



WOODLANDS PRIMARY SCHOOL P&C

**Parents and Citizens Association Inc.
General Meeting
19 May 2025 at 6:30pm – School Library**

If you would like to attend via teams please use the following link:

[Term 2 P&C Meeting](#) | [Microsoft Teams](#) | [Meet-up-Join](#)

MEETING MINUTES

1. **Attendance**

Deb Lyon, Brad Angel, Marisa Phoebe, Chelsea O’Riordan, Sam Edwards, Michelle Beh

2. **Apologies**

Andrew North, Kristen Fletcher, Laura O’Hara

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 (24th March)

Seconded: Michelle Beh

Approved: All

Against: Nil

Abstaining: Nil

- Thank you for fundraising support so far!

Thanks to Year 2 cohort for State Election.

Special thanks to Steph Peck for coordination for the Year 1 Fundraiser – Easter Raffle

Special thanks to Bec Stokes for coordination for Year 4 Fundraiser– Federal Election

4. **Treasurer Report**

See the attached Treasurer’s report.

Motion: To approve Treasurers Report

Seconded: Michelle Beh

Approved: All

Against: Nil

Abstaining: Nil

Update from Ms Phoebe as to disbursement of funds: Soccer goals have been ordered and Library rugs are about to be ordered. Lawn maintenance is imminent.

5. **Principal’s Welcome and Report**

Motion: To approve the principals report

Seconded: Chelsea O’Riordan

Approved: All

Against: Nil

Abstaining: Nil

- Steph Kirk- Burnnand had a little baby boy – Braxton Owen Evans. Congratulations to Steph and family.
- New regulations coming in from 20/5/25 in regards to WWC rules. Need to ensure all parents and grandparents who assist at the school as parent help or as part of P&C events have filled in Parent and Child Volunteer Declaration form (available in school office) or you can fill in online version of form on Qkr.

6. Fundraising Discussion

- This term:
 - *Federal Election Sausage Sizzle/Bake Sale 3rd May* – Year 4 (completed)
 - *Lilo & Stitch Movie Screening* – June 3rd (*tickets still available*)
 - *Melamine Plates* – June 6th - *available for viewing in classrooms this week and next week.*
- Term 3
 - *Retro Music Bingo* (Adult's night) – Aug 9th – Scarborough Sportsman Club (save the date)
 - *Canteen Special and Bake Sale* – Kindy cohort coordinating, Aug 20th
 - *Faction Athletics Carnival* – possibly hot dog stands and healthy food options. Year 5 cohort coordinating - Friday Sept 5th
 - *Krispy Kreme* – Friday Sept 19th (delayed due to busy term 2)
- Term 4
 - *Disco* – Year 3 coordinating, Oct 24th
 - *Woodlands Camp Out* – Saturday Nov 15th – Sunday 16th November

7. P&C Budget Meeting Follow-up

- Items ready to be funded by the P&C:
 - Soccer Goals (\$700)
 - Art Rugs for the Library (\$1,500)
 - 2025 Lawn Maintenance (\$6,000)
- Next item we are raising money for is the Art Stools and Desks (\$12,000).

8. General Business

- Yearbook update – communication to go out to families and staff soon.
- WACSO Conference 23/24th August
- Uniform Shop update – Graduation shirts from 2026 onwards will be coordinated by the Year 5/6 teachers.
- Discussion around Building Committee establishment re: building fund. Need to have parents involved. Need communication around inviting people to join a committee. Need a letter to invite businesses to donate to the Woodlands Building Fund (tax deductible donation prior to EOFY).
- WA P&C Day on held on May 23rd – Entertainment Book prize awarded to Andrew Dennehy for his ongoing contribution to the Friday canteen service.

9. Next Meeting

Week 4, Term 3 – Monday 11th August 2024.

10. Closure – 7.45pm

A handwritten signature in black ink, appearing to read 'D Lyon', with a large, stylized 'D' and a cursive 'Lyon'.

Signed: _____

Debra Lyon

President Woodlands P & C

Date: 27/05/25

Treasurers Report

19 May 2025

As at 9am today we have \$59,228.12 in the P&C accounts, of which \$54,927.47 has been allocated to invoices received (\$7,877.47), Approved Budget Items (\$9,200) and 2026 Running Costs (\$37,850 including \$27,000 for uniform stock).

2025 Fundraising and Income

Thank you to the many parents who have volunteered their time so far this year, particularly Deb Lyon and Bec Stokes for their 8+ hours shifts at each of their respective year group election day fundraisers.

A breakdown of these fundraisers and other revenue streams is as follows;

\$ 3,075.62 - Easter Raffle (Yr 1) and Bake Sale (PP) (includes Whitefox Donation)

\$ 3,117.69 - State Election (Yr 2)

\$ 2,610.46 - Federal Election (Yr 4)

\$ 4,096.13 - Uniform Shop

\$ 1,367.19 - Canteen, Containers, Entertainment Books, Donations & Bank Interest.

\$14,267.09

2025 Budget Items

Through the fundraising efforts this year, we have been able to release funds for the first three items voted in at the Budget Meeting.

Funded Budget Items

\$ 700 - Soccer Goals

\$ 1,500 - Library Rugs

\$ 6,000 - 2025 Lawn Maintenance

Next Budget Items

\$12,000 - Art Stool and Desks

\$ 8,000 - 2026 Lawn Maintenance

\$ 1,210 - Eagles Cup Jerseys

\$ 2,500 - Honour Board Updates

Brad Angel.



