



# WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.  
General Meeting  
18 March 2024 at 6:30pm – School Library**

Link included for those unable to attend in person: [Join the meeting now](#)

## MEETING MINUTES

### 1. Attendance

Michelle Beh, Debra Lyon, Keera Allum, Yi-Shiuan Lee-Bansal, Kirsten Fletcher, Chelsea O’Riordan, Brad Angel, Rachel McMahon, Stef Kirk-Burnnand, Laura O’Hara, Nishan Pererra, Marisa Phoebe, Christopher Harvey, Andrew North

### 2. Apologies

Lauren Britton

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

**Motion:** To approve meeting minutes from the last meeting (on 19<sup>th</sup> Feb 2024)

Seconded: Rachna Desai,

Approved: All in attendance except those abstaining

Against: Nil

Abstaining: Yi Lee-Bansal

### 4. Treasurer Report

Report attached.

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

**Motion:** To approve Treasurers Report

Seconded: Chelsea O’Riordan

Approved: All in attendance

Against: Nil

Abstaining: Nil

**Item for discussion:** Call to remove \$10000 contingency fund to be able to be used by P&C as needed

-Rachel discussed reasons for needing contingency and whether this is needed ongoing.

-Confident the P&C accounts is working as needs to be so should be able to use this \$10000 and not have this sitting in the bank.

-All approved to remove this contingency so able to use as needed for P&C accounts

### 5. Principal’s Welcome and Report

- School crossing application have been approved. Now need to await the next steps in this process.
  - Lombardy crossing may take some time as will be quite complex. Teakwood will be easier to manage.
  - May require someone from school to assist with project manage these projects as will involve lots of liaison b/w council, City of Stirling, etc..

- Department of Education will be paying for any cost of carpark upgrade required as part of this.
- New board chair – Michelle Edwards has stepped into this role.
- Week 9: promotion photos coming up.
- Drone date booked for June in shape of 60 however you will be able to see each students faces.
  - Consider getting other ppl within the community to also be in the image i.e. parents, P&C committee, school board, previous school members of the community.
- Finishing off Naplan and swimming this week – this has all run very smoothly with no issues.
- Parent interviews coming up next week
- Education by nature workshops to be run in term 2.

**Motion:** To approve the principal's report

Seconded: Debra Lyon

Approved: All at meeting.

Against: Nil

Abstaining: Nil

## 6. Fundraising Discussion

- 60<sup>th</sup> year fundraising – End of Year Term 4 – Date TBC
  - Animal farm, dunk teachers in tank – have a carnival atmosphere.
  - Purchase a brick: biggest cost could be the laying of the bricks
    - Will be planning to lay this by term 3 so this is done in time for the birthday celebration in term 4.
    - Will be in place underneath the mural which is going up – the year 6's are doing this.
- This term: Easter Fundraiser on 22<sup>nd</sup> March – all organized for this.
  - 11 hampers to give away
  - Egg and spoon races, easter bunny, egg hunt, hampers to be drawn, teachers will be here to assist with the egg hunt, parents capture the flag race.
- Movie night – term 2 to be organized
- Donuts more profitable than cookie dough so will also do this as a fundraiser at some stage in the year.
- Interschool Athletics – will do healthy food options, coffee carts, sausage sizzle, popcorn.
- Tentative date for 60<sup>th</sup> Anniversary – Sat 2<sup>nd</sup> November
- Tentative Dad's campout – Saturday 16<sup>th</sup> November

Other ideas:

-Special canteen days (Week 4 of every term)

-Readathon

-Another 60<sup>th</sup> celebration idea – colouring or drawing competition for whole school with \$2 entry fee and then a prize for the winning such as art printed onto a calico bag; winning art pieces from each area could be get art printed onto tote bag.

-Wembley Downs District Fair: Saturday 26<sup>th</sup> October – WPS has been invited to do a stall at this event. Will consider whether we do a bake sale at this fair.

## 7. Budget Items:

(Submitted by parent): Shade for Kindy/ Pre-Primary Area)

Concern that the Kindy/ PP playground gets very hot in summer  
West Coast Shade Sales Quote for 10m x 10m Size - \$14000  
Sand gets very hot in the afternoon – up to 60 degrees on sand.

