



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc.
General Meeting
Monday 3rd Nov 2025 at 6:30pm – School Library

MINUTES

1. Attendance

Deb Lyon, Sam Edwards, Kristen Fletcher, Michelle Beh, James Forman, Chelsea O'Riordan, Emily Verheggen, Aidan Lovegrove, Laura O'Hara, Marisa Phoebe, Bec Stokes and Brad Angel.

2. Apologies

Andrew North

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 (11th August)

Seconded: Brad Angel

Approved: All

Against: Nil

Abstaining: Marisa Phoebe

Thank you to everyone on the P&C, many of which are relatively new to the team. Everyone's efforts have been appreciated this year. We have had a successful and fun year of fundraising events.

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: Deb Lyon

Approved: All

Against: Nil

Abstaining: Nil

Funds raised since last meeting from fundraisers:

- Kindy cohort pizza special day = \$1091.29
- Faction carnival bake sale and face painting: \$1130.58
- Krispy Kreme donuts: \$522.38
- School disco: \$3743.58

See report attached for full details.

5. Principal's Welcome and Report

Motion: To approve the principals report
 Seconded: Sam Edwards
 Approved: All
 Against: Nil
 Abstaining: Nil

See attached report.

Laura, on behalf of the school community, echoed a thank you to the P&C for their efforts this year in continuing to improve resources and facilities available to the students.

Report summary:

- P&C approved purchases: lawn doctor \$14K; new art room stools and tables \$10K; Aboriginal rugs \$740; Soccer goals \$700
- Library building fund – school to progress with soft furniture and shelvings with \$60K from government. Building refurbishment needs to wait until more funds raised.
- ICT update – new laptops with Microsoft operating systems to be used from week 6. No longer having BYOD iPads.
- 2026 Funding requests discussed

6. Fundraising Discussion

- **This Term** (4)
 - *Disco – Year 3, Oct 24th*
 - *Successful event – Junior disco very busy and fun vibe. Need to find a way to make Senior disco more appealing.*
 - *Woodlands Camp Out – Cancelled. Unable to find suitable back-up location. Department of Education policy is no overnight events on school grounds by third parties – P&C is considered a third party. Could consider other grounds/location in future years, e.g. Karrinyup Waters, Hale grounds, etc. Alternatively, we change the event to something different.*
 - *Thank You Sundowner – Friday Dec 5th @ Bert's, City Beach from 6pm. All welcome including partners.*
 - *Christmas Carols Friday 12th December from 2pm, glitter face paint, food trucks and ice cream truck will be available from 3pm.*
- **2026 Planning**
 - **Term 1 – likely calendar.**
 - Week 2: Fri 13th Feb - Meet & Greet - Maybe purchase some items for P&C e.g. slip'n'slide, lawn games, TBD. Ice-cream truck and glitter facepaint available too.
 - Week 6: Fri 13th March - Colour Run
 - Week 8: Fri 27th Mar - Easter Picnic Raffle & Bake Sale
- **Motion:** To approve purchase of Giant Timber Games for P&C activities. In constitution \$1000 assigned to Meet and Greet. Use \$402 from this allocation for Giant Jenga, Connect 4 and Coits.
 - Seconded: Sam Edwards
 - Approved: All
 - Against:
 - Abstaining:



7. General Business

- 2026 Donation Heroes
 - Plan to reach out to businesses late term 4, early term 1 requesting donations for P&C events for 2026. May help us to know how much funds we have when organising events.
- Uniform Shop update
 - Succession plan for 2026 – Brooke Silich and Sue Cossom to coordinate. Handover continues throughout Term 4 until stocktake in Week 10.
 - Graduation Shirt – new process. Names no longer being included on the shirt. Students designed the shirt in Term 3. Sizing occurred in Week 1 of Term 4. Deliver of shirts Week 1 Term 1 2026. Additional orders will be available for 2 weeks and then no more orders.
 - Uniform stock will arrive by end of Term 4 2025 and so its available for Week 1 Term 1 2026 demand.
- Building Committee update – Deb Lyon and Brad Angel from the P&C chaired initial meeting. Emily Verheggen, James Forman and Dan O’Connell joined the building committee.
 - Promised funding plans – \$60,000 promised government funds. Must be used by end of 2025/26 financial year. Can only be used on refurbishing the library and only on non-fixed furnishings.
 - Fundraising plans – Emily to reach out to businesses with the P&C letter. No grants that would be suitable for building work. Other grants that may be used for other works around the school.
 - Basil Zemplis donated \$100. May be a resource for potential business contacts that may be able to donate.
 - Possibly do a Woodlands family drive in Term 2, 2026 given that donations are tax deductible.
- Yearbook update – survey to go out to the school community via Survey Monkey to look at interest in and thoughts around a yearbook for the Woodlands community to celebrate the year that was for the whole school. If sufficient interest and support 2026 will be the inaugural Woodlands Yearbook.
- Woodlands Wellbeing program – See the Principal’s report. The Resilience Project to be commenced in 2026 following recommendation from P&C at last terms meeting.
- EduDance ~\$60/ / Jump Jam – possibilities for Phys Ed. curriculum/content. Opportunities to then include the learnings in a community celebration.

