



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc.
Annual General Meeting Minutes
24 February 2025 at 6.30pm – School Library

MEETING MINUTES

1. **Attendance** – Michelle Beh, Kristen Fletcher, Rachel McMahon, Debra Lyon, Chelsea O’Riordan, Brad Angel, Melissa Forman, Stef Kirk-Burnnand, Marissa Phoebe, Laura O’Hara, Andrew North, Sam Edwards, Bec Stokes, Idil Sudi

2. **Apologies** – Chiara Cousin, Kirby Bonavita

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

Motion: To approve the meeting minutes from the last General Meeting on 28 Oct 2024
Seconded: Andrew North

Approved: Chelsea O’Riordan, Michelle Beh, Kristen Fletcher, Debra Lyon, Andrew North, Brad Angel, Stef Kirk-Burnnand, Laura O’Hara, Rachel McMahon

Against: Nil

Abstaining: Marissa Phoebe, Idil Sudi, Melissa Forman, Bec Stokes, Sam Curran

-Very successful few years on fundraising → committee have raised lots of money which have contributed to various items from the school

-All budgeted items have been able to be provided

-Only outstanding item was shade sails for Kindy /PP area which have now been purchased.

Presentation of the Signed Positive Solvency Declaration – signed

4. **Treasurer Report**

(Report attached at end of the minutes)

Motion: To approve the Treasurers Report from this meeting (24 Feb 2025)

Seconded: Brad Angel

Approved: All

Against: Nil

Abstaining: Nil

5. **Principals Welcome and Report.**

(Report attached report at end of minutes)

Motion: To approve the Principal’s Report from this meeting (24 Feb 2025)

Seconded: Kristen Fletcher

Approved: All

Against: Nil

Abstaining: Nil

6. **Elections**

Nominations are taken for the following positions:

Executive Committee Members

Motion: Nomination for School Representative
Nominated: Laura O'Hara (Automatically added)

Motion: Nomination for President
Nominated: Debra Lyon
Seconded: Laura O'Hara
Motion: All

Motion: Nomination for Vice President / WACSSO Rep
Nomination: Andrew North
Seconded: Chelsea O'Riordan
Motion: All

Motion: Nomination for Secretary
Nomination: Samantha Edwards
Seconded: Chelsea O'Riordan
Motion: All

Motion: Nomination for Treasurer
Nomination: Brad Angel
Seconded: Michelle Beh
Motion: All

Motion: Nomination for Accounts Payable
Nomination: Kristen Fletcher
Seconded: Debra Lyon
Motion: All

Motion: Nomination for Class Representative Coordinator
Nomination: Chelsea O'Riordan
Seconded: Andrew North
Motion: All

Subcommittee Members

Motion: Nomination for Fundraising Coordinator
Nomination:
Seconded:
Motion:

Motion: Nomination for Canteen Coordinator
Nomination: Kirby Bonavita
Seconded: Debra Lyon
Motion: All

Motion: Nomination for Communications Liaison
Nomination: Sian Collins
Seconded: Michelle Beh
Motion: All

Motion: Nomination for Uniform Shop Coordinator
Nomination: Michelle Beh
Seconded: Debra Lyon
Motion: All

General Executive Committee Members (Must be a Member of the Sub Committee):

Motion: Nomination for General Executive Member
 Nomination: Michelle Beh
 Seconded: Debra Lyon
 Motion: All

Committee Members

Motion: Nomination for Fundraising
 Nomination: Idil Sudi
 Motion: All

Motion: Nomination for Fundraising
 Nomination: Chelsea O'Riordan
 Motion: All

Motion: Nomination for Fundraising:
 Nomination: Samantha Edwards
 Motion: All

Motion: Nomination for Fundraising:
 Nomination: Bec Stokes
 Motion: All

7. General Business

- a. **MOTION:** Class Representative Coordinator position to be reinstated under the P&C
 (Approved by Exec Committee: 10th Feb 2025)

This has been discussed by the P&C Exec Committee as it was felt this will help to bring together the school community, assist teachers with class specific communication and assist with coordinating the year group fundraising efforts. This position will come under the P&C Exec Committee.

