



WOODLANDS PRIMARY SCHOOL P&C

Parents and Citizens Association Inc.
Annual General Meeting
23 February 2026 at 6.30pm – School Library

If you would like to attend via teams please use the following link:
[Woodlands P&C AGM 2026 | Microsoft Teams | Meet-up-Join](#)

MEETING MINUTES

In order to vote on matters arising in this meeting you need to be a financial member and pay a \$1 registration fee prior to the meeting. This can be done via Qkr! App or with cash.

1. **Attendance** – Chiara Cousins (online), Kristen Fletcher (online), Joleen Watson, Chelsea O’Riordan, Deb Lyon, Sam Edwards, Brad Angel, Andrew North, Bec Stokes, Aidan Lovegrove, James Foreman, Brooke Silich, Mireille Hardie, Emma Lister, Marisa Phoebe (Deputy) and Laura O’Hara (Principal).

2. **Apologies** – Kirby Bonavita, Vanessa Sapulo, Madeline Derwort, Sian Collins

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 which they have a personal interest.

See attached report.

Motion: To approve the meeting minutes from the last General Meeting on 3rd November 2025.

Seconded: Brad Angel

Approved: All

Against: Nil

Abstaining: Brooke, Emma, Joleen, Mireille (did not attend last meeting)

Presentation of the Signed Positive Solvency Declaration – completed.

4. **Treasurer Report**

Report attached.

Motion: To approve the Treasurers Report from this meeting (23 Feb 2026)

Seconded: Sam Edwards

Approved: All

Against: Nil

Abstaining: Nil

5. **Principals Welcome and Report.**

Motion: To approve the Principal’s Report from this meeting (23 Feb 2026)

Seconded: Andrew North

Approved: All

Against: Nil

Abstaining: Nil

See attached summary:

- Carpark upgrade still coming. Entry/exit off Lombardy Street. Entry/exit off Bentwood will be service access only.
- Power upgrade underway – will include replacing air con in main admin building.
- Repairs underway in some classrooms, replacing eaves, etc.
- Resurfaced the floor of the Year One undercover area.
- A few staff will be taking leave later this year expecting babies.
- Sounds Write intervention program has commenced. Mr Kennedy will be taking this.
- New Resilience Student Program has started – positive response from staff and students so far.
- Library will commence opening at lunch times and run by Principal and Deputy Principals will open library x3/ week. They will facilitate reading, games etc.. For those children who do not want to play outside.

6. Elections

Nominations are taken for the following positions:

Executive Committee Members

Motion: Nomination for School Representative

Nominated: Laura O'Hara (Automatically added)

Seconded: Deb Lyon

Motion: Approved.

Motion: Nomination for President

Nominated: Deb Lyon

Seconded: Chelsea O'Riordan

Motion: Approved.

Motion: Nomination for Vice President / WACSSO Rep

Nomination: Sam Edwards

Seconded: Kristen Fletcher

Motion: Approved.

Motion: Nomination for Secretary

Nomination: Mireille Hardie

Seconded: Deb Lyon

Motion: Approved

Motion: Nomination for Treasurer

Nomination: Brad Angel

Seconded: Sam Edwards

Motion: Approved

Motion: Nomination for Accounts Payable

Nomination: Kristen Fletcher

Seconded: Deb Lyon

Motion: Approved

Motion: Nomination for Class Representative Coordinator

Nomination: Chelsea O'Riordan

Seconded: Sam Edwards

Motion: Approved

Motion: Nomination for Fundraising / Engagement

Nominations: Emma Lister

Seconded: Deb Lyon

Motion: Approved

Subcommittee Members

Motion: Nomination for Canteen Coordinator
 Nomination: Kirby Bonavita
 Seconded: Deb Lyon
 Motion: Approved

Motion: Nomination for Communications Liaison
 Nomination: Sian Collins
 Seconded: Chelsea O'Riordan
 Motion: Approved

Motion: Nomination for Uniform Shop Coordinator
 Nomination: Brooke Silich
 Seconded: Deb Lyon
 Motion: Approved

Motion: Nomination for Grants Officer
 Nomination: unfilled at this stage.
 Seconded:
 Motion:

