



# WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc.  
Annual Budget Meeting  
20 March 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.*

Michelle Beh, Pippa Farrelly, Rachna Desai, Niyousha Taeidi, Andrew North, Lauren Britton, Keera Allum, Erin Vis, Laura O'Hara, Stef Kirk-Burnnand, Samantha Edwards, Catherine Sharbanee, Maris Phoebe, Fiona Chromiak, Lindsay Back, Rachel McMahon.

### 2. Apologies

Nadia Bowey, Chris Grubb, Hayley Sforcina

### 3. General Welcome – President's Report

**Motion:** To approve meeting minutes from the last meeting on 20 Feb 2023

Seconded: Rachna Densai

Approved: All in attendance, other than those abstaining

Against: None

Abstaining: Maria Phoebe, Sam Edwards, Steph Kirk-Burnnand, Niyousha Taeidi

### 4. Treasurer Report

**Motion:** To approve Treasurers Report (issued with the agenda)

Seconded: Laura O'Hara

Approved: All attendees

Against: No

Abstaining: No

**Motion:** To approve the new ANZ Business Essentials account is to be one person to sign, with both Treasurer (Rachel McMahon) and Accounts Payable (Nicole Marwick) to have signing authority on the account.

Seconded: Pippa Farrelly

Approved: All in attendance

Against: None

Abstaining: None

### Qkr! Discussion

**Motion:** Treasurer to be able to set up a profile for Woodlands Primary School P&C at the Commonwealth Bank and authorise the set up and use of the app-based program Qkr! for the P&C.

Seconded: Andrew North

Approved: All in attendance

Against: None

Abstaining: None

## 5. Principles Welcome and Report

**Motion:** To approve the principals report (issued with agenda)

Seconded: Rachna Densai

Approved: All in attendance

Against: None

Abstaining: None

## 6. Fundraising Update

- Pre-Primary Canteen Day (hotdog/national pizza party day) – Friday, 19 May
- Bunnings Sausage Sizzle – Year 3 cohort. Term 4 date to be confirmed
- Christmas in July – Ugly Jumper/Trivia Quiz night – Friday, 29 July. Parent social event for the year. Budget for the event \$1,500
- Colour Run – Keera Allum & Catherine Sharbanee – Friday, 5 May
- Lose coin change challenge – cover the courts challenge, year group challenge. Reward for the most money raised.
- Dad's Campout Date – Saturday, 18 Nov.

Executive P&C members vote on 10 Mar 2023 deciding on the Easter Event and Egg Hunt on 31 March 2023

## 7. Budget Items

Laura O'Hara: Gro-Turf Quote – turn maintenance to school oval and early childhood area only for a 12-month period. \$17,820. Whole school \$34,000. Stick with the department's lawn moving service, broadleaf spray only, once per year.

Agreed to at the meeting:

Remain with the government contract. P&C to allocate funds to maintain the oval in the condition as it is now (good condition). \$10,000 for an external company to maintain on an ad-hoc basis. Lawn doctor to do annual broadleaf weed, approx. \$500. Investigate another contractor.

Laura O'Hara: Cubby for ECE first choice \$11,788.15, second choice \$7,150 (cubby and car inc.)

Laura O'Hara: New Sports Equipment \$5,006.00

Hayley Sforcina: Treatment and Prevention of Bore Water Stains \$4,700. School/department to fund.

Rachel McMahon: \$15,000, (grant has been applied for \$25,000), 9 reverse cycle air-conditioning units required, first looking at admin row and year 1 rooms.

Nicole Stevens: Replacement upright fridge for the canteen \$800

Nadia Bowey: Replacing the benches (near the nature play) \$5,000

Nadia Bowey: Replace the glass case portion of the outdoor sign (near the drop and wave gate entry) with an Acknowledgement of Country plaque. Price range from \$199-499, or, Woodlands P&C look to order a custom made Acknowledgement to Country plaque. Price range between \$250-\$650.

Nadia Bowey: Finish elements of the Nature Play Space – note, only applicable if the grant isn't approved. If the grant isn't approved, a proposal of \$5,000 to complete the nature play space (creek infill based on existing concepts).