**Voted number 5 on list.**

**Will also consider getting a grant to cover this to be funded if unable to be funded in P&C fundraising this year.**

(Submitted by parent): Website for P&C

P&C should be able to update and change the website – 15 page website – landing page, links off this. Would have pages for different items – i.e. fundraising items, uniform shop. Allow better visibility over what we're fundraising for and track targets of fundraising \$4200 for the website – ongoing cost for a website – we have the domain Likely have an annual fee – hosting fee for the domain \$40/ year – uses Wordpress. Designed to be done by people who don't have much IT knowledge. Other P&C's have websites – Facebook page would then have hyperlinks onto the website.  
**At this stage this is on hold – will consider using school website and place extra items onto this. Could also use Square platform through new banking software which is cheaper than above costing.**

(Submitted by parent): Marquees for school sports carnivals – Jarrah, Banksia and Tuart don't have a tent. Hakea already have one. We already have 4 marquees – however 2 of these have been made by a company who is no longer in business so cannot get new covers for these. Need 2 new frames.

Quotes - \$4638 for 2 new frames and 3 covers.

Increased to \$6000 to cover the weights on the bases when using not in grass.

**Voted in as item 2 on the list.**

Mrs Neumann: Library – couches to be replaced as current couches are quite worn.

Quote has come in – need to check whether for new couches or recovering of couches

**Not for discussion as part of library enhancement.**

(Submitted by school): Library Enhancement

-upgrading furnishings, furniture- would like to do a concept design and not just ad hoc pieces

-school community funded the school library.

-Not a flexible and useable space. Used by every class – used for a variety of things such as P&C meetings, parent workshops.

-Difficult space for teachers to use it. Cupboards are quite hard and difficult for young children to reach books.

-Sebels Furniture have previously done Library updates for other schools – could do a concept design for this space.

-Stage 1 quote: \$21000 – likely be a 3-4 stage process.

-Initial stage would be to remove couches and replace.

**Could look to promote this to be funded by money raised from 60<sup>th</sup> celebrations – or a Go Fund Me page to raise funds for this.**

(Submitted by school): Industrial fans in the undercover area for cooling and air movement in hot weather

-This area is used every day, graduations, hot days for break times, school holidays – gets quite hot under this area

-These will be funded by the money left over from air conditioning

**-Quotes still to come but these have been approved by P&C providing cost able to be covered in remaining air conditioning funds.**

(Submitted by school): Chairs in the undercover area, used at assemblies, special events and graduation

Quote: \$7225 – for 85 chairs. Very basic chair. Unable to get from Bunnings as these will wear down quickly.

Quote \$11215.

The current chairs are very run down – chair needs to meet the safety standards. These could be stored in the room next to the assembly area.

***Voted item 4 on list.***

*(Submitted by school): New/upgraded stage in undercover area*

-Part of undercover refresh. Stage is very old and needs a refurb.

-Need a concept design for this process.

-Possibly could look at a grant through Lotteries West

-Rough estimate: \$15000 for new stage in the undercover area.

***Voted item 3 on list.***

*(Submitted by school): P&C voluntary contributions dedicated to ICT on-going lease.*

*New lease to be negotiated in June 2024. Student laptop leases to be added in 2025*

-3 year lease on Macbook and TVs and 2 year warranty on iPads

-Rolling into an iPad pro as currently teachers need two machine to deliver their teaching

-iPad will only be needed from Year 3 now and not from Year 2.

-Apple products are the most user friendly for teaching and children's learning.

-In high school children need to learn how to save documents and type on a keyboard.

-Will consider move to laptops for upper level years of teaching.

Quote: \$34000 per year – for teachers for staff teaching items.

**Motion to pay for next 3 years using P& C contributions (2025, 2026, 2027):**

Approved: All else present.

Against: Chelsea O'Riordan

*(Submitted by parent): Main toilet upgrade (next to music room) / maintenance*

Concern these toilets are run down, taps and seats broken.

Unsure who oversees these - Education department vs general maintenance.

-Education department would fund this. When the re-roofing pays for they may give us new toilets.

-Western Power needs to advise whether we have the correct power available to us to use.

Need to check whether we have enough access to power to allow for us to upgrade.

-Once we hear from Western Power we are high on the list for roof repair. Will need to replace the aircon from Evaporative to reverse cycle aircon.

-We need a Western Power contact – have two options at school who may be able to bring us up the list.

*(Submitted by parent): New books / puzzles for the library*

-Selection of games for the kids to be able to be used in the library for hot days or wet weather.

Quote: \$3000 – for puzzles, books, games such as Uno, Jenga etc...

***Voted in as item 1 to cover in budget.***

## 8. General Business

- Class rep discussion and what will happen with these. Class rep liaison role to be removed.
  - This official role has been removed from the P&C and school
  - All communication will now go through Compass
  - Every year group will have a group chat up and running – won't be monitored by class rep or P&C.
  - Lauren Britton will be removed as Class Rep liaison officer from P&C Committee. Laura O'Hara thanked Lauren for all her hard work on this.

