



WOODLANDS PRIMARY SCHOOL P&C

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

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

[Term 3 P&C Meeting](#) | [Microsoft Teams](#) | [Meet-up-Join](#)

MEETING MINUTES

1. **Attendance**

Deb Lyon, Samantha Edwards, Chelsea O'Riordan, Brad Angel, Andrew North, Michelle Beh, Alice Cooper, Laura O'Hara

2. **Apologies**

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 (19th May 2025)

Seconded: Brad Angel

Approved: All

Against: Nil

Abstaining: Nil

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 (11th August 2025)

Seconded: Sam Edwards

Approved: All

Against: Nil

Abstaining: Nil

- See report at end of minutes for full details
- Total raised so far on all P&C activities: \$23617.55
- Items funded from P&C fundraising so far:
 - Soccer goals, library rugs, 2025 lawn maintenance; art stools and desks.
- Next budgeted items to be funded:
 - 2026 lawn maintenance, Eagles Cup Jerseys, Honour board updates

5. **Principal's Welcome and Report**

Motion: To approve the principals report (11th August 2025)

Seconded: Michelle Beh

Approved: All

Against: Nil

Abstaining: Nil

- See report for full details at end of minutes – summary below:
- Music bingo – congratulations on successful school event
- P&C purchases update on items purchases / in process so far
- Library building fund update:
 - Basil Zempilas has reached out to school – keen to help source donors. Letter has been sent to him to initiate discussions with community businesses.
 - Consider starting some ideas within school community i.e. using interior designer for some concept designs prior to talking to Programmed.
- Upcoming new leases:
 - Ipads – 75 across the school for 2 years. To be used for group work. 2025 is the last BYO year for Ipads.
 - Dell laptops – 3 year lease. To build up laptop skills and prepare students for capabilities required for high school. These will be used for year 5/6 as a starting point.
- Update on voluntary contributions to date:
 - School contributions sitting at 63.37% paid:
 - These contributions pay for school resources, curriculum items and various other items.
 - P&C contributions sitting at 57.72% paid:
 - These contributions pay for school IT including technology leases, Ipads, new laptops, teacher laptops, smart boards etc...
 - Important that families pay their contributions as it helps pay for important resources for the school which benefits all the children.

6. Fundraising Discussion

- Term 2 completed events since last meeting:
 - *Lilo & Stitch Movie Screening – June 3rd*
 - Successful event – will definitely consider this type of event again in 2026 as was very popular and enjoyed by many. Thanks Sam Edwards for taking the lead on this one.
 - *Melamine Plates*
 - We had 309 plates ordered so a very successful fundraiser. Almost \$1700 raised.
 - Plates were distributed last week (15th August)
 - *Krispy Kreme – 27th June (postponed to term 3)*
- Term 3
 - *Retro Music Bingo (Adult's night) –Saturday Aug 9th*
 - Lots of fun had by all who attended. Thank you to everyone who contributed in making the event a success.
 - Many businesses contributed prizes, vouchers and monetary donations. Special thanks to White Fox Real Estate, Rendevous Scarborough, Platinum Property Group who all donated >\$500 in value.
 - Also to other business who donated >\$100 in value including White Chalk Road, Oh So Deli, Mr Butler, Harry & Gretal, 3 Sheets on the Lake, Farmer Jacks, Rumble Boxing, Aligned Souls, Best Body, Woodlands Physiotherapy and Jungle Body.
 - *Canteen Special and Bake Sale – Kindy, Wednesday Aug 20th*
 - Kindy parent Carley allocated to this – planning underway.
 - *Faction Athletics Carnival (Year 5) – hot dogs and bake sale. – Friday Sept 5th*
 - Year 5 parent Andrew North allocated to lead this – planning underway.
 - Chelsea O'Riordan organizing face and hair glitter paint, pom poms and bows in the morning before the carnival starts.
 - *Krispy Kreme – Wednesday 17th September delivery day. Orders will be need to be in by 5th September.*
- Term 4
 - *Disco – Year 3, Oct 24th*

- Committee assigned to this – will look to start selling tickets end of term 3.
- *Woodlands Camp Out – Saturday 15th-Sunday 16th*
 - We will not be able to hold the campout on the school oval due to it being a breach of policy under Department of Education. No schools should be holding overnight events on school grounds.
 - Looking at alternatives and/or switching to an afternoon/evening event on school grounds but no overnight component.