Seconded: Andrew North
 Approved: All

b. Engagement Document

MOTION: To adopt the final copy of the Engagement Document.

Final approval of the engagement document, which has been pivotal to the success and cohesion of the fundraising in the past years.

The document wording only been condensed slightly, with an increase to the P and C donated shirt due to increasing costs from \$40 to \$50, as well as the donation to the graduation morning tea, from \$150 to \$250.

Seconded: Debra Lyon
 Approved: All

c. Entity Name Change

Motion: To change entity name from to as per suggestion of the Charity Register. Rachel McMahon to follow up.

In 2025 trading name will no longer be shown on the ABR lookup, having a trading name that reflects the association properly is required. The name would change from Woodlands

Primary School P&C Assn to 'WOODLANDS PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED'.

Seconded: Stef Kirk-Burnnand
Approved: All

d. Access to ANZ

Motion: The below people will require full banking and internet payment access to any Woodlands Primary School P & C bank accounts.

President: Debra Lyon
Accounts Payable: Kristen Fletcher

Seconded: Idil Sudi
Approved: All

e. Access to Qkr!

Motion: Qkr!. To change the authorities on Qkr! to President, Vice President, Treasurer and Accounts Payable and to remove other current office bearers.

President, Vice President, Treasurer and Accounts Payable to ID themselves at the bank and to have access to bank accounts and profile. In the event of not filling all four office bearer positions, secretary will replace the unfilled position requires access.

(President) – Debra Lyon - requires authority
(Vice President) - Andrew North - requires authority
(Treasurer) – Brad Angel - requires authority
(Accounts Payable) – Kristen Fletcher - requires authority

Michelle Beh – remove access
Rachel McMahon – remove access

Seconded: Bec Stokes
Approved: All

General business:

- Inventory List created for all items that are owned by the P&C

8. Next Meeting

Budget Meeting – Week 8, 24 March 2025. All budget requests from the school and community need to be costed and sent to the P&C by week 6 (Monday, 10 March) if they wish to be discussed and/or be voted on at the budget meeting.

9. Closure – closure 7:33pm



4/4/2025

Michelle Beh – Signature and Date
Chairperson & P and C President

Treasurers Report- AGM

24th February 2025

As at December 31st 2024, The P and C had \$9,100.99 in the chq account and \$65,768.48 in the online savings, a total of \$74,869.47 in the bank.

All bills are up to date, with outstanding budget items of \$31,705.00, 2025 contingency (1 year of running cost) \$38,000 which leaves a surplus of \$5,164.47

There is \$16,304.39 in uniform stock, \$100 uniform shop float and \$50 petty cash float.

The uniform shop made a profit of \$6,344.70 and did almost \$38,000 in sales. We did write off \$609.00 in stock for old interschool shirts that were no longer being used.

Canteen commission from Locavora was \$1,099.00.

The profit and loss shows a loss of \$16,708.33 only because we paid out some budget items in 2024, which had been fundraised and put aside from previous years fundraising.

In terms of payments for school items, we paid out \$26,272.50 to the school for IT, \$2,381.66 for library books and games, \$33,396.62 for air conditioning in the Bur building and big fan in the undercover area, \$4501.83 in sports marquees and undercover stage \$11,988 for a total of \$78,540.61.

Total fundraising for 2024 was \$29,940.59 notables were

- Disco \$3,912.39
- Dads camp out \$3,205.80
- Canteen days \$3,277.32
- Athletics \$2,534.40
- Easter \$4,247.80
- 60th anniversary \$7,660.34

P and C contributions, interest and donations (especially OSH and Bakers Delight) totalled \$31,810.77

In all another successful year for fundraising and staying within budget.

As this is my final presentation, I just want to take a minute to share with you the difference your time on the P and C can mean. Personally, I have been on the P and C for

5 years. I have seen all the ups and downs. The frustration, fatigue but also the joy, improvements and dedication. Sometimes it is easy to look at what is just in front of you instead of the whole picture.

