WOODLANDS PRIMARY SCHOOL
P&C

Parents and Citizens Association Inc.

General Meeting

2nd November 2026 at 6:30pm – School Library

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

Term 4 P&C Online Teams Meeting

MEETING MINUTES

1. **Attendance**
   Sam Edwards, Deb Lyon, Brad Angel, Chelsea O'Riordan, Emma Lister, James Forman, Laura O'Hara, Bec Stokes

2. **Apologies**
   Kristen Fletcher, Mireille Hardie, Marisa Phoebe

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.

   See attached President's report

   Special thanks to Marisa Phoebe who is retiring at the end of Term 4.

   Motion: To approve meeting minutes from the last meeting (10th August 2026)
   Seconded: Brad Angel
   Approved: All
   Against: Nil
   Abstaining: Bec Stokes

4. **Treasurer Report**

   See the attached Treasurer's report.

   Motion: To approve Treasurers Report
   Seconded: Sam Edwards
   Approved: Deb Lyon
   Against: Nil
   Abstaining: Nil

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

   See the attached Principal's report for full details – key points below:
   - School development days for 2027 decided (in report)
   - Children's crossings update
   - Staff carpark update
   - Staffing updates – Deputy Principal's and covering of maternity leave positions
   - 2027 enrolments and class structures
   - Screen use in K-Y2 pilot study
   - Acknowledgment to P&C for it's contribution to the school this year

   Motion: To approve the principals report
   Seconded: Deb Lyon
   Approved: All
   Against: Nil
   Abstaining: Nil

6. **Fundraising Discussion**

- <u>Term 3 (past events):</u>
  - Friday 14th August – *School Musical*
  - Friday 4th September – *Faction Athletics Carnival*
  - Friday 11th September – *School Disco*
  - Thursday 17th September – *Inter-school Athletics Carnival*

- <u>Term 4 events:</u>
  - Saturday 21st November – Sundowner (cancelled)
  - Friday 11th December – Christmas Carols event; Ice cream truck, lawn games

- <u>Term 1 2027:</u>
  - Friday 12th February – P&C Meet and Greet

- Friday 19th March – P&C Easter Raffle and cake stall Yr1/PP
- Colour run --> TBC – original date is when school will be having swimming lessons so will likely push back to start of term 2.
- Footy tipping

7. **General Business**

- Parent Teacher Interview timing term 4 - scheduled for week 5 term 4 in 2027 following school community feedback.

- Yr 6 Graduation Morning Tea planning - planning underway by Yr 5 parent committee. **Motion**: To increase P&C contribution to the morning tea to $500 from the constitution amount agreed upon each year of $250. This motion put forward due to the small Year 5 cohort who are in charge of organising the morning tea.
  Approved: All at meeting agreed - motion passed.

- Yr 6 Graduation shirts ordered - led by Pip Farrelly. P&C cover 1 shirt per student. Additional orders per student are at the family's discretion. Currently 33 students expected in Year 6, 2027 class.
- Budget considerations for 2027 - reminder email to be sent to school community for suggestions. Budget meeting will be week 8 of term 1, 2027.
- EduDance - not possible to fit into the curriculum in 2027. In later years it might be possible but would require the students missing out on something else. Also requires specific timing to use the undercover area. Not possible during terms 2 and 3 because of sporting curriculum using the area.
- P&C Executive planning for 2027 - current position holders are expected to stay in their roles for 2027. However, new general Exec members would be very welcome to get a sense of how the P&C runs for the future when roles become vacant. Would benefit from having more parents in sub-committee to assist with fundraising and marketing of events.
- Canteen Volunteers – some difficulty getting consistent volunteer coverage for the Canteen order distribution. Possibility of assigning a class to each week to take responsibility for volunteers. Would equate to about 3 weeks/year/class. For further consideration.
- End of Year gift/collection for specialist teachers – they often miss out recognition and thanks come the end of the year. Group Together website allows the whole school community to donate and write special message if they choose. P&C to organise and distribute to the school community. Trial this year and then consider whether this works well for subsequent years.

