



WOODLANDS PRIMARY SCHOOL P&C

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

MEETING MINUTES

1. Attendance

Michelle Beh, Pippa Farrelly, Keera Allum, Nicole Marwick, Nish Perera, Nicole Connell, Sally Briggs, Paula McBain, Chelsea O’Riordan, Marisa Phoebe, Nadia Bowey, Rachna Desai and Catherine Sharbane.

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

Fiona Sterpini and Laura O’Hara

3. General Welcome – President’s Report

Motion: To approve meeting minutes from the last meeting (on 20 Mar 2023)

Seconded: Rachna Desai

Approved: All in attendance

Against: NA

Abstaining: NA

4. Treasurer Report

Motion: To approve Treasurers Report

Seconded: Nicole Marwick

Approved: All in attendance

Against: NA

Abstaining: NA

Motion: Larger fundraising float (have money available to the fundraising committee before the profits of the event are received). Executive members have pre-approval to provide funds up to value of \$1,500 per event. Explanation of the approved amount of funds to be provided at the following meeting.

Seconded: Pippa Farrelly

Approved: All in attendance

Against: NA

Abstaining: NA

Motion: The President to sign a positive solvent declaration. Executive team has reviewed the financial statement and we’re positive in profit. This information is to be provided to WACSSO.

Seconded: Rachna Desai

Approved: All in attendance

Against: NA

Abstaining: NA

5. Principles Welcome and Report

Motion: To approve the principals report
 Seconded: Paula McBain
 Approved: All in attendance
 Against: NA
 Abstaining: NA

6. General Business / Fundraising Discussion

- Class Rep update – Refer to email from Lauren Britton
- WACSSO Conference – Attendance is encouraged. Vice president will be attending, if you would like to attend, please ask the P&C for more information. Topics covered include parenting support / community activities / seminars / sponsorship ideas – all things related to schools and parenting.
- Containers for Change – Parent feedback is that the green bags are not being returned to students to refill. Year 6 class rep to follow up. Kindy kids did not receive bags, also to be followed up.
- Proposal for a family photo shoot fundraising event. Concept provided by Kim Harrison, school parent. See the full run-down of the proposal towards the end of this document. All profits go to the P&C.
- Parent Social Event – Christmas in July: Ugly Jumper/Trivia Quiz night on Friday, 29 July at Scarborough Sportsman Club, \$300 cleaning fee. Pre budgeting funding of \$1,500. Attendance (seated) of up to 260 people. Possible hire chairs/tables. Bar and staff provided – P&C cannot provide surcharge. P&C can provide food and make profit. Sponsorship donations including weekends away and other prizes. MC – David Todd. Looking for a team of parents to assist / help out to plan and prepare for the event.

Motion: To approve funds of up to \$2,000 to prepare for the event
 Seconded: Rachna Densai
 Approved: All in attendance
 Against: NA
 Abstaining: NA

- Pre-Primary Canteen fundraiser – Two separate canteen days, 19 May & 16 June.
- Kindy Canteen Fundraiser – three class combined canteen open day, proposed for 11 August – TBC.
- Lose coin change challenge – cover the courts challenge, year group challenge. Reward for the most money raised. Currently on hold due to other fundraising events.
- Dad's Campout Date – Saturday, 18 November. Josh Mackie organizing.
- Bunnings Sausage Sizzle – Year 3 cohort, 14 October
- Fathering Project Initiative Fathering Project – suggestion to hold a dads only fundraising event. Brainstorming ideas, suggestions welcome and volunteers are encouraged.
- Canteen Forward Plan – Outsourcing to a local company, Locavora. The canteen will be open one day per week, commence Friday, week 1 of term 3. Volunteers are required for 30 minutes to help distribute the meals to the classrooms. Sign-up sheet being circulated. If there are no volunteers, unfortunately the canteen will not open.

