



WOODLANDS PRIMARY SCHOOL P&C

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

MEETING MINUTES

1. Attendance

Brad Angel, Rachel McMahon, Michelle Beh, Debra Lyon, Steph Kirk, Rachna Desai, Nadia Bowey, Kirsten Fletcher, Marisa Phoebe, Nishan Perera, Keera Allum, Laura O'Hara, Chelsea O'Riordan, Chris Harvey (online), Andrew North (online)

2. Apologies – Nil

3. General Welcome – President's Report

As an ACNC registered charity, any members who has a conflict of interest in arising matters, must disclose it at an appropriate time whilst in discussion and will be unable to vote on any matter on which they have a personal conflict.

Motion: To approve meeting minutes from the last meeting (18th March)

Seconded: Rachna Desai

Approved: All

Against: Nil

Abstaining: Rachel McMahon; Nadia Bowey

4. Treasurer Report

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: Nadia Bowey

Approved: All

Against: Nil

Abstaining: Nil

Motion: Open a new bank account for the Building Fund

To open up a new account in the P and C's name specifically to be used for the Building Fund. Account authority and online access to be given to Michelle Beh (President), Andrew North (Vice President), Rachel McMahon (Treasurer) and Brad Angel (Accounts Payable).

Seconded: Nadia Bowey

Approved: All

Against: Nil

Abstaining: Nil

Item for discussion:

- Need to open 2nd account under MYOB (charity/ building account) – will be useful to set up for larger payments such as library, other building funds etc...
 - Need to have a Building Committee to approve building funds as part of opening the building account
 - Meeting Discussion: note building fund can't be used to pay for non-permanent structures i.e. couches, shelving etc.. Needs to be spent on permanent fixtures which can include shelving that is fixed to the floor.

- Benefit of building fund is that receipt can be provided for tax purposes for donations
- Need approval of how to spend funds through ATO based on it being a specific building fund.
- Chris Harvey happy to put hand up for being on committee for this
- Qkr: – paperwork has gone through. App is now set up and this will now be used to pay for uniforms, Dad's campout, canteen etc..
 - Could have an incentive to download this App with a prize such as a gift voucher
 - Decision to change payment software due to ease of use and costs involved.
- Removing Quick Cliq from payment options for school items.

5. Principal's Welcome and Report

Motion: To approve the principal's report

Seconded: Nadia Bowey

Approved: All

Against: Nil

Abstaining: Nil

- Laura has made no progress on quote for stage yet – work in progress
- May need to swap chairs with the stage in the order of fundraising following budget meeting as the stage is the next item to be funded but may not be ready to progress with this whereas now have chairs quote ready to go.
- Chairs costing has come through = 2 quotes - \$10905 and \$12359
- Some parents have been concerned about the chairs not being for the children and for the adults – discussions that chairs are used by children for incursions, ensembles for music and other school based activities
- 60th Anniversary Alumni Event – Date Confirmed for: Sat 27th July 10am to 2pm likely
 - Able to track students back to 1994/5 - 1665 ex-students able to be contacted
 - Kim (parent) and Zavier Ellis on local radio and can advertise, also Post, Stirling times etc... to do local advertisements to promote this event
- School camp last week – Laura O'Hara and Marisa Phoebe attended. All went well – at Fairbridge. Thank-you to all the parents who volunteered and attended and assisted with the camp.
- Enterprise bargaining for teachers has been occurring and this is likely to be approved by the Union. Not about more money but about workload and conditions of public school staff. Hopefully no more strike action to follow.
- Discussed use of P&C voluntary contributions being used for ipads and technology for school and teachers (ICT). Started 4 years ago with Covid and needing up to date systems in place for home learning. The technology is integrated into teaching and used on a day to day basis. Very important for the running of classroom teaching. Also easier to use a lease hold situation as the Apps and technology change so rapidly so means when needed whole school sets are replaced and new one provided to keep up to date with technology platforms.

6. Fundraising Discussion

- This term:
 - *Mums Movie Night – 24th May*
 - Exec committee has approved the deposit amount of \$750 for this.
 - Approved at meeting.

