee	322.95
6-2031 Uniform Square Fee	153.77
Total Uniform Shop Expenses	519.51

	Total
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	759.00
6-4220 General Expenses	24.00
6-4300 WACSSO	1,117.75
Total General Expenses	1,900.75
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	19,840.05
Operating Profit	30,634.18
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	30,634.18

Balance sheet report

Accrual mode

06 Jun 2023

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	3,716.79
1-1105 Online Savings Account	94,093.98
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	97,961.77
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	21,301.17
Total Stock-on-Hand	21,601.17
Total Assets	119,562.94
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	723.95
Total Creditors	723.95
2-2500 Current Liabilities	
2-2561 PAYG Withholding Payable	-0.53
2-2573 Uniform Stock Adjustment	-2,105.68
Total Current Liabilities	-2,106.21
Total Liabilities	-1,382.26
Net Assets	120,945.20
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	90,311.02
3-9000 Current Surplus (Deficit)	30,634.18
Total Membership Funds	120,945.20