Motion: Include a surcharge on canteen orders, one order per family

Approved: All in attendance

Against: NA

Abstaining: NA

- Fundraising Proposal – Develop a short video to explain the purpose of the P&C and where funds go to. Limited government funding provided to support school. Suggestion for student leaders to develop the video.
- Motion: Exect meeting on 01 May voted to increase funding for the Colour Run (to approx. \$1,500). Vote was done during the executive meeting due to time restraints. Sponsorship received will cover all costs. Not required to vote, minute only.

7. Next Meeting

Week 8, 12 June 2023

8. Closure – 8:05pm

Treasurers Report

Date: 15th May 2023

Bank

\$92,328.48 Cash on hand

\$12,776.63 General chq account

\$81,400.85 in Online savings account

Canteen

Loss \$339.47

Uniform Shop

Profit \$3047.42

We have \$22195.63 in Uniform Stock.

Fundraising

Total so far this year \$12,138.76

Colour Run has \$9286.24 in at the moment, this is not the finalised amount, some further contributions and expenses will be taken out.

Other Points to Note

The canteen is now closed and all bills have been paid including wages and super. Although at a loss now, I predict that if the canteen had stayed open we would of made a profit through the year.

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

Finally- we received some good news regarding the air conditioning grant for the school, it was approved for \$25,000, this is a school grant and will be a school project, we also have the \$15,000 set aside for air conditioning. Depending on the new roofing by the government, will depend how much further fundraising we may need to get the air-conditioning done in one go.

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 - 15 May 2023

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1001 Canteen Cash Sales	1,344.90
4-1005 Canteen Quickcliq Sales	5,343.82
Total Canteen Income	6,688.72
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	626.00
4-2005 Uniform Quickcliq Sales	8,386.00
4-2010 Uniform Square Sales	10,225.00
Total Uniform Shop Income	19,237.00
4-3000 Fundraising Income	
4-3010 Recycle Cans and Bottles	201.80
4-3016 Entertainment Books	89.00
4-3027 Colour Run	9,286.24
4-3034 Easter Activities	2,561.72
Total Fundraising Income	12,138.76
4-4000 Other Income	
4-4001 P and C Contributions	25,352.53
4-4002 Membership Fees	22.00
4-4005 Interest Received	175.41
Total Other Income	25,549.94
Total Income	63,614.42
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	15,705.35
Total Cost Of Sales	15,705.35
Gross Profit	47,909.07
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	295.13
6-2031 Uniform Square Fee	146.31
Total Uniform Shop Expenses	484.23
6-4000 General Expenses	

Balance sheet report

Accrual mode

15 May 2023

	Total
1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	12,776.63
1-1105 Online Savings Account	81,400.85
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	94,328.48
1-5000 Stock-on-Hand	
1-5100 Canteen Stock	300.00
1-5200 Uniform Stock	21,895.63
Total Stock-on-Hand	22,195.63
Total Assets	116,524.11
2-0000 Liabilities	
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	-2,106.21
Net Assets	118,630.32
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	90,311.02
3-9000 Current Surplus (Deficit)	28,319.30
Total Membership Funds	118,630.32

	Total
6-4105 MYOB Subscription Fee	623.00
6-4220 General Expenses	24.00
6-4300 WACSSO	1,117.75
Total General Expenses	1,764.75
6-8000 Regular Budget Items	
6-8102 Graduating Class Shirt/Book	2,063.60
6-8108 Phys Ed Resources	3,000.00
Total Regular Budget Items	5,063.60
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	19,589.77
Operating Profit	28,319.30
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	28,319.30



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 15/5/23
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. Principal's Professional Review

On 28 March, Laura O'Hara had her Principal's Performance Review with a Director and Principal Colleague as reviewers. A self-reflection was submitted through the Department's online ESAT tool. The self-assessment included analysis of surveys received from staff and parents using the Principal Performance Improvement Tool and the Principal Attributes Survey. All survey results and comments were submitted as part of the review.