Agreed top four items:

1. Turf / landscaping and maintenance, suggestion to include native plants/trees around the school \$5,000 (school to match the amount)
2. Benches \$5,000
3. Sports Equipment \$3,000 (split)
4. Air Conditioning \$15,000

Agreed items, should enough fundraising profits raised in 2023 allow:

5. Cubby House up to \$10,000
6. Sports Equipment \$2,000.00
7. Nature Play – finish the elements of the initial design (snake head) \$5,000
8. Acknowledgement of Country plaque to be included on the current school sign (near the kiss and drop gate) \$800

**Motion:** Vote on the above budget items

Seconded: Rachna Desai

Approved: All attendees

Against: No

Abstaining: No

## 8. **General Business**

Rachel McMahon: Review and approve Communications Guidelines – attached.

**Motion:** To approve Social Media/Communications Position – Sian Collins

Seconded: Andrew North

Approved: All in attendance

Against: None

Abstaining: None

**Motion:** To appoint Facebook Administrator – Andrew North

Seconded: Fiona Chromiak

Approved: All in attendance

Against: None

Abstaining: None

Hayley Sforcina: Woodlands PS Weekend Farmers Market

Niyousha Taeidi: P&C Facebook Market Place. Donations of pre-loved items, funds to the P&C.

## 9. **Next Meeting**

Week 4, 15 May 2023

## 10. **Closure** – 8:30pm



## **WOODLANDS PRIMARY SCHOOL**

### **SUBMISSION TO THE P&C**

---

**DATE:** 20/3/23  
**AGENDA ITEM:** PRINCIPAL'S REPORT – Laura O'Hara

---

### **1. Acknowledgement of Country**

- a. 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. National School Opinion Survey November 2022 – Parent Feedback**

What improvements to the school facilities, including buildings and grounds, would you suggest? Each item should have a value of less than \$25 000.00 (eg. outside seating, paint, playground equipment).

#### **Suggestions:**

1. Oval - 15
2. Outdoor seating/tables - 9
3. Toilets - 8
4. Air Conditioning - 8
5. Nature Play - 5
6. Increased Shade Areas – 5
7. Fence - 4
8. Replace/upgrade signs – 4
9. Early Childhood facilities - 4
10. CCTV - 3
11. Assembly/undercover area – 3
12. Music room/sound system – 2

### **3. Parent Feedback on School Communications**

Woodlands Primary School communication platforms include the school website, (which comprises an overview of the school, policies, curriculum, programs, staff, forms, school plans, booklists, charges, history, and links to Compass, uniform shop, parent handbook, canteen and OSH Club), and Compass.

The school uses the Compass platform to monitor student attendance (and provide parent notifications if students are not at school and parents have not notified us about the absence), collect payments for excursions and events, provide a school calendar of events, and send notifications from the principal, classroom teachers, P&C, Uniform Shop and Community organisations, ie sporting clubs.



**WOODLANDS PRIMARY SCHOOL**

humanity · belonging · possibilities · respect

7 Bentwood Ave Woodlands 6018  
www.woodlandps.wa.edu.au

T: 9446 3363 F: 9446 3062  
Education Security: 9264 4771

## **WOODLANDS PRIMARY SCHOOL**

### **SUBMISSION TO THE P&C**

---

I've had feedback from parents that there are too many notifications coming through Compass. This feedback has come through the 2022 National School Opinion Survey as well as in person. I appreciate this feedback.

The school is reviewing its use of Compass to see if the frequency and volume of notifications can be better coordinated and/or reduced.

The school is considering sending notifications only to the Compass app and discontinue sending emails. That way, parents will go to one place, the app, to get all school notifications. This will address parent concerns that school emails get lost in personal emails. We are open to suggestions on other ways to improve school communications, so let me know your thoughts.

Laura O'Hara  
Principal  
20 March 2023

## November 2022 National School Opinion Survey - Parents

9 . What improvements to the school facilities, including buildings and grounds, would you suggest. Each item should have a value of less than \$25 000.00 (eg. outside seating, paint, playground equipment).

### Suggestions:

#### Suggestions:

1. Oval - 15
2. Outdoor seating/tables - 9
3. Toilets - 8
4. Air Conditioning - 8
5. Nature Play - 5
6. Increased Shade Areas – 5
7. Fence - 4
8. Replace/upgrade signs – 4
9. Early Childhood facilities - 4
10. CCTV - 3
11. Assembly/undercover area – 3
12. Music room/sound system – 2

### All Comments:

- deep clean and paint - replace demountable classrooms - general maintenance of paths and gutters

1. Picnic tables for lunch 2. Nature play rocks to be made smoother 3. Cleaner toilets, more soap dispenser and supplies kept refilled

1 More picnic tables and benches for students to eat in shady areas 2 Cleaner toilets 3 Classroom heating & cooling system that works providing safe and comfortable learning environment. No heating in cold winter/no AC hot summer not acceptable

A half height fence around the oval to reduce the risk of students running onto the road.