8. **Next Meeting**
   Week 4, Term 1 – AGM Monday 22nd February 2027 at 6.30pm

9. **Closure** – 8:20pm

Signed:  **_____ Date: __4/11/2026_____**

Debra Lyon

President Woodlands P & C

Woodlands Primary School
7 Bentwood Avenue
Woodlands WA 6018

President Report – Term 4 – Woodlands PS P&C Meeting

Thank-you to everyone who has contributed in some way to the school P&C throughout this year. We have had a very successful fundraising year and therefore have a very healthy bank balance for expenditure for the items for the school and children for 2027.

We had a busy Term 3 with a few events being held:

- School Musical – P&C put on food and drinks for prior to the show and during intermission. Thanks to Emma Lister for leading this and others for helping on the night.
- Faction Athletics Carnival – thank you to the Year 4 cohort for coordinating a bake sale which was very popular and to Chelsea O'Riordan for coordinating the face paint and accessory stall in the morning. There was lots of glitter and glam!
- School Disco – thank you to the Year 3 cohort for organising a very fun and successful disco enjoyed by all. Thank-you also to Richard Clucas from Hohm Real Estate for contributing $500 which went towards the very popular photo booth. Lastly, a shout out to Dylan Allsop our resident Woodlands DJ who ensured the dance floor was cranking all afternoon!
- Interschool Athletics – thank you to the Kindy cohort for coordinating a bake sale which was highly enjoyed and to Emma Lister for coordinating the lunch offerings. Thanks also must go to everyone who manned the canteen selling the lunch throughout the day.

Phew the year is nearly done and the P&C events are winding down. The last event for the year will be the Christmas Carols. We have organised to have an ice cream truck come down to the school for after the carols and are encouraging families to bring a picnic and enjoy the company of the school community to celebrate the end of the year. We will also have the yard games out for the children to enjoy on the oval.

Thanks again for all your support of our P&C.

Deb Lyon – President Woodlands P&C

Treasurers Report
2 November 2026

As of 2 November 2026 the P&C held total cash reserves of $93,138.27. Of this amount, $74,559.70 has been committed as follows;

- $37,850.00 - 2027 Operating Costs (in line with P&C policy requirements)
- $ 2,471.81 - 2026 Operating Costs
- $29,000.00 - Approved but not yet committed Budget Items
- $ 5,237.89 - Outstanding invoices and commitments (Grants, WPS ITC Donation etc.)

2026 Fundraising and Income
Term 3 fundraising resulted in ~$6,100 of income, taking our total fundraising tally to over $30k for the year. The Uniform Shop and Supplementary Item have assisted in taking the total yearly income over $41k.

Fundraising, combined with grants for the Resilience Project Books and Landscaping have made 2026 a hugely successful year, with all 2026 budget items proceeding and a healthy start for 2027, with more than $10k ready to contribute to 2027 Budget Items.

As always, thank you to all parents, grandparents and children for your efforts this year.

A breakdown of these fundraisers and other revenue streams is as follows;
$ 2,412.41 - AFL Tipping (Yr 2)
$ 7,906.97 - Colour Run
$ 3,128.63 - Easter Raffle (Yr 1) and Bake Sale (PP)
$ 588.61 - Kids Movie Days (Faraway Tree, Minions & Toy Story 5)
$ 1,341.26 - Mother's Day Movie
$ 8,717.71 - Adults Night
$ 3,059.65 - Disco
$ 2,709.29 - Athletics Day & Interschool Aths
$ 332.89 - Musical Food Stall
$ 7,662.08 - Uniform Shop
$ 3,818.29 - Supplementary Items (Canteen, Containers, Ent. Books, Donations & Interest)
$41,677.79

2026 Budget Items
As above, due to excellent fundraising from the school community and the receipt of Government Grants, the P&C has been able to instruct the School to proceed with all items voted in at the Term 1 Budget Meeting.

Funded Budget Items

$4,290 - Resilience Project Books
$ 500 - Volleyball Net
$ 800 - Gym Mats
$3,000 - Lawn Maintenance - Autumn, Winter, Spring (still to be invoiced)
$2,000 - Undercover Mats - Rm 12/13/14 (still to be invoiced)
$4,000 - Kindy Benches (still to be invoiced)
$6,000 - Lawn Maintenance - Summer 26/27 (still to be invoiced)

Thanks,
Brad Angel.