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)
 - Art Stools and Desks (\$12000)

8. General Business

- Locavora canteen fee has been set at \$1 for a few years per family order.
 - **Motion:** to increase canteen fee to \$1.50 per family order
 - Seconded: Michelle Beh
 - Approved: All
 - Against: Nil
 - Abstaining: Nil
- Graduation morning tea: organizing committee has been in touch with P&C. Have confirmed the following P&C contributions from our Constitution:
 - \$250 towards graduation morning tea organized by Year 5 cohort
 - \$50 for P&C Award – decided by the Year 6 teachers and awarded by the P&C President.
 - \$300 towards decorations for graduation ceremony committee to use for the undercover area.
- 2026 Budget Planning – The Resilience Project – P&C keen to discuss whether Woodlands Primary School would be open to the P&C using funds (if approved in budget meeting) to bring The Resilience project to Woodlands PS in 2026 in the form of their Wellbeing Program.
 - Well known program run Australia wide in a significant number of schools
 - Research has been conducted on program which has demonstrated benefit for mental health in children.
 - Program costs \$3900 + \$20/ child for workbook
 - School gets support from School partnership manager.
 - Laura to table in Board meeting and have further discussion how this may be incorporated in Woodlands School Wellbeing program.
- Planning 2026 Committee – discussion around succession planning for 2026.
 - Better definition and distribution of the Fundraising Coordinator role. Proposal to split into 3 distinct roles to make the responsibilities more manageable and able to retain volunteers. E.g. Parents Event Coordinator, Student Event Coordinator, Year/Class Fundraising Liaison.
 - Sundowner in Term 4 for school community to meet current P&C members and find out more about the roles and responsibilities.
 - Would also be great to see more of the school community attending the P&C meetings.
- Building Committee – this has been established. Initial meetings have taken place. Letter has been drafted to send out to Woodlands School community and larger corporate businesses in the first instance to request possible donations into this fund.
 - Letter has not yet been sent – will aim to send before end of term 3.
- Yearbook update – intention to create a 2025 Yearbook for the whole school to commemorate our school community and their achievements in 2025.
 - Sam Edwards and Sian Collins leading the initiative

- Communications to go out to staff and families shortly
- Uniform Shop update – current coordinator will not have capacity to continue in the role in 2026. Need a succession plan for 2026 for someone to run the uniform shop.
 - Decision to advertise for a volunteer within the school community with transparency about the time commitment.
 - Ideally to have someone in place as soon as possible so that handover can be carried out throughout Term 4.
- Mr Butler – approached the P&C about providing a canteen service.
 - Reviewed service and unsure it is suitable for a school lunch offering. School community seem happy with the current lunch order service.
 - Concern over cost of items and it being a set lunch fee of \$11.95 which includes treat, veggies sticks and fruit and a main menu item. May not suit all ppl.
 - Will contact Mr Butler to advise.
- Scholastic Book Club – current coordinator is unable to continue in 2026. Needing a new plan for coordinating.
 - Currently sits under the responsibility of the P&C but all credits go to the school library for new books
 - Laura confident that distribution of the book club magazines and subsequent book orders can be distributed by school staff.
- Commemorative Awards boards in the undercover area – will look at options for how best these could be displayed for future years. Likely to be 2026 budget item in addition to allocated in current 2025 budget.
- Limestone blocks between Kindy rooms and the science block used to be seats that were destroyed a couple of years ago and need repairing.
 - Something to consider for the 2026 P&C Budget meeting.
 - Laura to look into what the seats looked like previously
- Laura O'Hara is applying for a grant for school facilities through the Department of Education – maintenance of netball and basketball courts. Would provide the school with up to \$50K in funding. Under Department of Education funding.

9. **Next Meeting**

Week 4, Term 4 – Monday 3rd November 2024.

10. **Closure** – 9.02pm

Signed: Debra Lyon
 Debra Lyon
 President Woodlands P & C

Date: 20/8/25



WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE:	11/8/25
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. Music Bingo - Congratulations on a very successful Music Bingo on 9 August. This was a fantastic school community event. Congratulations to all involved in organising this event.

3. P&C Purchases

- Soccer goals – Purchased and being used everyday by many students. The Faction Captains move the equipment out of the undercover area for school breaks. This purchase has been well received and is appreciated.
- School Oval on-going maintenance/weed spray and fertiliser – The school oval is in very good condition, thanks to the P&C subsidy for extra services this year. Lawn Doctor will invoice the school soon and the additional services will be billed to the P&C.
- Aboriginal Rugs has been ordered and will be shipped at the end of Term 3. The P&C will be billed when the items are received.
- School orchard on-going maintenance – Funds not yet accessed
- Art Room Stools – To be actioned.