Motion: Nomination for Chair of Building Committee
 Nomination: unfilled at this stage
 Seconded:
 Motion:

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

Motion: Nomination for General Executive Member
 Nomination: unfilled at this stage.
 Seconded:
 Motion:

Motion: Nomination for General Executive Member
 Nomination: unfilled at this stage.
 Seconded:
 Motion:

Committee Members

Motion: Nomination for Fundraising
 Nomination: Bec Stokes
 Seconded: Sam Edwards
 Motion: Approved

Motion: Nomination for Fundraising
 Nomination: Chelsea O'Riordan
 Seconded: Sam Edwards
 Motion: Approved

Motion: Nomination for Fundraising
 Nomination: Madeline Derwort
 Seconded: Sam Edwards
 Motion: Approved

Motion: Nomination for Fundraising
 Nomination: Vanessa Sapulo
 Seconded: Deb Lyon
 Motion: Approved

7. Fundraising/ Events Discussion

Term One:

- Week 2: P&C Led – Meet and Greet Event
 - Enjoyable evening -
- Year 2 Cohort – Footy Tipping to commence from March (start of Footy season)
 - Woodlands families, staff and friends are welcome to join the competition.
- Week 6: P&C Led: Colour Run – Friday 13th March 2pm onwards

Motion: Colour Run organisers requesting an initial outlay of \$1600 to purchase Colour Run packs now to ensure they arrive on time.

Approved: All.

Against: Nil

Abstaining: Nil

- Week 8: Easter Raffle (Year 1 cohort) and Bake Sale (PP Cohort)
 - No easter egg hunt this year. Instead we may do Easter Bunny delivering eggs to the classrooms before the picnic.

8. General Business

a. 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, Vice President, Treasurer and Accounts Payable will need full banking access to the Woodlands Primary School P&C bank accounts for 2026 and to remove the 2025 positions that are no longer relevant.

Debra Lyon – continue with access

Brad Angel – continue with access

Kristen Fletcher – continue with access

Samantha Edwards – only new addition, requires access

Andrew North – discontinue access

Seconded: Brad Angel

Approved: All.

b. Access to Qkr!

Motion: Qkr!. To change the authorities on Qkr! to President, Treasurer, Uniform Coordinator and Fundraising and to remove other current office bearers.

Debra Lyon (President) – continue with access

Brad Angel (Treasurer) – continue with access

Brooke Silich (Uniform Shop Coordinator) – continue with access

Emma Lister (Fundraising Engagement) – will require access

Seconded: Deb Lyon

Approved: All.

c. New Parent Board Representative Nomination

No nominations received just yet for the open Parent Representative position on the Board. There will be another Compass notification to advertise and request nominations. In the past, the P&C often put up a nomination. This has not happened for the last few opportunities but could if the P&C wants to.

d. Shipping container in the staff carpark area is going to be put up for sale.

Is anyone needing a shipping container or fencing? Must be removed at own cost, effort (although there could be a parent that is able to arrange assistance).

9. Next Meeting

Budget Meeting – Week 8, 23 March 2026. All budget requests from the school and community need to be costed and sent to the P&C by week 6 (Monday 9th March) if they wish to be discussed and/or be voted on at the budget meeting.

10. Closure – Meeting close at 7.30

25/02/2026

Debra Lyon – Signature and Date

Chairperson & P and C President



WOODLANDS PRIMARY SCHOOL P&C

Email: info@woodlandspandc.org.au
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President Report - Annual General Meeting 2026

The Woodlands P&C committee are pleased with the success of 2025. We were a relatively new group of parents on the P&C who came together and organised many successful events which built community spirit whilst raising money for resources at the school.

I would like to thank the entire committee from 2025 for their tireless effort to assist with all our fundraising efforts and activities. We have all volunteered countless hours for the P&C and it is highly appreciated by the Woodlands School community.