- Review discussions around aircon in main building. Previously advised that the main building needs a new roof and so the new aircon would be delayed until new roof done. Timeline on this and whether aircon needs to occur prior to this?
  - Already discussed as above in minutes/
- Update on nature playground
  - We have had 8-10 quotes done
  - We will go with Nature Playground company - \$16K to cost this. This company inspects every year. Meets Australian safety standards, good quality.
  - Funded through P&C budget from last year.

9. **Next Meeting**

Week 4, term 2 – Monday 6<sup>th</sup> May

10. **Closure** – 8:30pm

18<sup>th</sup> March 2024  
Treasurers Report

On the weekend we paid out some big invoices so what reflects on the statements is a bit different to the bank, as they have not come through on the MYOB yet, so I will use the up to date figures from the bank.

With all owing up to date, we have \$529.74 in the chq account and \$83,016.38 in the online saver.

There is not a lot to mention in regards to fundraising incomes at the moment, but we should note that Bakers Delight commission for the past 2 years comes in at \$2227.52 and OSH club has donated \$2,000 as per their agreement with the school.

Adjusted maintenance and approved Budget items come in at \$83,805.00 which means that last year we did a fabulous job in spending or allocating to projects underway, what we raised in the year. This I have been told is the ultimate goal for a P and C.

The downside to this is, unlike in the past when we were still getting everything sorted and had extra money, we don't have money to approve items and be able to pay them out straight away.

All items approved will have to be fundraised for and paid out as we reach the goal, so setting the items in order of preference will be of high importance.

I would like to just re iterate again what the so called budget or adjusted budget is. It started from something called the contingency, which was an amount that needed to be put aside so that if the P and C got into trouble, they would have money to pay their bills. This was always \$25,000.

What I found was that \$25,000 was not enough to cover a P and C in a year and if we did 'get in trouble' it would be hard to get out of. We agreed that we would work out one year of P and C costs, pre approved budget items and expenses as well as \$10,000 and keep that amount aside. This year this works out to to \$46,800.

This means that one years of running costs of the P and C, with the extra \$10,000 is just under \$47,000.

The reason that the total in the account is over \$80,000 is that we have already pre approved items or we have ongoing approved items that have not been finalised (eg benches) and the total for this is around \$42,000. Once we raise the money and are able to fund these items, the money is put aside until it is able to be finalised.

So this brings me to the \$10,000 contingency we are holding. I am more than confident now that we have been using MYOB correctly and that we are now fully computerised with the uniform shop that we no longer need to keep the \$10,000 aside.

As long as we keep our budget up to date and keep aside this money, which includes an accurate estimate of uniform purchased for the year and approved and fundraised items, the budgets costs would become the new contingency.

## Profit and loss report

Accrual mode

01 Jan 2024 - 18 Mar 2024

	<b>Total</b>
<b>4-0000 Income</b>	
<b>4-1000 Canteen Income</b>	
4-1010 Locavora	313.00
<b>Total Canteen Income</b>	<b>313.00</b>
<b>4-2000 Uniform Shop Income</b>	
4-2001 Uniform Cash Sales	50.00
4-2005 Uniform Quickcliq Sales	8,518.91
4-2010 Uniform Square Sales	7,304.00
<b>Total Uniform Shop Income</b>	<b>15,872.91</b>
<b>4-3000 Fundraising Income</b>	
4-3010 Recycle Cans and Bottles	92.60
4-3015 Special Canteen Days	198.40
4-3034 Easter Activities	565.02
<b>Total Fundraising Income</b>	<b>856.02</b>
<b>4-4000 Other Income</b>	
4-4001 P and C Contributions	225.00
4-4002 Membership Fees	18.15
4-4005 Interest Received	175.53
4-4107 OSH Club	2,000.00
4-4110 Bakers Delight Commission	2,227.52
4-4115 Vendor Donations	160.00
<b>Total Other Income</b>	<b>4,806.20</b>
<b>Total Income</b>	<b>21,848.13</b>
<b>5-0000 Cost Of Sales</b>	
5-2011 Cost of Uniform Sales	12,784.65
<b>Total Cost Of Sales</b>	<b>12,784.65</b>
<b>Gross Profit</b>	<b>9,063.48</b>
<b>6-0000 Expenses</b>	
<b>6-2000 Uniform Shop Expenses</b>	
6-2030 Uniform Quickcliq Fee	150.03
6-2031 Uniform Square Fee	109.57
<b>Total Uniform Shop Expenses</b>	<b>259.60</b>
<b>6-3000 Fundraising Expenses</b>	
6-3013 Meet and Greet	663.00
<b>Total Fundraising Expenses</b>	<b>663.00</b>
<b>6-4000 General Expenses</b>	
6-4105 MYOB Subscription Fee	408.00
<b>Total General Expenses</b>	<b>408.00</b>
<b>6-8000 Regular Budget Items</b>	
6-8102 Graduating Class Shirt/Book	1,331.33