Can't think about anything now

CCTV

Fences

Bathrooms renovation

Ensure all items already at the school are clean of graffiti, in date and fully functional - fencing, bench seats, old signs removed, mini golf area.

More greenery/trees etc in the oval area (not restricting use) and utilise all green space (front and rear of the school)

Improve the sports facilities for school sports carnival - ie oval and jumps

Fencing

Lawn Over all School needs major upgrade

Fix up and utilise all of the currently empty garden beds especially the vege gardens.

Landscaping. Planting native gardens in as many neglected areas as possible. It would have such a huge impact on the amenity of the school and create a beautiful environment for the children.

Cleaning the graffiti off the school sign.

Fixing the school oval

reverse cycle air conditioning in all classrooms

Girls toilets near year one group have better facilities.

Air conditioning in all class rooms

I think the toilet facilities desperately need upgrading especially the taps & fixtures. Kids don't like using the toilets especially when not maintained or working correctly.

Improve air conditioning in the class rooms

Improve condition of oval Improve the quality of the school oval to remove weeds and insect nests;

Improve the quality of the early childhood play area (mainly ensure the grass is green and covering the ground);

Improved ventilation and monitoring of air quality in classrooms

Increase frequency of cleaning of toilets. Child reports there is frequently no toilet paper, toilets not flushed, no soap or paper towel.

Larger Library

Maintain oval. Upgrade/repair cricket nets.

Refrigerated air conditioning instead of evaporative.

Upgrade toilets.

Maintenance of the grass on oval, sports equipment maintained and topped up (pumped up and distributed fairly on a daily/weekly basis),

More Bins More shade around the demountable buildings for hot sun in afternoon. More shade around school oval and more grassed areas for kids to sit/play where it's cooler (not on the hot paving/basketball courts).

More shaded areas for play, upgrades to kindy playground, maintenance of vege patch,

Opportunities for other subjects e.g. drama, sustainability/environment, STEAM for younger children

Music room upgrade - better lighting and bigger space na

No Outdoor area where children can sit at a table and chairs in the shade. The old tables need replacing.

Outdoor tiered wooden seating platform that could work as seating and as a mini amphitheatre.

Outdoor stage / theatre

More seating

Cubby house

Skate board area

Balancing area

Art wall

Tennis wall

Outside Seating

Assembly hall needs overhaul, cleaned up, refreshed.

Working air con for all rooms for the kids

Grass upgrade

Outside seating.

Class Bag hooks.

Stage in undercover area.

Woodlands school sign at entry to school.

Oval- it has been a terrible state for too long.

Parkour playground

Perhaps the covered assembly area could do with a bit of a birthday :-)

Please Make Kiss and Ride Area in the Current staff Carpark This will enable students to remain under the verandah in the winter rain!

Please make a cross walk attendant in front of the School on Bentwood Ave this is a safety issue for our students and also Churchlands Senior High School kids, more kids are crossing this unsafe road each day

Replace all playground equipment with Nature Play equivalent.

Resurface the oval

Some kind of use of the sand area near the main gate



Some kind of use of the area near other gate, where that tiny little playground is and the gravel area where the mural is Safer bike rack areas, cameras?

More nature play

Kindy/pre primary area water feature fixed, more nature and mud play

School oval.

Seating upgrade underneath the trees near the playgrounds

Extension to the nature playground (adding more things to it)

Security Cameras

Airconditioning Upgrade

Sound equipment to support mic-ing the choir and other musicians.

The kids art projects displayed around the school grounds...like the mosaic project. Something built/created by the children themselves led by local artists or the teachers

The school oval is a disgrace, some work with the council to get it a sporting standard is important.

The sports facilities are sub standard including running track, long jump pit and lack of any other sports arena marked out.

Toilets and Sports Equipment for play time.

Turf improved on oval (already planned).

Plant trees on oval perimeter more shade.

Re-landscape (with grass & trees) mini golf area.

Reinstate bench seating on limestone blocks near kindy class.