4. Library Building Fund – The school received \$60,000 from the government as part of an election promise to the school for refurbishment of the school library. This money has been set aside for furniture and fittings in the library. The school has estimated that the P&C Building Fund will need to raise around \$100,000 for minor work including replacing the librarian's desk and work area, recarpeting, repainting and installing contemporary display boards and technology access. The school will submit this scope of work through Programmed after consultation with the community, especially parents who have interior design or architecture background.

Basil Zempilas visited the school on Friday 1 August to meet staff and tour the school. He visited the library and was keen to help the school source donors for the library refurbishment project.

5. Voluntary Contributions to date



WOODLANDS PRIMARY SCHOOL

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WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

Income Breakdown 2025					
	Requested	Received	Outstanding	Total School Contributions	% Paid
Primary Contributions	\$ 17,280.00	\$ 10,950.50	\$ 6,329.50	\$ 14,205.50	63.37%
Pre Primary Contributions	\$ 2,460.00	\$ 2,040.00	\$ 420.00		82.93%
Kindy Contributions	\$ 2,415.00	\$ 1,215.00	\$ 1,200.00		50.31%
P&C Contributions	\$ 25,893.75	\$ 14,944.75	\$ 10,949.00	\$ 14,944.75	57.72%
Swimming	\$ 24,165.55	\$ 23,472.55	\$ 693.00	\$ 23,472.55	97.13%
Spelling Mastery	\$ 9,137.70	\$ 7,684.00	\$ 1,453.70	\$ 1,453.70	84.09%
		\$ 21,045.20	\$ 54,076.50		
Incursions/Excursions					
			Outstanding	Percentage Paid	
Total Outstanding	11/08/2025	Interm Swimming	\$ 693.00	97.24%	
Contributions	\$ 7,949.50	Leadership	\$ 57.00	97.83%	
P&C Contributions	\$ 10,949.00	Cuddly Animal Farm	\$ 30.00	98%	
Swimming	\$ 693.00	Kings Park	\$ -	100%	
Spelling Mastery	\$ 1,453.70	Yr 6 Camp	\$ 234.00	99%	
Overall Total Outstanding	\$ 21,045.20	Play in the Past	\$ 33.00	97%	
		Eagles Cup	\$ 30.00	93%	
		Naidoc week	\$ 425.00	88%	
				100%	
				100%	
				100%	
				100%	
				100%	
				100%	
				100%	
				100%	
				100%	
				969.86%	
		Total subsidy	\$ 1,502.00	80.82%	

The **P&C Voluntary Contributions** are used to fund classroom technology at Woodlands Primary School. The **School Voluntary Contributions** are directed towards curriculum areas.

Following the school's ICT review in 2023, the ICT plan at Woodlands was modified to meet the needs of students. The review showed that students at Woodlands are proficient in the use of Apple devices through use at school and at home. After consultation with our local high schools, it was apparent that our students need to be familiar with the Microsoft operating environment to ensure a smooth transition to high school.

From 2026, the ICT program has been modified as follows. At the end of 2025, the school's BYO iPad program will cease. From 2026, the school will be providing class sets of iPads for use in project work and small group work in a variety of curriculum areas. The iPads will also be used for NAPLAN and ACER PAT testing. A class set of laptops, with Microsoft operating environment, will be used by Year 5 & 6 students to develop the necessary skills and knowledge for high school.

The school leases iPads and laptops at a cost of \$26,000 per year, (\$15,000 for iPads and \$11,000 for laptops). The school budgets this amount of each year, relying on P&C Voluntary Contributions to pay the cost of the leases. Currently, 58% of the contributions have been received with almost \$11,000 still outstanding. The school encourages parents to pay the P&C Voluntary Contribution to support continuation of this quality ICT program at Woodlands Primary School.



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SUBMISSION TO THE P&C

6. Dad's Campout

The Department of Education has confirmed that current policy does **not** permit overnight use of school facilities for third-party events, including those organised by P&Cs. This restriction is in place to ensure the safety and welfare of students and staff, as well as to prevent any disruption to normal school operations.