A special thanks to the following people:

Vice President - Andrew North
Secretary - Sam Edwards
Treasurer - Brad Angel
Accounts Payable - Kristen Fletcher
Class Rep Coordinator - Chelsea O'Riordan
Uniform Shop - Michelle Beh
Canteen Coordinator - Kirby Bonivita

In addition a shout out to our fundraising committee who assisted with coordinating events including: Bec Stokes, Vanessa Sapolu, Sam Edwards, Chelsea O'Riordan and Kristen Fletcher.

Thanks must also go to the leaders of the year group fundraisers including Steph Peck, Bec Stokes, Carley Angel, Sam Edwards and Alesha Gullotto.

Thank-you to all the other parents who assisted with canteen duties during the year, putting their hand up for bake sales, baking cakes, cooking sausages, DJ'ing the disco and much more.

We organised the following things in 2025:

- Meet and Greet
- State and Federal Election Sausage sizzles and bake sales
- Easter raffle and easter egg hunt
- Melamine Plates
- School disco
- Adults music bingo night
- Pupil free day movie day
- Krispy Kreme donut drive
- Special canteen day and bake sale
- Zooper dooper Fridays
- Christmas carols picnic

We are looking forward to another fun and fulfilling year ahead.

Deb Lyon - President Woodlands P&C

Solvency Statement

What is solvency/insolvency

'Solvency' is defined in s95A (1) of the Corporations Act 2001 as "the ability to pay all debts as and when they become due and payable." A person or organisation who is not solvent is 'insolvent' (s95A (2)).

P&Cs must not incur any debts if they are currently insolvent or there are reasonable grounds to expect they will be insolvent before or after a debt is incurred. Associations Incorporation Act 2015 (s 127).

Under Rule 17.10.3 of the 2019 P&C Constitution, the Executive Committee are required to make a declaration that having reviewed and considered the P&C's current and projected financial position, it is their opinion the P&C is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

It is of utmost importance that accurate financial records are kept so the Executive Committee can make this declaration with confidence.

P&Cs should note that the solvency statement is for the coming 12 months, not just until the end of a calendar year. For example, if the P&C signs the declaration in March, they are agreeing to being solvent through until March the following year.

Guide to using this declaration:

1. At an Exec meeting prior or before presenting the financial report at the AGM, move the motion, "that the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial statements/review/audit (whichever is applicable) at the2026..... (year) Annual General Meeting of the P&C.
2. Once this motion is carried, the President signs the declaration on behalf of the Executive Committee.
3. The declaration is then presented as part of the annual financial statement, review or audit at the Annual General Meeting. The P&C then votes on approval of the financial statements/review or audit report. The outcome of the vote is minuted.

Solvency Statement Declaration

We, the Executive Committee of the Woodlands Primary School Parents and Citizens' Association Incorporated declare, at a meeting held on 23 / 02 / 2026 that having reviewed and considered the Associations' current and projected financial position, in the Executive Committee's opinion the Association is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

Signed by the P&C President on 23/02/2026 (date), on behalf of the Executive Committee of the Woodlands Primary School Parents and Citizens' Association Incorporated

P&C President signature Dhyan

P&C President full name DEBRA JANE LYON

A downloadable version of the Solvency Statement and Declaration is available on the WACSSO website, under templates and forms: www.wacssso.wa.edu.au/resources/pc-resources/.

Treasurers Report

23 February 2026

As at 31 December 2025 the P&C held total cash reserves of \$57,731.24. Of this amount \$37,850 is reserved for 2026 Operating Costs (in line with P&C policy requirements) and \$18,410 allocated to previously approved but not yet committed Budget Items. This leaves a surplus of \$1,471.24.

2025 Fundraising and Income

The P&C raised \$36,089.20 in 2025, with \$25,142.80 coming directly from parent and P&C lead fundraisers, \$7,299.10 from the Uniform Shop and \$3,647.30 from miscellaneous sources.

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)
\$ 719.75 - Movie Day
\$ 1,694.42 - Picture Plates
\$ 7,107.75 - Bingo Night
\$ 542.38 - Donuts
\$ 1,091.29 - Pizza Day
\$ 1,130.58 - Athletics Bake Sale
\$ 3,683.35 - Disco
\$ 369.51 - Friday Zooper Doopers
\$ 7,299.10 - Uniform Shop
\$ 3,647.30 - Canteen, Containers, Entertainment Books, Donations & Bank Interest.
\$36,089.20

2025 Budget Items

Due to strong fundraising results, the P&C was able to fully fund the majority of approved 2025 budget items.