Woodlands Primary School P&C
Assoc Inc
7 Bentwood Ave
Woodlands WA 6018

Balance sheet report

Accrual mode
02 Nov 2026

	Total
1-0000 Assets	
1-1000 Banking and Cash Funds	
1-1100 General Cheque Account	7,857.07
1-1105 Online Savings Account	84,846.44
1-1139 Canteen/Fundraising Cash Float	50.00
Total Banking and Cash Funds	**92,753.51**
1-5000 Stock-on-Hand	
1-5200 Uniform Stock	23,356.23
Total Stock-on-Hand	**23,356.23**
Total Assets	**116,109.74**
2-0000 Liabilities	
2-4000 Other Liabilities	
2-4010 GST Paid	(2,378.65)
Total Other Liabilities	**(2,378.65)**
Total Liabilities	**(2,378.65)**
Net Assets	**118,488.39**
3-0000 Membership Funds	
3-8000 Accumulated Funds b/fwd	81,979.52
3-9000 Current Surplus (Deficit)	36,508.87
Total Membership Funds	**118,488.39**

Woodlands Primary School P&C
Assoc Inc
7 Bentwood Ave
Woodlands WA 6018

Profit and loss report

Accrual mode
01 Jan 2026 - 02 Nov 2026

	Total
4-0000 Income	
4-1000 Canteen Income	
4-1010 Lunch Box Hub	2,464.50
Total Canteen Income	**2,464.50**
4-2000 Uniform Shop Income	
4-2001 Uniform Cash Sales	493.00
4-2005 Uniform Qkr! Sales	8,983.46
4-2010 Uniform Square Sales	17,545.00
Total Uniform Shop Income	**27,021.46**
4-3000 Fundraising Income	
4-3001 Dance / Disco	3,059.65
4-3010 Recycle Cans and Bottles	614.08
4-3016 Entertainment Books	74.00
4-3017 Athletics Carnival Fundraising	2,709.29
4-3026 Adults Night	8,717.71
4-3027 Colour Run	7,906.97
4-3034 Easter Activities	3,128.63
4-3037 Mother's Day Activities	1,341.26
4-3052 Movie Day/Night	588.61
4-3054 AFL Tipping	2,412.41
4-3055 Play/Musical Food Stall	332.89
Total Fundraising Income	**30,885.50**
4-4000 Other Income	
4-4001 P and C Contributions	14,256.98
4-4002 Membership Fees	20.91
4-4005 Interest Received	312.83
4-4090 Government Grants	2,809.89
4-4103 Donations Received	150.98
4-4115 Vendor Donations	256.96
Total Other Income	**17,808.55**
4-5000 Graduation	
4-5001 Graduation Event (Parent Run)	(63.68)
Total Graduation	**(63.68)**
Total Income	**78,116.33**
5-0000 Cost Of Sales	
5-2011 Cost of Uniform Sales	18,363.09
Total Cost Of Sales	**18,363.09**
Gross Profit	**59,753.24**
6-0000 Expenses	

	Total
6-1000 Canteen Expenses	
6-1100 Canteen General Expenses	24.00
Total Canteen Expenses	**24.00**
6-2000 Uniform Shop Expenses	
6-2004 Uniform General Expenses	75.74
6-2005 Uniform Shop Insurance	304.61
6-2009 Uniform Stock Adjustment	402.51
6-2029 Uniform Qkr! Fee	273.20
6-2031 Uniform Square Fee	244.84
Total Uniform Shop Expenses	**1,300.90**
6-4000 General Expenses	
6-4105 MYOB Subscription Fee	916.00
6-4210 Computer and IT Expenses	17.95
6-4300 WACSSO	1,567.21
Total General Expenses	**2,501.16**
6-5000 Graduation Expenses	
6-5001 Graduation Decorations	300.00
Total Graduation Expenses	**300.00**
6-7000 Other Expenses	
6-7001 Graduating Class Shirt/Book	1,255.09
6-7002 Meet and Greet	974.00
6-7003 Urban Orchard	944.50
Total Other Expenses	**3,173.59**
6-8000 Recurring Budget Items	
6-8001 IT (P and C Contributions)	11,850.00
Total Recurring Budget Items	**11,850.00**
6-9000 Budget Items	
6-9345 2026 Budget Items 2-8	1,177.23
6-9347 Eagles Cup Jerseys	970.00
6-9350 2025 Lawn Maintenance	681.82
6-9351 Library Art Rugs	701.46
6-9352 Soccer Goals	564.21
Total Budget Items	**4,094.72**
Total Expenses	**23,244.37**
Operating Profit	**36,508.87**
Net Profit	**36,508.87**