The P and C is running extremely well. Within budget, to the constitution. We now have Charity status and up to date technologically, with online accounting, a payment app and the ability to take credit card payments. We have streamlined and simplified the P and C. It isn't complex and it doesn't have to be complex. Follow the advice and steps of those that have been there before, follow the constitution and the P and C will do great things for the school.

In the 5 years that I have been part of the P and C, we have had \$380,000 in income from P and C contributions, fundraising, donations and grants. We used this money to provide the school (and kids) with fencing, the kindy mural, a garden tractor, ELC cubby, ECL Shed and Outdoor Toys, a beautiful nature playground with seating, kindy furniture, oval maintenance, a building of air conditioning, the fan in the undercover area, marquees, upgraded toilets and the stage.

As well as \$20K in ELC resources, \$10K in PE gear, \$11 for English, \$4k for science, \$23k in Class allocations, \$73K in IT and Technology, \$10k in iPad apps, \$4k on Library books, \$3k for Music/Drama as well as many other smaller items.

When I worked this out, even I was a bit shocked by these numbers. But it clearly shows that by being a part of this group and working together, you can make a huge difference to the school which will have a long lasting impact on your kids.



Profit and loss report

Accrual mode

01 Jan 2024 - 31 Dec 2024

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1010 Locavora	1,099.00
Total Canteen Income	1,099.00
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	689.00
4-2005 Uniform Qkr! Sales	18,022.91
4-2010 Uniform Square Sales	19,120.10
Total Uniform Shop Income	37,832.01
4-3000 Fundraising Income	
4-3001 Dance / Disco	3,912.39
4-3010 Recycle Cans and Bottles	133.60
4-3011 Dads Camp Out	3,205.80
4-3015 Special Canteen Days	3,277.32
4-3016 Entertainment Books	183.00
4-3017 Athletics Carnival Fundraising	2,534.40
4-3018 Interschool Fundraiser	948.86
4-3034 Easter Activities	2,715.06
4-3047 Buy A Brick	4,247.80
4-3048 Donut Fundraiser	1,019.32
4-3049 60th Birthday Celebration	5,680.89
4-3050 60th Birthday Raffle	933.00
4-3051 60th Birthday Cake Stall	1,046.45
4-3409 P and C Other Fundraising	102.70
Total Fundraising Income	29,940.59
4-4000 Other Income	
4-4001 P and C Contributions	26,272.50
4-4002 Membership Fees	23.15
4-4005 Interest Received	927.60
4-4103 Donations Received	200.00
4-4107 OSH Club	2,000.00
4-4110 Bakers Delight Commission	2,227.52
4-4115 Vendor Donations	160.00
Total Other Income	31,810.77
4-5000 Graduation	
4-5001 Graduation Event (Parent Run)	210.55
Total Graduation	210.55
Total Income	100,892.92
5-0000 Cost Of Sales	

	Total
5-2011 Cost of Uniform Sales	30,459.00
Total Cost Of Sales	30,459.00
Gross Profit	70,433.92
6-0000 Expenses	
6-1000 Canteen Expenses	
6-1100 Canteen General Expenses	99.00
Total Canteen Expenses	99.00
6-2000 Uniform Shop Expenses	
6-2005 Uniform Shop Insurance	254.00
6-2009 Uniform Stock Adjustment	123.92
6-2029 Uniform Qkr! Fee	333.74
6-2031 Uniform Square Fee	316.65
6-2035 Uniform Stock Written Off	609.00
Total Uniform Shop Expenses	1,637.31
6-4000 General Expenses	
6-4101 Bank Fees	214.00
6-4105 MYOB Subscription Fee	1,121.71
6-4300 WACSSO	1,621.84
Total General Expenses	2,957.55
6-5000 Graduation Expenses	
6-5001 Graduation Decorations	300.00
6-5002 Graduation Morning Tea	200.00
6-5005 P and C Graduation Prize	50.00
Total Graduation Expenses	550.00
6-7000 Other Expenses	
6-7001 Graduating Class Shirt/Book	2,694.78
6-7002 Meet and Greet	663.00
Total Other Expenses	3,357.78
6-8000 Recurring Budget Items	
6-8001 IT (P and C Contributions)	26,272.50
6-8116 Library Books & Games	2,381.66
Total Recurring Budget Items	28,654.16
6-9000 Budget Items	
6-9355 Undercover Area Stage	11,988.00
6-9356 Faction Marquees	4,501.83
6-9367 Air Conditioning	33,396.62
Total Budget Items	49,886.45
Total Expenses	87,142.25
Operating Profit	(16,708.33)
8-0000 Other Income	
8-8888 Suspense Income	2,126.40
Total Other Income	2,126.40
9-0000 Other Expenses	
9-9999 Suspense Expense	2,126.40
Total Other Expenses	2,126.40
Net Profit	(16,708.33)



