



WOODLANDS PRIMARY SCHOOL

P&C

Parents and Citizens Association Inc.
General Meeting
24 March 2025 at 6:30pm – School Library

MEETING MINUTES

1. Attendance

Deb Lyon, Sam Edwards, Michelle Beh, Brad Angel, Andrew North, Melissa Forman, Sian Collins, Chiara Cousins, Yi-Shiuan Lee-Bansal, Marisa Phoebe, Laura O'Hara, Bec Stokes

2. Apologies

Chelsea O'Riordan, Kristen Fletcher

3. General Welcome – President's Report

As an ACNC registered charity any member 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 interest.

Motion: To approve meeting minutes from the last meeting (on 24th Feb 2025)

Seconded: Andrew North

Approved: All

Against: Nil

Abstaining: Nil

4. Treasurer Report

Motion: To approve Treasurers Report (not applicable as no report this meeting due to one in week 4 this term)

Seconded: N/A

Approved: N/a

Against: N/A

Abstaining: N/A

5. Principal's Welcome and Report

- Change in faction swimming carnival date to the 3rd April. Churchlands' pool under maintenance unexpectedly.
- In school swimming staying at 2 weeks this year
- Staining at the back of PP1 and PP2 rooms will be addressed by the School. Reticulation will also be looked at to aim the sprinklers away from those walls.
- Gardner position filled. Start date 14th April for Tim.
- Max (interim gardener) has injured himself in the meantime so we currently do not have a gardener. If anyone in the community willing to fill the void of 2 weeks that would be great. Contact Laura.
- Emergency evacuation plan updated. During this process speakers have been updated so that all areas of the school can hear it. As a result the sound of the school sirens has changed.

Motion: To approve the principal's report

Seconded: Deb Lyon

Approved: All

Against: Nil
Abstaining: Nil

6. Fundraising Discussion

Term one:

- Year 2 Fundraiser – state election raised \$3117.69 (total)
 - \$2,141.06 – Sausage Sizzle
 - \$976.63 – Cake Stall
- Week 9 – Easter raffle and egg hunt (Yr1 cohort) and Bake Sale (PP cohort)

Term two:

- Week 1: Year 4 Federal election – Saturday May 3rd
- Week 6: School Disco Friday June 6th (Yr 3) – Neon theme *Let's Glow*
- Week 9: Adults night Sat 28th June – Retro Beats and Bingo (P&C led) *Date changed to Aug 9th (Week 3 Term 3)*

Other fundraising ideas:

- Jump rope for Woodlands – parents and friends sponsorship fundraiser
- Colour run – parents and friends sponsorship fundraiser (*tentatively early Term 4*)
- Art competition – design to be used on library bags/art smocks (consider personalization)
- Consider revitalizing Containers for Change – previously have had competitions and then P&C gets donations through this.

Donation:

- White Fox Real Estate agent has donated \$750 for Easter Raffle. Board has approved the same donation amount for each of the colour run, parent's night and school disco.

7. Budget Items:

(Submitted by school): Art Room Stools – 3 quotes

- Art room in need of new furniture due to ageing nature of current furniture.
- Office Line Creative and Functional Spaces \$9471 -15 art tables and 30 stools
- Shawtec \$8596.50 – 15 art tables and 30 stools
- Woods Furniture: 15 art tables and 30 stools
 - Two options: Option 1: \$10989
 - Option 2: \$9669

(Submitted by school): Aboriginal Art rugs for library verandah

- Quote \$779.40 for 6x rugs for use during break times

(Submitted by school): Eagles cup jerseys

- Matching jerseys for Eagles Cup games used for Year 4-6
- 20 AFL jerseys
- Quote for \$1210

(Submitted by school): Soccer goals

- \$620.63 HART Sport

(Submitted by school): Fixed speakers in undercover – and onto oval for performances

- Quote to be submitted
- Parent suggestion – new microphones for outside performances. Likely approx. \$450 per microphone (x2)

School Oval ongoing maintenance

- School submitted quote – Lawn Doctors Turf Solutions \$13,259.50 (2024 quote)

- Parent submitted quote – Hamilton Garden Service \$17,749.50 (quote detail to be reviewed during meeting)
- Parent submitted quote – Moore Mowing and Turf Maintenance \$19,380

(Submitted by school): School orchard ongoing maintenance

- \$1000 allocated to orchard (yearly P&C commitment)
- \$300 allocated to vegetable garden (yearly P&C commitment)

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

- Pre-approved for a 3-year term 2025-2027
- Student laptop leases to be added in 2025

(Submitted by parent): revamp the garden spaces

- Garden area by Teakwood Ave entrance/Library (previously occupied by the transportable)
- Garden area between the basketball courts and the bike/library pathway
- Garden area in the center of the basketball courts
- Will look at using grants and City of Stirling sustainability initiative first, before looking at P&C funding

(Submitted by parent): Update the Honour boards in the undercover area

- Quotes to be submitted

Discussion:

All above items were discussed by the those present at the meeting. These items were then prioritised in order of spending based on when funds are raised through the P&C fundraising initiatives.

1. Soccer Goals \$700
2. Library Art Rugs \$1,500
3. Autumn/Winter Lawn Maintenance \$6,000
4. Art Room Stools \$12,000
5. Spring/Autumn Lawn Maintenance \$8,000
6. Eagles Jerseys \$1,300
7. Update Honour Boards \$2,500

Total promised: \$32,000

To be decided – Speakers and Microphones
Revamp Garden Spaces

As we did not have sufficient information for costs on the above two items these have been put on hold whilst decisions are made and further information is obtained.

8. General Business

- Yearbook initiative discussed for whole school in addition to Graduating class year book.
 - Sam Edwards and Sian Collins to lead. The Yearbook will be a celebration of the 2025 year for all students and an opportunity to take home a keepsake of those memories. Parents would need to order this Yearbook towards the end of the year.
 - Favourable discussion from all in attendance.
 - Plan to offer an opt-out for any parents not wishing their child's image to be included in the yearbook.
 - Communications to go out to parents and teachers about opportunities to contribute photos or reports throughout the year.

- Woodlands quarterly magazine – joint project between P&C and parents/school teachers to showcase student work; achievements; send out messages and more.
 - Favourable discussion from all in attendance.
 - May start the initiative as a bi-annual publication for 2025 and extend to a quarterly magazine in later years if received well.
- Social media – School currently using Facebook only. Need to consider whether Instagram is another option for school social media.
 - Instagram is image heavy and we are unable to use photos of the students so may not be the ideal platform to use for P&C updates.
 - Need to remind all parents that the P&C Facebook page exists and offer a link to join.
 - At this stage we don't plan to add Instagram page and instead direct parents to the Facebook page.
- STEM afterschool activity (brought up by parent at meeting)
 - The school is open to additional afterschool extracurricular activities being available on school grounds.
 - There are contracts involved and available spaces/minimum requirements for the activities need to be considered.

9. **Next Meeting**

Week 4, Term 2 – Monday 19th May 2025 at 6:30pm

10. **Closure** – 8.56pm