- Graduation Morning Tea – plans underway.
- 2026 P&C Executive planning
 - To have a P&C we need 8 on the Executive Committee – some may not be continuing on in 2026. Need to advertise the possible roles and responsibilities of Committee Positions.
 - Fundraising team 2026 – break into smaller, more specific roles to make more appealing/ easier to run events.
- Playground safety compliance
 - All playground equipment is inspected every year for repairs, maintenance and compliance.
 - The school leadership report every incident to the Department of Education. If an incident occurs outside of school hours please let the school leadership team know so they can make the appropriate report.

8. **Next Meeting**

Week 4, Term 1 – Monday 23rd February 2026 - AGM to determine committee for 2026.

9. **Closure** – 8.15pm



Signed: _____ Date: 5/11/2025

Debra Lyon

President Woodlands P & C



WOODLANDS PRIMARY SCHOOL

100 Years of Education in the Heart of the Community

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WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE:

3/11/25

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. P&C Purchases

- Lawn Doctor – Aeration, fertiliser – expecting invoice for additional works in 2025 up to \$14,000.
- Art Room Tables and Stools – ordered at a cost of \$10,102.40 to be delivered this term.
- 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. \$738.80
- School orchard on-going maintenance – funds not accessed yet in 2025

3. 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. The school is beginning plans for furniture and shelving upgrade which may be completed prior to building refurbishment.

4. ICT Update – The new iPad leases are in place for a 2 year period. Laptops with Microsoft operating system have arrived and the Solutions IT technician will start setting them up this week for use primarily by Year 5&6 students. The BYO iPad program finishes this year with iPads being sent home this term at the end of Week 5.

5. 2026 School funding requests

- Bore stain removal on transportable buildings, move reticulation line to stop bore stains, install path extension to rear of pre-primary classrooms. Extension of murals after bore water is cleared and these works are completed, perhaps paid by grant?)
- Repair seating area between kindy and science room. Install shade cover over seating.
- The Resilience Project – Workbooks PP-6 \$20 per student ~\$6600
- Install signs/decals on either side of the stage to replace values posters. One side school song, the other side school logo. (Acknowledgement of Country?)
- Update honour boards in undercover area.



WOODLANDS PRIMARY SCHOOL

10000 Woodlands Avenue, Woodlands, NSW 2125

7900 Woodlands Avenue, Woodlands, NSW 2125
www.woodlandsprimaryschool.nsw.edu.au

Telephone: 02 9414 4000
Fax: 02 9414 4000

WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

6. P&C Voluntary Contributions

Income Breakdown 2025					
	Requested	Received	Outstanding	Total School Contributions	% Paid
Primary Contributions	\$ 16,680.00	\$ 12,363.50	\$ 4,316.50		74.12%
Pre Primary Contributions	\$ 2,460.00	\$ 2,100.00	\$ 360.00	\$ 15,978.50	85.37%
Kindy Contributions	\$ 2,475.00	\$ 1,515.00	\$ 960.00		61.21%
P&C Contributions	\$ 22,500.00	\$ 16,845.80	\$ 5,654.20	\$ 16,845.80	74.87% ←
Swimming	\$ 24,088.55	\$ 23,549.55	\$ 539.00	\$ 23,549.55	97.76%
Spelling Mastery	\$ 9,137.70	\$ 8,291.05	\$ 846.65	\$ 846.65	90.73%
		\$ 12,676.35	\$ 57,220.50		
Incursions/Excursions					
			Outstanding	Percentage Paid	
Total Outstanding	3/11/2025	Interm Swimming	\$ 539.00	97.85%	
Contributions	\$ 5,636.50	Leadership	\$ 57.00	97.83%	
P&C Contributions	\$ 5,654.20	Cuddly Animal Farm	\$ 30.00	98%	
Swimming	\$ 539.00	Kings Park	\$ -	100%	
Spelling Mastery	\$ 846.65	Yr 6 Camp	\$ 210.60	99%	
Overall Total Outstanding	\$ 12,676.35	Play in the Past	\$ 11.00	99%	
		Eagles Cup	\$ 30.00	93%	
		Naidoc week	\$ 170.00	95%	
		Eagles Cup Away	\$ 60.00	88%	
		Year 1 Zoo	\$ -	100%	
		Massed Choir	\$ -	100%	
		One Big Voice	\$ 16.00	95%	
		Yr 3 Herdsman Lake	\$ 50.00	89%	
		I/S Athletics	\$ 36.00	99%	
				100%	
				100%	
				100%	
				100%	
				967.27%	
		Total subsidy	\$ 1,209.60	80.61%	

Thank you for the wonderful work you have done as a P&C this year. You have made a significantly positive contribution to the children at Woodlands Primary School.