WOODLANDS PRIMARY SCHOOL
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WOODLANDS PRIMARY SCHOOL

SUBMISSION TO THE P&C

DATE: **2 November 2026**
AGENDA ITEM: **PRINCIPAL'S REPORT – Laura O'Hara**

Principal's Report to the P&C

1. 2027 School Development Days

Woodlands Primary School

2027 School Closure Days

Mandated School Development Days

Date	Day
28 January 2027	Thursday
29 January 2027	Friday
17 December 2027	Friday

Flexible School Development Days

Date	Day
25 March 2027	Thursday Term 1 Week 8
4 June 2027	Friday Term 2 Week 6
16 August 2027	Monday Term 3 Week 4
11 October 2027	Monday Term 4 Week 1

Parent-Teacher Meeting Days – School Closure

Date	Day
1 July 2027	Thursday Term 2 Week 10
10 November 2027	Wednesday Term 4 Week 5

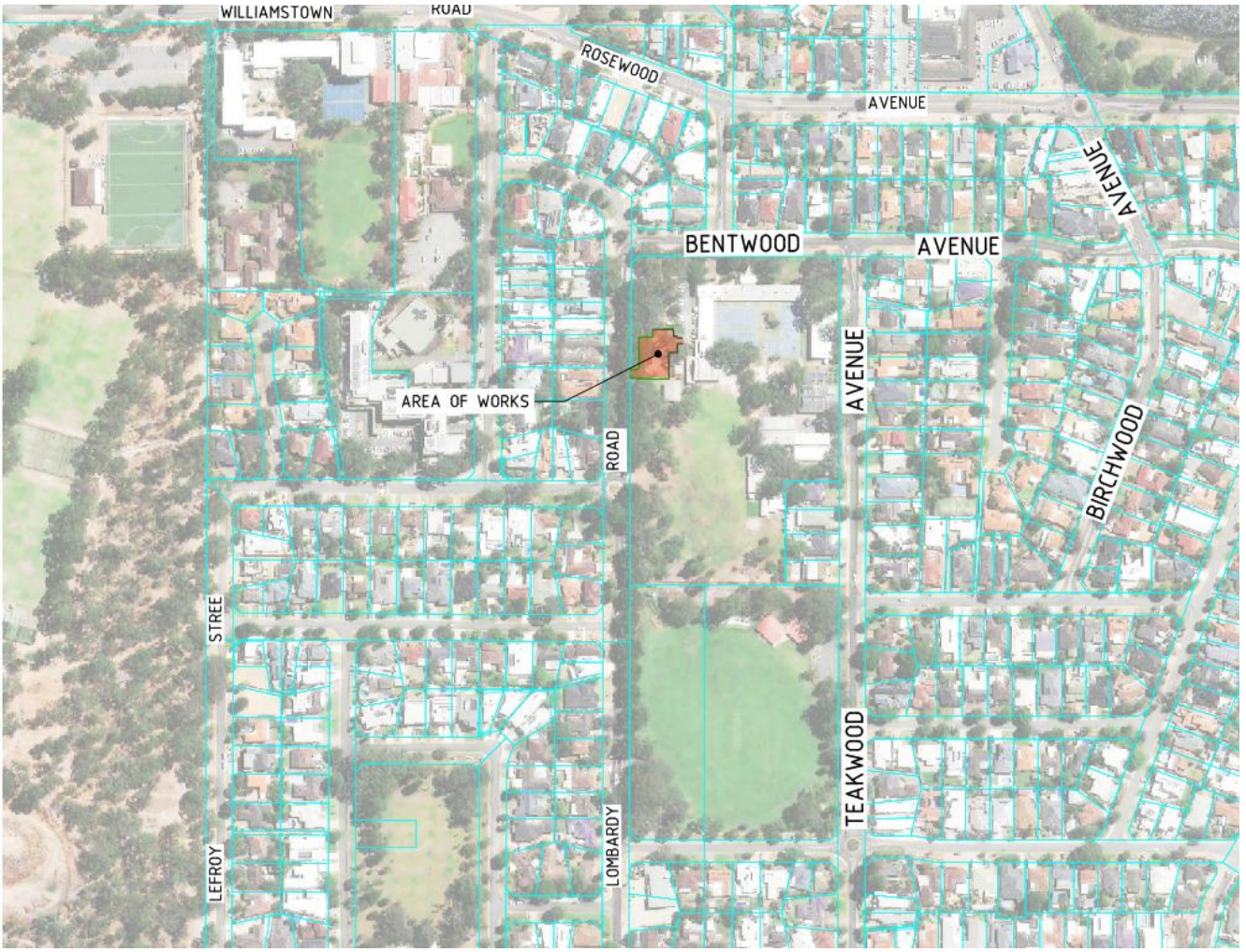
2. Children's Crossings Update

Crossing at Bentwood and Teakwood – The City of Stirling has completed these works. An aligned pram/bike crossover has been installed. To further improve student safety, the school has requested new Kiss n Drop signs to be installed as the current signs are too faded to read.

Crossing at Bentwood and Sadoc/Lombardy – This crossing is dependent on the completion of the staff carpark upgrade. The upgrade will relocate the entry and exit to the carpark from Bentwood Avenue to Lombardy Street. Once this is completed, planning for the new children's crossing can be finalised and installation of the crossing commenced.

3. Staff Car Park Upgrade

The car park upgrade has been awarded to Sabi Projects. The construction program is being developed with works scheduled to start from Monday 30 November to ensure that the works will be completed on time, prior to the start of the 2027 school year. See works map below.



4. **Staffing**

A recruitment process is underway to hire teachers for 2027 vacancies.

Deputy Principal Marisa Phoebe is retiring at the end of 2026. Congratulations to Joanne Smith who has been selected permanently to this position commencing in 2027.

Deputy Principal Stef Kirk-Burnnand has decided to extend her parental leave through 2027. Congratulations also to Dani Rees on being selected to fill this position for the 2027 school year. Dani's position will encompass both teaching and deputy roles.

5. **2027 Enrolments**

As of 2 November 2026, projected enrolments for 2027 are 320. Current enrolments are 334. Currently, enrolments are14 less in 2027.

- Kindergarten enrolments: 32 students
- Fluctuations align with trends across the network, where there is a general decline in enrolments.