Balance sheet report

Accrual mode

31 Dec 2024

	Total
1-0000 Assets	
1-1000 Banking and Cash Funds	
1-1100 General Cheque Account	9,100.99
1-1105 Online Savings Account	65,768.45
1-1139 Canteen/Fundraising Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Banking and Cash Funds	75,019.44
1-5000 Stock-on-Hand	
1-5200 Uniform Stock	16,304.39
Total Stock-on-Hand	16,304.39
Total Assets	91,323.83
Net Assets	91,323.83
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	108,032.16
3-9000 Current Surplus (Deficit)	(16,708.33)
Total Membership Funds	91,323.83



WOODLANDS PRIMARY SCHOOL

humanity · belonging · possibilities · respect

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WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: 24/2/25
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. Student enrolments in 2025 are 367. There are 16 classes of students (15 FTE/Kindy). From
3. Public School Review – Thank you Michelle, Deb and Chelsea for attending the Relationships and Partnerships session of the Public School Review. The review went well. The school was deemed to be meeting the expected standard. A written report will contain the findings, both commendations and areas for focus on improvement. The report will be shared with the community and posted on our website and schools online once it is published. Our next review will be in three years.

4. School's 2025 Wishlist

The school is compiling a list of proposals for consideration for fundraising in 2025. Items include:

- Soccer goals – Laura/Courtney
- Art Room Stools – Nicky Zissiadis
- Eagles cup jerseys - Courtney
- School Oval on-going maintenance/weed spray and fertiliser – Laura/Courtney
- School orchard on-going maintenance - Laura
- Fixed speakers in undercover – and onto oval for performances -Laura



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SUBMISSION TO THE P&C

5. Voluntary Contributions to date

	A	B	C	D	E	F	G	H
1	Income Breakdown 2025							
2		Requested	Received	Outstanding	Total School Contributions	% Paid		
3	Primary Contributions	\$ 17,100.00	\$ 8,790.50	\$ 8,309.50	\$ 11,550.50	51.41%		
4	Pre Primary Contributions	\$ 2,460.00	\$ 1,560.00	\$ 900.00		63.41%		
5	Kindy Contributions	\$ 2,460.00	\$ 1,200.00	\$ 1,260.00	48.78%			
6	P&C Contributions	\$ 26,025.00	\$ 11,791.00	\$ 14,234.00	\$ 11,791.00	45.31%		
7	Swimming	\$ -			\$ -	#DIV/0!		
8	Spelling Mastery	\$ 9,105.75	\$ 6,272.70	\$ 2,833.05	\$ 2,833.05	68.89%		
9				\$ 27,536.55	\$ 26,174.55			
10			Inclusions/Excursions					
11				Outstanding		Percentage Paid		
12	Total Outstanding	24/02/2025	Interm Swimming			100.00%		*
13	Contributions	\$ 10,469.50	Leadership	\$ 2,443.45		6.81%		
14	P&C Contributions	\$ 14,234.00				100%		*
15	Swimming	\$ -				100%		*
16	Spelling Mastery	\$ 2,833.05				100%		
17	Overall Total Outstanding	\$ 27,536.55				100%		*
18						100%		*
19						100%		*
20						100%		*
21						100%		*
22						100%		*
23						100%		*
24						100%		*
25						100%		*
26						100%		*
27						100%		*
28						100%		*
29						100%		*
30						906.81%		
31			Total subsidy	\$ 2,443.45		75.57%		
32								

Laura O'Hara
Principal
Woodlands Primary School
24/2/25