	<b>Total</b>
<b>Total Regular Budget Items</b>	<b>1,331.33</b>
<b>Total Expenses</b>	<b>2,661.93</b>
<b>Operating Profit</b>	<b>6,401.55</b>
<b>Net Profit</b>	<b>6,401.55</b>

## Balance sheet report

Accrual mode

18 Mar 2024

	<b>Total</b>
<b>1-0000 Assets</b>	
<b>1-1000 Cash on Hand</b>	
1-1100 General Cheque Account	(918.59)
1-1105 Online Savings Account	83,016.38
1-1139 Canteen/Fundraising Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
<b>Total Cash on Hand</b>	<b>82,247.79</b>
<b>1-5000 Stock-on-Hand</b>	
1-5200 Uniform Stock	20,040.53
<b>Total Stock-on-Hand</b>	<b>20,040.53</b>
<b>Total Assets</b>	<b>102,288.32</b>
<b>2-0000 Liabilities</b>	
<b>2-1000 Creditors</b>	
2-2000 Trade Creditors	(12,145.39)
<b>Total Creditors</b>	<b>(12,145.39)</b>
<b>Total Liabilities</b>	<b>(12,145.39)</b>
<b>Net Assets</b>	<b>114,433.71</b>
<b>3-0000 Membership Funds</b>	
3-8000 Accumulated Funds b/fwd	108,032.16
3-9000 Current Surplus (Deficit)	6,401.55
<b>Total Membership Funds</b>	<b>114,433.71</b>

## 2024 Adjusted Budget

P&L

	Total	Jan 24-Dec 24
<b>4-0000 Income</b>		
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>
<b>5-0000 Cost Of Sales</b>		
<b>Total Cost Of Sales</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross profit</b>	<b>0.00</b>	<b>0.00</b>
<b>6-0000 Expenses</b>		
<b>6-1000 Canteen Expenses</b>		
6-1212 Canteen General Expenses	300.00	300.00
<b>Total Canteen Expenses</b>	<b>300.00</b>	<b>300.00</b>
<b>6-2000 Uniform Shop Expenses</b>		
6-2001 Uniform Purchases Stock	27,000.00	27,000.00
6-2004 Uniform General Expenses	300.00	300.00
6-2005 Uniform Shop Insurance	250.00	250.00
<b>Total Uniform Shop Expenses</b>	<b>27,550.00</b>	<b>27,550.00</b>
<b>6-3000 Fundraising Expenses</b>		
6-3013 Meet and Greet	1,000.00	1,000.00
<b>Total Fundraising Expenses</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>6-4000 General Expenses</b>		
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	1,400.00	1,400.00
<b>Total General Expenses</b>	<b>13,150.00</b>	<b>13,150.00</b>
<b>6-5000 Graduation Expenses</b>		
6-5001 Graduation Expenses	300.00	300.00
6-5002 Graduation Morning Tea	150.00	150.00
6-5005 P and C Graduation Prize	50.00	50.00
<b>Total Graduation Expenses</b>	<b>500.00</b>	<b>500.00</b>
<b>6-8000 Regular Budget Items</b>		
6-8102 Graduating Class Shirt/Book	3,000.00	3,000.00
6-8977 Urban Orchard	1,000.00	1,000.00
6-8978 Vegetable Garden	300.00	300.00
<b>Total Regular Budget Items</b>	<b>4,300.00</b>	<b>4,300.00</b>
<b>6-9000 Other Budget Items</b>		
6-9363 Plaque	800.00	800.00
6-9365 Nature Play Benches	5,000.00	5,000.00
6-9367 Air Conditioning	20,500.00	20,500.00
6-9372 Nature Playground	9,705.00	9,705.00
6-9377 P & C Shelving	1,000.00	1,000.00
<b>Total Other Budget Items</b>	<b>37,005.00</b>	<b>37,005.00</b>
<b>Total Expenses</b>	<b>83,805.00</b>	<b>83,805.00</b>

	<b>Total</b>	<b>Jan 24-Dec 24</b>
<b>Operating profit</b>	<b>-83,805.00</b>	<b>-83,805.00</b>
<b>8-0000 Other Income</b>		
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>
<b>9-0000 Other Expenses</b>		
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Net profit</b>	<b>-83,805.00</b>	<b>-83,805.00</b>