6. **2027 Class Structures and Placements**

As in previous years, 2027 class structures and student placements will be finalised and published prior to the start of the school year.
Once published, class lists will remain unchanged except in exceptional circumstances, such as significant changes in enrolment numbers.
The placement process will follow the school's Class Placement Guidelines and Class Placement FAQs, available on the school website.

7. Screen use in Kindergarten to Year 2 pilot

Woodlands has applied to be part of the screen use in K-2 classrooms pilot program.

The Department is implementing a Screen use in Kindergarten to Year 2 pilot across 10 public schools in 2027 to trial screen-free learning and inform future approaches to screen use in schools.
The pilot supports the Department's strategic priority of providing system guidance on safe and effective use of digital technologies and data, including the use of screens in the classroom.
Schools will pilot screen-free learning, where the individual use of screens will occur only where required to learn specific digital technology skills in the delivery of Western Australian Curriculum and Assessment Outline.

Teachers of Year 2 students will continue to prepare students with the digital capability skills to engage with the NAPLAN online testing platform and devices in Year 3. The use of classroom display technologies, such as smartboards and interactive whiteboards, is permitted.
The pilot focuses on Kindergarten to Year 2 because these early years are when children build the foundations for learning, develop social and emotional skills, and learn how to communicate, play and connect with others.

8. 2026 P&C Projects

I would like to acknowledge the high level of P&C commitment to grant writing, donation of time, equipment and goods as well as giving personal family time at school busy bees for outdoor garden projects.
Parent feedback about 2026 P&C projects has been overwhelmingly positive, particularly the improvement to the school's oval condition, School Library, Nature Garden near the library and seating/garden refresh near the Kindergarten. The school's introduction of the P&C supported Resilience Project has been well-received by students, parents and staff alike. The school plans to deliver The Resilience Project again next year with a view to evaluating its impact on student wellbeing in 2027.

Thank you for your positive and valuable contribution to Woodlands Primary School and its students in 2026.

Laura O'Hara
Principal
2 November 2026