Turning the current teachers parking to proper designated parking area. There are plenty of room for both teachers and parents on that lawn area. It will allow safer parking for kids and parents.

Update kids water fountains.

Repairs to lawn on the oval

Improve garden on basketball courts

Upgrade to tables and chairs under the trees.

Oval - but this is being done already

**Woodlands Primary School P and C  
Treasurers Report As of 18/3/2023**

\$27,213.70 in general account

\$41,289.85 in the online saver. This correlates to the running and budgeted costs of the P and C for one year.

We have around \$1500 in outstanding monthly bills and wages to be paid shortly and around \$1000.00 of banked but not cleared cash. There is also another \$600 of unallocated money that we think is a bank error that is showing as a deposit to the account. We are investigating where this has come from.

The canteen is running at a slight profit of \$132.01, though as previously said, there are outstanding bills and wages not yet through on the account, so I would estimate that it is running at a \$600.00 loss if we were taking these into consideration.

The uniform shop is showing a profit of \$2,311.31, stock has decreased slightly to \$22,964.00 but still a lot of money in inventory being stored.

From this, I can safely say that we have \$25,000 but no more than \$30,000 available for budget items right now. This is money that we did not commit/over fundraised last year. As we have not had any fundraising this year, this amount comes mainly from the figures last year.

In addition to this amount, we could allot an amount that we could potentially make via fundraising. I would suggest this would be \$15,000 to \$20,000 on past history.

It should be noted that this list should be prioritised and not purchased but stay pending until we have secured the amount for the items.

## **Woodlands Primary School P & C Communications and Social Media Guidelines**

### **Communications Role- Responsibilities**

- Posting on the school Facebook page, including news, questions and other material to the page.
- Liaise with the P and C, via the Vice President to prioritise posts.
- Be responsible for newsletters (i.e. top 5 updates) and other communications.
- Reporting back at general meetings any enquiries, queries or matters raised on the page.
- Account administration

### **Facebook Operation**

The Communications Person will have full administrator rights to the Facebook group as well as the personal profile Woodlands Primary PC.

A minimum of one and up to three people can be administrators of the Facebook account.

Administrator duties to include:

- Deletion of comments that breach the Code of Conduct
- Removal and/or banning of any user who breaches the Code of Conduct continuously
- Respond to queries raised through the account or refer these to a relevant person for response
- To liaise with the communications person on further duties

Positions to be voted in at a general meeting

### **Social Media Policy and Responsibilities**

The communications (and administrators) must follow the following when posting.

- Accept members who have filled in the questions, even if you know them, it could be a fake copied profile.
- No identifying information or photos of students or school staff will be/can be uploaded to the accounts without explicit permission.
- Act on behalf of the P and C with P and C news and events only, unless expressly asked by the P and C.
- Be considerate on frequency of posts, generally no more than three per week.
- Be professional, respectful and polite.
- Listen and respond to feedback professionally
- Do not answer questions if outside your knowledge. Seek guidance
- Never share sensitive or confidential information

## **Woodlands Primary P and C Facebook Code of Conduct**

### **Purpose**

Our Facebook group allows our school community to stay up to date with P and C activities, events and information through a medium preferred by an increasing number of people. This Facebook group is operated on volunteer power by the school P & C. Accessing and commenting on this Facebook group indicates you have read, understood and accepted our Facebook Group guidelines set out below.

### **Facebook Guidelines**

All users of a Facebook page representing a Parents and Citizens' Association must adhere to the following guidelines:

- Comments and responses to the page must be related to the P&C, the school community or in reply to a post left by the administrator on behalf of the P&C.
- Users are not able to author a post of their own or load media such as video or photos.
- All discussion must remain professional and personal topics are not to be discussed.
- Defamatory or derogatory comments are not permitted.
- Swearing, obscene and abusive language is not permitted.
- Rude or obscene photographs, or links to photographs, are not to be posted on the page.
- All advertisements posted on the page should be in relation to the P&C.
- Derogatory, defamatory, confrontational or incorrect information relating to a P&C committee's employee or administrative position should not be discussed on the page.
- Information related to the financial position, direction or account details of the P&C should not be discussed on the page as it is in the public arena.
- Personal information related to specific individuals of the P&C, of which that individual does not want released, should not be discussed on the page.
- Should you fail to comply with the Facebook Page Guidelines you may be banned from the Woodlands Primary School P&C, WA Facebook Group.