The review conversation lasted 3 hours. Principal's planned actions were discussed and validated by the reviewers for inclusion in the Principal's Leadership Development Plan.

A letter was received from the Director General endorsing the Principal's reflections, analysis and planned actions. The next Principal review will be in three years' time, Term 2 2026.

3. Lawn Doctor Oval Care Outcome

The Principal met with Department of Education Contract Management Services representative, Manager Corporate Services and Lawn Doctor Owner and North Metropolitan Services Manager.

- It was established that the school had made every attempt to work with Lawn Doctor to improve the school's oval and ECE grounds, but requested services were not supplied.
- Lawn Doctor staff walked the school ground with the Principal to inspect oval and ECE condition.
- Plans were put in place to provide additional services to the school at no cost to bring the grounds to the expected condition (additional mowing)
- The school will trial the new feedback form which will provide more opportunity for the school to report on satisfaction levels with the school's condition (weeds, dry patches) rather than compliance (are contractors signing in, arriving at the agreed time.)
- The school decided to stay with the government contract and work closely to maintain the oval in the condition expected by the school and community.
- Additional services (fertiliser, ant treatment) can be purchased through the contract.

4. MBA Prospects – School Holiday Camp at Woodlands

A school holiday camp for students in Years P-6 will run in the July holidays. Parents can book their children in for engaging, active and healthy holiday fun. The program will run each day from 9:00am – 3:00pm. The program is an alternative to childcare and costs around \$40 per day. Parents can book their children in for one day of the full two weeks. Initially, the program will be opened to Woodlands students and will be evaluated at the end of the July program to determine if it is what the school community wants. See the attached information.