Funded Budget Items

\$ 700 - Soccer Goals (still to be invoiced)
\$ 1,500 - Library Rugs (still to be invoiced)
\$ 6,000 - 2025 Lawn Maintenance (still to be invoiced)
\$12,000 - Art Stools and Desks (paid out final cost of \$9,184.00)
\$ 8,000 - 2026 Lawn Maintenance (still to be invoiced)
\$ 1,210 - Eagles Cup Jerseys (still to be invoiced)

Summary

Thank you to all volunteers, coordinators, families and P&C Member who contributed both their time and money throughout the year. I look forward to an equally as positive year in 2026.

Brad Angel.



Profit and loss report

Accrual mode

01 Jan 2025 - 31 Dec 2025

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1010 Locavora	1,899.50
Total Canteen Income	1,899.50
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	837.00
4-2005 Uniform Qkr! Sales	12,420.00
4-2010 Uniform Square Sales	16,448.50
Total Uniform Shop Income	29,705.50
4-3000 Fundraising Income	
4-3001 Dance / Disco	3,683.35
4-3010 Recycle Cans and Bottles	518.32
4-3011 Dads Camp Out	250.00
4-3015 Special Canteen Days	1,091.29
4-3016 Entertainment Books	514.00
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	7,107.75
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
4-3053 Zooper Doopers	369.51
Total Fundraising Income	26,425.12
4-4000 Other Income	
4-4001 P and C Contributions	18,254.49
4-4002 Membership Fees	16.82
4-4005 Interest Received	265.16
4-4115 Vendor Donations	1,380.00
Total Other Income	19,916.47
4-5000 Graduation	
4-5001 Graduation Event (Parent Run)	(49.73)
Total Graduation	(49.73)
Total Income	77,896.86
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	21,651.31
Total Cost Of Sales	21,651.31

	Total
Gross Profit	56,245.55
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	(93.56)
6-2029 Uniform Qkr! Fee	327.38
6-2031 Uniform Square Fee	252.27
Total Uniform Shop Expenses	755.09
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	1,012.21
6-4300 WACSSO	1,470.30
Total General Expenses	2,482.51
6-5000 Graduation Expenses	
6-5001 Graduation Decorations	250.00
Total Graduation Expenses	250.00
6-7000 Other Expenses	
6-7001 Graduating Class Shirt/Book	3,164.00
6-7002 Meet and Greet	902.50
Total Other Expenses	4,066.50
6-8000 Recurring Budget Items	
6-8001 IT (P and C Contributions)	17,970.80
Total Recurring Budget Items	17,970.80
6-9000 Budget Items	
6-9349 Art Room Stools and Desks	9,184.00
6-9353 ELC Shade Cover	14,290.00
6-9365 Nature Play Benches	16,204.75
Total Budget Items	39,678.75
Total Expenses	65,364.86
Operating Profit	(9,119.31)
Net Profit	(9,119.31)



Balance sheet report

Accrual mode

31 Dec 2025

	Total
1-0000 Assets	
1-1000 Banking and Cash Funds	
1-1100 General Cheque Account	2,147.63
1-1105 Online Savings Account	55,533.61
1-1139 Canteen/Fundraising Cash Float	50.00
Total Banking and Cash Funds	57,731.24
1-5000 Stock-on-Hand	
1-5200 Uniform Stock	25,862.66
Total Stock-on-Hand	25,862.66
Total Assets	83,593.90
2-0000 Liabilities	
2-1000 Creditors	
2-2000 Trade Creditors	2,126.05
Total Creditors	2,126.05
2-4000 Other Liabilities	
2-4010 GST Paid	(736.67)
Total Other Liabilities	(736.67)
Total Liabilities	1,389.38
Net Assets	82,204.52
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	91,323.83
3-9000 Current Surplus (Deficit)	(9,119.31)
Total Membership Funds	82,204.52