- Sales have been a bit slow for this event – possibly change the movie to Barbie. Need to sell 25 tickets to break even.
 - *Canteen day 10th May* – icy poles, popcorn and bake goods to be sold
 - *Bricks are currently for sale* – on sale now to be paid this term
 - Doing ok with sales on this – reminder went out today for sales on this. At this stage 30 bricks have been sold. No minimum on this and sales on this.
 - Getting quotes to lay the bricks. A few Woodland dads were happy to help with the laying of these bricks.
 - Depending on sales we may need to get some blank bricks
 - *Doughnut Sale* – end of term 2
 - **Term 3**
 - *Disco (year 3)*: approved to spend \$500 for costs involved for organising this.
 - Woodlands dad (Dylan Allsop) happy to DJ for this for free
 - Interhouse Athletics (year 5) to assist with fundraising for this – possibly hot dog stands and healthy food options.
 - Interschool athletics (year 4) - hot dogs and healthy food options. Question ability to do some cake stall as well as this makes lots of money.
 - **Term 4**
 - *60th celebration – Sat 2nd November 2-5pm*
 - Likely animal farm, food trunks, carnival items
 - We will need a pre-approved amount of \$2000 for this to pay for things like dunk tank (\$580 – 3 hours), ride a bull, bungee run, slushy machine etc...
 - Seconded: Rachna Desai
 - **Approved: all**
 - About \$500-\$600 per big carnival type item
 - Also need to start looking into sponsorship for this event
 - Keen to book a band
 - Could also do a cake stall to cover costs
 - Year 6 currently doesn't have a fundraiser – maybe do a canteen day as a one day option or possibly a containers for change challenge with year groups.
- 7. Uniform Shop:**
- Uniform shop to write off the Inter-school sports t-shirts- Agreed to write off at meeting.
- 8. P&C Budget Meeting Follow Up**
- Requesting to increase the funding for puzzles / games to be increased from original value of \$3000 to \$4000 based on the quote
 - **Approved: all at meeting**
 - The initial \$3000 has been purchased and are in the library ready to be used.
 - Need an update on quotes for stage and chairs following budget meeting. Need a full quote with costs for these items to follow up on ability to approve.
 - Discussed above in Principal's Report section
- 9. Interschool Athletics Carnival Hosting – 11th September 2024**
- Need to discuss how ready the school to host this
 - Interschool team goes only and as a host team we may have additional students who didn't get in who may be there to help.
 - Approx 60 students per school and about 7 schools
 - Will need to set up portable long jump pits – as we need 4 jumping pits total. We already have 2 and so need an additional 2 pits. Will need parents to assist with this.

- What is the fundraising committee doing for this to help
 - Need to discuss food options for this

10. **General Business**

- May 24th – P&C Day - ? Whether we need to organise anything for this
- WACSSO Conference – 24th and 25th August – would be good to have a representative from P&C to attend this conference.
- Andrew North plans to reach out to local political rep to discuss possible funding to assist the school community. Election year so they may be willing to contribute some funds.
- Currently have 3 accounts with the P&C – one was open for canteen when we were doing our own canteen.
 - Motion to close one account – ***all approve***
- Nature playground update – company Miracle can do likely July installation for benches around nature playground. Just checking with timber mills as to when this can be ready to be installed - \$16205 total.
- Update on fan installation in undercroft area – money there and quote has been approved for this to be completed once Laura has contacted company.

11. **Next Meeting**

Week 4, Term 3 – Monday 5th August 2024.

12. **Closure** – 8:10pm

Treasurers Report

6/5/24

In order to clarify how money matters currently run at the P&C I thought I would table my understanding for the minutes, so it is clear, and we have something in writing to reference.