Laura O'Hara
Principal
Woodlands Primary School
3/11/25

Treasurers Report

3 November 2025

We currently have \$69,911.56 in the P&C accounts, of which \$69,560 has been allocated to invoices received (\$1,300.00), Approved Budget Items (\$30,410) and 2026 Running Costs (\$37,850 including \$27,000 for uniform stock).

2025 Fundraising and Income

We have raised nearly \$25k across all fundraisers this year with the recent disco contributing \$3,743.58. Big thank you to the Fundraising Committee and all of the volunteers and donators who have helped throughout the year.

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
\$ 7,107.75 - Bingo Night
\$ 522.38 - Donuts
\$ 1,091.29 - Pizza Day
\$ 1,130.58 - Athletics Bake Sale
\$ 3,743.58 - Disco
\$ 5,809.43 - Uniform Shop
\$ 3,513.14 - Canteen, Containers, Entertainment Books, Donations & Bank Interest.
\$34,156.02

2025 Budget Items

With a number of successful fundraisers in Term 3 and early Term 4, we have been able to release funds to the school for an additional two budget items (2026 Lawn Maintenance and Eagles Cup Jerseys), leaving just one item on the 2025 Budget Items list.

Funded Budget Items

\$ 700 - Soccer Goals
\$ 1,500 - Library Rugs
\$ 6,000 - 2025 Lawn Maintenance
\$12,000 - Art Stools and Desks
\$ 8,000 - 2026 Lawn Maintenance
\$ 1,210 - Eagles Cup Jerseys

Next Budget Items

\$ 2,500 - Honour Board Updates

Brad Angel.

2025 BUDGET

Woodlands Primary School P&C Assoc Inc

7 Bentwood AveWoodlands 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.



Profit and loss report

Accrual mode

01 Jan 2025 - 03 Nov 2025

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1010 Locavora	1,803.50
Total Canteen Income	1,803.50
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	719.00
4-2005 Uniform Qkr! Sales	11,862.00
4-2010 Uniform Square Sales	11,624.50
Total Uniform Shop Income	24,205.50
4-3000 Fundraising Income	
4-3001 Dance / Disco	4,386.62
4-3010 Recycle Cans and Bottles	454.16
4-3011 Dads Camp Out	250.00
4-3015 Special Canteen Days	1,091.29
4-3016 Entertainment Books	444.00
4-3017 Athletics Carnival Fundraising	1,130.58
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	7,259.49
4-3034 Easter Activities	3,075.62
4-3038 Picture Plates	1,694.42
4-3048 Donut Fundraiser	542.38
4-3052 Movie Day/Night	719.75
Total Fundraising Income	26,776.46
4-4000 Other Income	
4-4001 P and C Contributions	15,980.10
4-4002 Membership Fees	16.82
4-4005 Interest Received	261.48
4-4115 Vendor Donations	300.00
Total Other Income	16,558.40
4-5000 Graduation	
4-5001 Graduation Event (Parent Run)	700.00
Total Graduation	700.00
Total Income	70,043.86
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	17,698.27
Total Cost Of Sales	17,698.27
Gross Profit	52,345.59



Balance sheet report

Accrual mode
31 Oct 2025

	Total
1-0000 Assets	
1-1000 Banking and Cash Funds	
1-1100 General Cheque Account	9,389.35
1-1105 Online Savings Account	60,529.93
1-1139 Canteen/Fundraising Cash Float	50.00
1-1140 Uniform Shop Cash Float	100.00
Total Banking and Cash Funds	70,069.28
1-5000 Stock-on-Hand	
1-5200 Uniform Stock	21,102.62
Total Stock-on-Hand	21,102.62
Total Assets	91,171.90
Net Assets	91,171.90
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	91,323.83
3-9000 Current Surplus (Deficit)	(151.93)
Total Membership Funds	91,171.90

	Total
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
6-2005 Uniform Shop Insurance	254.00
6-2009 Uniform Stock Adjustment	(53.92)
6-2029 Uniform Qkr! Fee	302.25
6-2031 Uniform Square Fee	180.47
Total Uniform Shop Expenses	697.80
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	832.21
6-4300 WACSSO	1,470.30
Total General Expenses	2,302.51
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)	15,694.75
Total Recurring Budget Items	15,694.75
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	52,497.52
Operating Profit	(151.93)
Net Profit	(151.93)