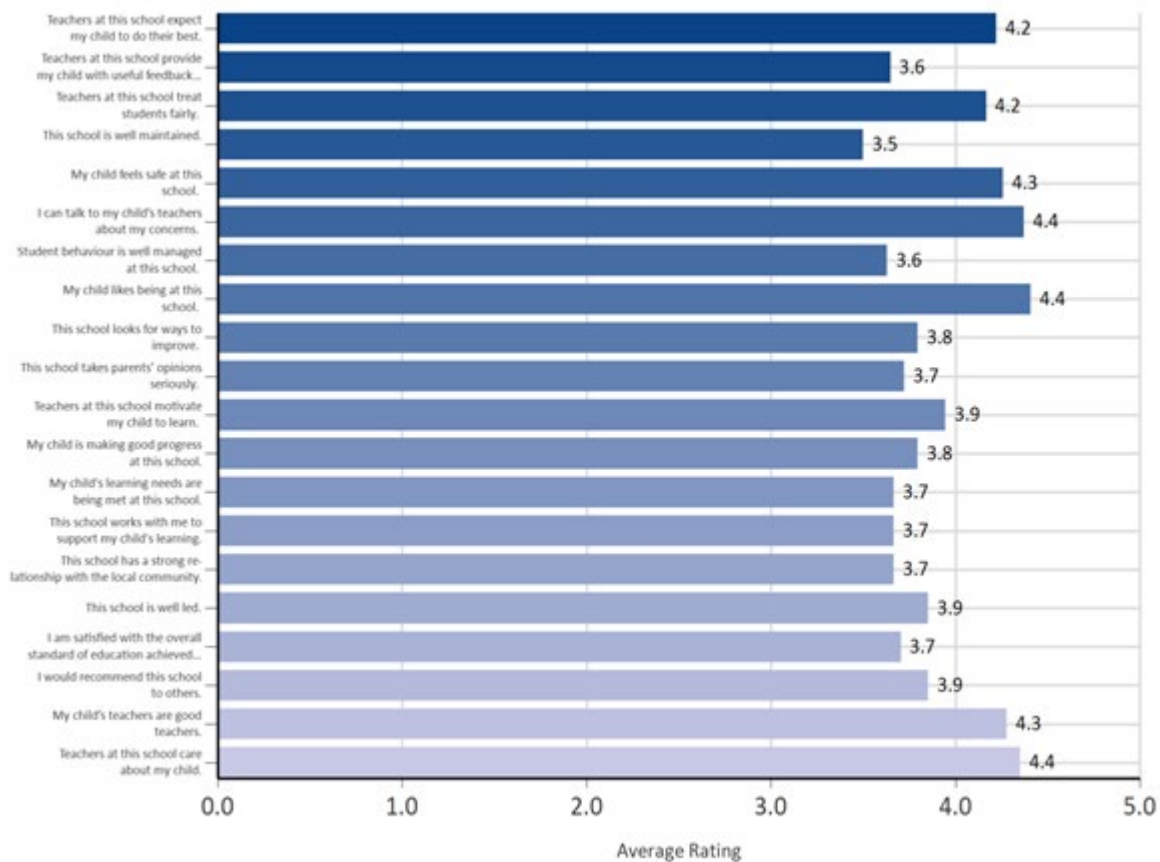


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SUBMISSION TO THE P&C

5. Parent - National School Opinion Survey Results (December 2022)

Overall, the survey shows good satisfaction rates with the school. The results are very similar to 2020 when it was last completed.



Thank you to all P&C members for the well organised and highly successful fundraising efforts at the school this year.

Thank you to Rachel McMahon for writing a successful air conditioning grant application for the school. The school will receive \$25,000 towards air conditioning classrooms.

Laura O'Hara
Principal
Woodlands Primary School
15 May 20223

Parent Representative Update – Lauren Britton

- Successful launch of the Parent rep WhatsApp group
- To avoid communication fatigue, information is being sent weekly via the parent rep liaison
- After receiving feedback from the parent reps in the term 1 meeting (thank you Laura for attending) a new process to capture the families who join Woodlands after the commencement of the school year was trialled
 - when a new family joins woodlands, the details are shared with the parent rep liaison who then makes contact via email to welcome them, provide a rundown of the parent rep process/ benefits and then providing the opportunity for their details to be shared with their respective class rep
 - we had 2 out of 3 families express a positive reaction to this and have subsequently had their contact details passed on to the reps
 - feedback from the classroom teachers has been positive as it reduces the ambiguity of whether they can share the contact details
 - plan for review in 2023 and if it works, this will be the process going into 2024
- Feedback has been raised from the kindy reps as to the 'container for change' program.
 - Green bags were not given to kindy classes and as such, they are unsure they are part of the program/ how to engage
 - general feedback is the return of the green bags is unknown. Parents are dropping off cans but the bags never come home- can this process be explained please

The concept of family fundraising photography.

- A family photo fundraising event usually takes place on a weekend, usually in the school library.
- At least one representative from the school P@C is a the co-ordinator for the event.
- The co-ordinator doesn't need to be there all day, usually just for their family shoot.
- The event is advertised via email to parents who are invited to take place in a family photo shoot and if interested, book in a time slot, which is usually about 20 minutes per family.
- There would be an informative pdf available to the parents with photo samples and an explanation on how it all works.
- Each family pays an amount determined by the P&C, usually around \$30 to \$50 directly to the school in order to participate in the event.
- Each family (of no more than two generations) are photographed in various poses and family member configurations for around 20 minutes. Other family members are welcome, including pets and grandparents, only if the school agrees to this, for the pets, that is!
- After all the photos are edited, each family will receive an 8X10 family photo print, plus a high res digital copy so they can print as many as they like.
- Families are then directed to a password protected site to purchase any other photos that were taken during the shoot. There are no obligations or costs to anyone. If they like what they see, they can purchase extra digital files online.
- The prices will be more than reasonable and very affordable, unlike some of the big named studios around town.
- The school co-ordinator(s) receive complimentary photos for their time and effort and if more than 30 families are booked on one day, the schools would receive extra funds.
- If the event proves to be popular with families, then multiple fundraising weekends can certainly be arranged to make it an ongoing fundraiser throughout the year.