This means that the P&C can organise a Dad's Campout off site if it wishes to have an overnight event. I would like to thank and acknowledge the past efforts of the dads at Woodlands who have run successful Dad's campouts at Woodlands for many years. These events will be treasured memories for the students at Woodlands Primary School.

Laura O'Hara
Principal
Woodlands Primary School
11/8/25

Treasurers Report

11 August 2025

As at 9am today we have \$65,007.01 in the P&C accounts, of which \$60,319.40 has been allocated to invoices received (\$1,269.40), Approved Budget Items (\$21,200) and 2026 Running Costs (\$37,850 including \$27,000 for uniform stock).

2025 Fundraising and Income

We had a hugely successful night on Saturday raising approximately \$6,750, including \$2,840 on the silent auction. Thank you to all involved including those who kindly donated items for the auction or their time organising, setting up and/or packing away the event.

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)

\$ 722.25 - Movie Day

\$ 1,694.42 - Picture Plates

\$ 6,766.10 - Bingo Night (estimated value)

\$ 3,698.62 - Uniform Shop

\$ 1,932.38 - Canteen, Containers, Entertainment Books, Donations & Bank Interest.

\$23,617.55

2025 Budget Items

Following the success of the Bingo Fundraiser, the P&C released the funding to the school for the fourth budget item, being the Art Stools & Desks.

Funded Budget Items

\$ 700 - Soccer Goals

\$ 1,500 - Library Rugs

\$ 6,000 - 2025 Lawn Maintenance

\$12,000 - Art Stools and Desks

Next Budget Items

\$ 8,000 - 2026 Lawn Maintenance

\$ 1,210 - Eagles Cup Jerseys

\$ 2,500 - Honour Board Updates

Brad Angel.



Balance sheet report

Accrual mode

11 Aug 2025

Total

1-0000 Assets

1-1000 Banking and Cash Funds

1-1100 General Cheque Account	8,636.56
1-1105 Online Savings Account	53,515.67
1-1139 Canteen/Fundraising Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00

Total Banking and Cash Funds

62,302.23

1-5000 Stock-on-Hand

1-5200 Uniform Stock	18,520.58
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Total Stock-on-Hand

18,520.58

Total Assets

80,822.81

2-0000 Liabilities

2-1000 Creditors

2-2000 Trade Creditors	2,769.40
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Total Creditors

2,769.40

Total Liabilities

2,769.40

Net Assets

78,053.41

3-0000 Membership Funds

3-8000 Accumulated Funds b/fwd	91,323.83
3-9000 Current Surplus (Deficit)	(13,270.42)

Total Membership Funds

78,053.41



Profit and loss report

Accrual mode

01 Jan 2025 - 31 Dec 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 478.00

4-2005 Uniform Qkr! Sales 10,475.00

4-2010 Uniform Square Sales 9,958.00

Total Uniform Shop Income

20,911.00

4-3000 Fundraising Income

4-3010 Recycle Cans and Bottles 454.16

4-3015 Special Canteen Days 226.00

4-3016 Entertainment Books 290.00

4-3019 Election Sausage Sizzle 2,141.06

4-3020 Election Cake Stall 976.63

4-3021 Election Other 2,610.46

4-3026 Bogan Bingo 4,073.49

4-3034 Easter Activities 3,075.62

4-3038 Picture Plates 1,694.42

4-3052 Movie Day/Night 722.25

Total Fundraising Income

16,264.09

4-4000 Other Income

4-4001 P and C Contributions 367.40

4-4002 Membership Fees 16.82

4-4005 Interest Received 247.22

4-4115 Vendor Donations 300.00

Total Other Income

931.44

Total Income

38,747.53

5-0000 Cost Of Sales

5-2011 Cost of Uniform Sales 15,232.29

Total Cost Of Sales

15,232.29

Gross Profit

23,515.24

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

	Total
6-2005 Uniform Shop Insurance	254.00
6-2009 Uniform Stock Adjustment	22.27
6-2029 Uniform Qkr! Fee	259.78
6-2031 Uniform Square Fee	159.64
Total Uniform Shop Expenses	710.69
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	652.21
6-4300 WACSSO	1,470.30
Total General Expenses	2,122.51
6-7000 Other Expenses	
6-7001 Graduating Class Shirt/Book	2,244.00
6-7002 Meet and Greet	902.50
Total Other Expenses	3,146.50
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	36,785.66
Operating Profit	(13,270.42)
Net Profit	(13,270.42)