- We are now operating on a one-year budget, which means we generally spend what we have raised for the year (unless there is an approved motion to save up for a larger project over a few years).
- We have an annual contingency fund set aside, which is one years running costs, currently sitting at \$35,500. We do not 'dip' into this. This amount will change slightly each year due to what the uniform shop needs for the year and if costs go up or down.
- Other funds in the accounts have been approved and allocated but not yet paid out. Again we do not 'dip' into these, as they are ready for when they are installed.
- In the past these P&C contributions would fund the P&C running costs and allowed for us to forward fund a few projects on the budget list in priority order. All P&C contributions of \$75 per child or \$150 per family now go directly to the school at the start of the year to support the ITC budget.
- The engagement document was created in part to :
 - I) outline our fundraising goals and expectations
 - ii) to disperse the funding load amongst each year group to take on a smaller fundraiser to allow the P&C fundraising committee to focus on our larger initiatives ie quiz night, Campout, Fun runs meet & greet, Carols.
 - iii) raise on average \$2000 per year group, per year, which would cover the ongoing running costs pre allocated on the document (2024 is budgeted to be \$9050)
- This means without P and C contributions, in 2024, we need a minimum of \$9050 profit from uniform and fundraising before we can 'spend'. This includes pre approvals. Currently we are at \$8288.04.
- P and C funds, must benefit the children, all events are to be events to raise funds for the P and C. The P and C does not host school events unless they are pre approved fundraisers.

Now that year group fundraisers are combined, we will need from the fundraising team a revised forecast budget for each event planned for the rest of year outlining expenses and forecasted profits. This is not a new requirement; We just have not received any this year so far, but we need to get this back into practice.

In the past it has seemed that we have had a lot of spare funds, this is due to a few facts.

1. I have received many grants and government assistance over the past few years that has propped us up substantially. All that money has been spent.
2. When changing to the new MYOB, we held back spending due to the state of the books.
3. We are no longer getting the P and C contributions.

I present an updated budget at each meeting. Once items are approved, they go on the budget, which gives us an idea of where we need to be money wise to approve items.

At this stage we are around \$40,000 short to fund budget items we proposed for this year.

I hope that has cleared a few things up and I am always happy to answer any questions you may have on the above.

We currently have \$85,745.06 of which \$91,805 has been pledged or pre allocated. So we have no spare money at the moment, which will mean, that we will have to be very careful with what we pre allocate for.

We have \$1,777.60 in invoices not yet paid and moneys will become due for the bricks. Uniform is running at a profit at \$1683.46

Fundraising has raised \$3,127.06 of which \$2715.06, Easter over two year groups. Donations (OSH and Bakers Delight) \$4,227.52

I hope that has cleared a few things up and I am always happy to answer any questions you may have on the above.

In terms of the treasury department

Qkr! Is now up and running, we should push toward everyone having this app, it is a very easy way for us to get payments as well as data for events and anything P and C related.

Now we are a charity, it is mandatory that we have a conflict of interest statement read and if anyone has a conflict of interest it must be stated. Depending on the conflict your vote may not be counted. A conflict arises when you have a relationship with the motion, ie monetary or personal.

Also to keep things constitutional we need to make sure that anyone voting is a paid up voter. Membership is \$1.00 (no more or less) and it can be paid on the Qkr! App.

Lastly, I have finally changed over our MYOB from the desktop version Account right to online version. Overall this will be a lot cheaper than what we were paying as they were wanting to get rid of the desktop so the price kept increasing. This should decrease some of our MYOB costs.

While setting this up, I set up another MYOB account so that we could do our DGR's through, this is a basic system, but if we do larger, building based fundraisers, we can put through this account and issue tax receipts.

So with that, I am looking to get approved a new account for the Building Fund. If we do fundraise for the building fund we need to keep these funds separate.

Can we please approve this motion? Thanks.

Rachel McMahon

2024 Updated Budget

Update this budget through the year for up to date amounts we have committed.