Profit and loss report

Accrual mode

01 Jan 2025 - 19 May 2025

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1010 Locavora	641.00
Total Canteen Income	641.00
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	448.00
4-2005 Uniform Qkr! Sales	8,365.00
4-2010 Uniform Square Sales	7,394.00
Total Uniform Shop Income	16,207.00
4-3000 Fundraising Income	
4-3010 Recycle Cans and Bottles	43.92
4-3016 Entertainment Books	178.00
4-3019 Election Sausage Sizzle	2,141.06
4-3020 Election Cake Stall	976.63
4-3021 Election Other	2,610.46
4-3034 Easter Activities	3,075.62
4-3052 Movie Day/Night	574.00
Total Fundraising Income	9,599.69
4-4000 Other Income	
4-4001 P and C Contributions	146.22
4-4002 Membership Fees	16.82
4-4005 Interest Received	204.27
4-4115 Vendor Donations	300.00
Total Other Income	667.31
Total Income	27,115.00
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	11,797.30
Total Cost Of Sales	11,797.30
Gross Profit	15,317.70
6-0000 Expenses	
6-1000 Canteen Expenses	
6-1108 Canteen Staff	144.58
6-1109 Canteen Superannuation Paid	16.63
Total Canteen Expenses	161.21
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	15.00
6-2009 Uniform Stock Adjustment	(20.50)
6-2029 Uniform Qkr! Fee	211.39
6-2031 Uniform Square Fee	107.38

	Total
Total Uniform Shop Expenses	313.27
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	382.21
Total General Expenses	382.21
6-7000 Other Expenses	
6-7001 Graduating Class Shirt/Book	1,408.00
6-7002 Meet and Greet	902.50
Total Other Expenses	2,310.50
6-8000 Recurring Budget Items	
6-8001 IT (P and C Contributions)	150.00
Total Recurring Budget Items	150.00
6-9000 Budget Items	
6-9353 ELC Shade Cover	14,290.00
6-9365 Nature Play Benches	16,204.75
Total Budget Items	30,494.75
Total Expenses	33,811.94
Operating Profit	(18,494.24)
Net Profit	(18,494.24)



Balance sheet report

Accrual mode

19 May 2025

Total

1-0000 Assets

1-1000 Banking and Cash Funds

1-1100 General Cheque Account	8,255.40
1-1105 Online Savings Account	50,972.72
1-1139 Canteen/Fundraising Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00

Total Banking and Cash Funds **59,378.12**

1-5000 Stock-on-Hand

1-5200 Uniform Stock	21,328.94
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Total Stock-on-Hand **21,328.94**

Total Assets **80,707.06**

2-0000 Liabilities

2-1000 Creditors

2-2000 Trade Creditors	7,877.47
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Total Creditors **7,877.47**

Total Liabilities **7,877.47**

Net Assets **72,829.59**

3-0000 Membership Funds

3-8000 Accumulated Funds b/fwd	91,323.83
3-9000 Current Surplus (Deficit)	(18,494.24)

Total Membership Funds **72,829.59**

2025 BUDGET

Woodlands Primary School P&C Assoc Inc

7 Bentwood Ave Woodlands WA 6018

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

		Jan 25 - Dec 25	Section Totals	Approval
6-1000	Canteen Expenses			
6-1212	Canteen General Expenses	\$300.00		Engagement Doc
	Total Canteen Expenses		\$300.00	
6-2000	Uniform Shop Expenses			Engagement Doc
6-2001	Uniform Purchases Stock	\$27,000.00		Engagement Doc
6-2004	Uniform General Expenses	\$300.00		Engagement Doc
6-2005	Uniform Shop Insurance	\$300.00		Engagement Doc
	Total Uniform Shop Expenses		\$27,600.00	
6-4000	General Expenses			Engagement Doc
6-4105	MYOB Subscription Fee	\$1,000.00		Engagement Doc
6-4250	Postage & Stationery	\$250.00		Engagement Doc
6-4300	WACSSO	\$1,600.00		Engagement Doc
	Total General Expenses		\$2,850.00	
6-5000	Graduation Expenses			Engagement Doc
6-5001	Graduation Decorations	\$300.00		Engagement Doc
6-5002	Graduation Morning Tea	\$250.00		Engagement Doc
6-5005	P and C Graduation Prize	\$50.00		Engagement Doc
	Total Graduation Expenses		\$600.00	
6-700	Other Expenses			
6-7001	Graduating Class Shirt/Book	\$4,200.00		Engagement Doc
6-7002	Meet and Greet	\$1,000.00		Engagement Doc
6-7003	Urban Orchard	\$1,000.00		Engagement Doc
6-7004	Vegetable Garden	\$300.00		Engagement Doc
	Total Other Expenses		\$6,500.00	
	Total P and C Running Costs		\$37,850.00	
6-9000	Other Budget Items			
6-9377	P & C Shelving	\$1,000.00		Budget Meeting 2023
	Soccer Goals	\$700.00		Budget Meeting 2025
	Library Art Rugs	\$1,500.00		Budget Meeting 2025
	2025 Lawn Maintenance	\$6,000.00		Budget Meeting 2025
	Art Room Stools and Desks	\$12,000.00		Budget Meeting 2025
	2026 Lawn Maintenance	\$8,000.00		Budget Meeting 2025
	Eagles Cup Jerseys	\$1,210.00		Budget Meeting 2025
	Honour Board Updates	\$2,500.00		Budget Meeting 2025
	Total Other Budget Items		\$32,910.00	
	Total Expenses	\$70,760.00	\$70,760.00	

Budget items can be processed when up to date bank balance is more than total expenses.

Do not pay out on stuff when there is not enough money to cover the running cost,
it is a requirement to have AT LEAST the running costs available at all times.