P&L

	Total	Jan 24-Dec 24
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
Total Canteen Expenses	300.00	300.00
6-2000 Uniform Shop Expenses		
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
Total Uniform Shop Expenses	27,550.00	27,550.00
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		
6-4105 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
Total General Expenses	3,150.00	3,150.00
6-5000 Graduation Expenses		
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
Total Graduation Expenses	500.00	500.00
6-8000 Regular Budget Items		
6-8102 Graduating Class Shirt/Book	3,000.00	3,000.00
6-8116 Library Books & Games	3,000.00	3,000.00
6-8977 Urban Orchard	1,000.00	1,000.00
6-8978 Vegetable Garden	300.00	300.00
Total Regular Budget Items	7,300.00	7,300.00
6-9000 Other Budget Items		
6-9353 ELC Shade Cover	15,000.00	15,000.00
6-9354 Undercover Area Chairs	10,000.00	10,000.00
6-9355 Undercover Area Stage	15,000.00	15,000.00
6-9356 Faction Marquees	6,000.00	6,000.00
6-9363 Plaque	800.00	800.00
6-9365 Nature Play Benches	5,000.00	5,000.00

	Total	Jan 24-Dec 24
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
Total Other Budget Items	83,005.00	83,005.00
Total Expenses	122,805.00	122,805.00
Operating profit	(122,805.00)	(122,805.00)
8-0000 Other Income		
Total Other Income	0.00	0.00
9-0000 Other Expenses		
Total Other Expenses	0.00	0.00
Net profit	(122,805.00)	(122,805.00)

Balance sheet report

Accrual mode

06 May 2024

Total

1-0000 Assets	
1-1000 Cash on Hand	
1-1100 General Cheque Account	2,555.64
1-1105 Online Savings Account	83,189.42
1-1139 Canteen/Fundraising Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Cash on Hand	85,895.06
1-5000 Stock-on-Hand	
1-5200 Uniform Stock	20,416.57
Total Stock-on-Hand	20,416.57
Total Assets	106,311.63
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	1,777.60
Total Creditors	1,777.60
Total Liabilities	1,777.60
Net Assets	104,534.03
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	108,032.16
3-9000 Current Surplus (Deficit)	(3,498.13)
Total Membership Funds	104,534.03

Profit and loss report

Accrual mode

01 Jan 2024 - 31 Dec 2024

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1010 Locavora	535.00
Total Canteen Income	535.00
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	128.00
4-2005 Uniform Quickcliq Sales	9,902.91
4-2010 Uniform Square Sales	9,851.10
Total Uniform Shop Income	19,882.01
4-3000 Fundraising Income	
4-3010 Recycle Cans and Bottles	92.60
4-3015 Special Canteen Days	198.40
4-3016 Entertainment Books	121.00
4-3034 Easter Activities	2,715.06
4-3047 Buy A Brick	1,650.00
Total Fundraising Income	4,777.06
4-4000 Other Income	
4-4001 P and C Contributions	225.00
4-4002 Membership Fees	19.15
4-4005 Interest Received	348.57
4-4107 OSH Club	2,000.00
4-4110 Bakers Delight Commission	2,227.52
4-4115 Vendor Donations	160.00
Total Other Income	4,980.24
Total Income	30,174.31
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	16,204.12
Total Cost Of Sales	16,204.12
Gross Profit	13,970.19
6-0000 Expenses	
6-2000 Uniform Shop Expenses	
6-2009 Uniform Stock Adjustment	(107.32)
6-2029 Uniform Qkr! Fee	1.25
6-2030 Uniform Quickcliq Fee	180.35
6-2031 Uniform Square Fee	142.55
Total Uniform Shop Expenses	216.83
6-3000 Fundraising Expenses	
6-3013 Meet and Greet	663.00
Total Fundraising Expenses	663.00
6-4000 General Expenses	

	Total
6-4105 MYOB Subscription Fee	589.71
Total General Expenses	589.71
6-8000 Regular Budget Items	
6-8102 Graduating Class Shirt/Book	1,548.78
Total Regular Budget Items	1,548.78
6-9000 Other Budget Items	
6-9367 Air Conditioning	14,450.00
Total Other Budget Items	14,450.00
Total Expenses	17,468.32
Operating Profit	(3,498.13)
8-0000 Other Income	
8-8888 Suspense Income	2,046.40
Total Other Income	2,046.40
9-0000 Other Expenses	
9-9999 Suspense Expense	2,046.40
Total Other Expenses	2,046.40
Net Profit	(3,498.13)

