



General Meeting Minutes

Minutes of the General Meeting held on Tuesday 3rd September 2024 at 7.00pm in the library.

Item 1. Welcome & Attendees:

Melanie Langley (ML), Brigid Jay (BJ), Jessica Stojkovski (JS), Karissa Goold (KG), Kym Jacobs (KJ), Rob Fairholme (RF), Sarah Pearson (SP), Tamara Higgins (TH), Polly Bacon (PB), Chantal Hack (CH), Alana Mevleman (AM), Kirstie Ambrosius (KA), Teleri James (TJ), Rado Tej (RT)

Item 2. Nomination of Meeting Chairperson:

In the absence of a P&C President, Rob Fairholme was nominated to chair this P&C Meeting.

Item 3. Apologies:

Sam Byrne, Peta Cahill

Item 4. Confirmation of the minutes of previous meeting (Appendix 1):

Resolution RES2024/35: *'That the minutes of the meeting of Woodvale Primary School P&C Association held on 4th June 2024 at 7.00pm be taken as read and confirmed as a true and accurate record.'*

Motion Raised: RF

Motion Carried: KJ

Item 5. Confirmation of the minutes of previous meeting (Appendix 2):

Resolution RES2024/36: *'That the minutes of the Executive meeting of Woodvale Primary School P&C Association held on 6th August 2024 at 8.30pm be taken as read and confirmed as a true and accurate record.'*

Motion Raised: KJ

Motion Carried: BJ

Item 6. Business arising from previous minutes:

Item No.	Action	Responsibility	Update/Comments
2023-16	Commence a Parent Professional Directory, to collate list of occupations that could assist the school community. To liase with Janet from Reception		On Hold
2023-17	Raffle to be organized to setup to raffle off the West Coast Eagles jerseys. Ideas to be presented to Bec Holden – ideally early/mid next year.	Karissa Goold	Setup on Humanitix Online auction
2024-02	Levi's Egg fundraiser to be coordinated for Term 2	Tamara Higgins	On Hold
2024-03	Map and location details to be added to next disco tickets marketing. Emergency Map to be used to copy. Include entry/exit points and ask DJ to share.	Peta Cahill	To be actioned. Mel to provide map.
2024-05	Crazy Sock event to be scheduled for Term 4	Brigid Jay	Scheduled for Term 4 Pair with disco.
2024-07	Busy Bee to be schedule for Spring. Details to be confirmed later.	Kym Jacobs	Ideally early term 4.
2024-08	Volunteer group to be established in an application. Sarah to pick best appropriate software (all free)	Sarah Pearson	Mailbox access required.
2024-09	Mel to investigate insurance options for Year 5/6 Netball competition	Mel Langley	

2024-10	Setup of Year 6 sub-committee: Year 6 Camp Funding inc Christmas Carols	Courtney Anderton	WOODVALE PRIMARY SCHOOL
2024-11	Sarah to donate vis vests for the disco	Sarah Pearson	P & C Association Inc
2024-12	Jess: To donate \$100 for books and will offer to sponsor a colour (red) \$300 and support the school on a toilet refurbishment.	Jessica Stojkovski	
2024-13	Rebecca to investigate library bag option for Kindy students in 2025	Rebecca Harris	

Item 7. Correspondence In & Out:

Resolution RES2024/37: 'That the correspondence in/out for the period 04/06/24 – 02/09/24 to be received per the attached register.'

Motion Raised: KJ

Motion Carried: TH

Item 8. Treasurer's Report (Appendix 3):

FINANCIAL SUMMARY	For the period	27/07/2024 to 31/08/2024
	<i>Surplus for the period</i>	\$1,582
	<i>Funds contributed to the school for the period (detailed below)</i>	-
<u>Net Surplus/(Deficit)</u>		\$1,582
The Financial Position as at	31 August 2024	
	<i>Cash at Bank</i>	\$34,323
	<i>Funds previously allocated</i>	\$13,421
<u>Total Funds Available</u>		\$20,902

Resolution RES2024/38: 'That the treasurer's report as at 31 August 2024 be adopted.'

Motion Raised: RF

Motion Carried: CA

Item 9. Other Reports:

Principal's Report (Appendix 4)

Resolution RES2024/39: 'That the principal's report for September 2024 be received.'

Motion Raised: RF

Motion Carried: SP

Vice President's Report (Verbal Update)

Resolution RES2024/40: 'That the Vice President's report for September 2024 be received.'

Motion Raised: TH

Motion Carried: JS

Item 10. General Business & Sub-Committee Updates:

School Board:

- Last meeting was focused on 'connecting community'
- Approaches for increasing attendance (due to overseas holidays etc)
- Increase in volume of students with anxiety/case management plans
- Reviewed attendance policy

Events:

- Mr Barber's farewell coming up (3-4pm)
- Agreed sponsorship from JS for \$200 for bake sale
- Will be a community event, no sales



- New Event: Year 5/6 v Parents Netball Game
- Needs to investigate insurances – Action with ML

Community:

- Father's day stall cleared out the cupboard from all stock.
- P&C able to donate approx. 10 gifts to children who needed them.
- Volunteer numbers were very low.

Disco:

- Booked for Term 4: Friday November 8th
- Crazy sock theme
- Junior/Senior disco to be held separately
- Glow sticks to be sold
- Investigate high vis vests for floor monitoring

Book Fair:

- Completed for 2024

Woodvale Dads:

- Camp out: Tentatively scheduled 30th November/1st December
- Will require school support with gas bottles/security/sprinklers etc
- Rado to organize event on behalf of Dads

Other Fundraising:

- Kindy's presented with a personalized library bag to invite them to the school from the P&C. Includes a bag of goodies, their name laminated on the side.
- Could include P&C QR codes etc to encourage P&C contribution.
- RH to investigate

Item 11. Any Other Business:

1. Resolution RES2024/41: *"That we approve up to \$1,590 to cover the cost of sock inventory, associated with the colourful sock fundraising event."*
Motion Raised: RF Motion Carried: BA
2. Resolution RES2024/42: *"That we approve up to \$1,500 to cover the cost of expenses associated with the Term 4 disco."*
Motion Raised: SP Motion Carried: KJ
3. Resolution RES2024/43: *"That we re-allocate \$5,000 allocated for the Nature Play area (phase 1) to the concreting of an ECE bike track."*
Motion Raised: KJ Motion Carried: SP
4. Resolution RES2024/44: *"That we approve \$441.84 of additional funds to cover the costs associated with our WACSSO fees."*
Motion Raised: BJ Motion Carried: TH
5. Resolution RES2024/45: *"That \$3,498.55 of un-spent funds are returned to the available funds balance for the purpose of reallocating."*
Breakdown:
 - *Sports Carnival Fundraising: \$461.75*



- Term 2 Disco: \$2,000.00
- Term 3 Community BBQ: \$800.00
- Father's Day Stall: \$236.80

Motion Raised: TH Motion Carried: CA

Item 12. Nomination and Election of P&C President:

Nominations:	Votes:
Kym Jacobs	Unanimous

Resolution RES2024/46: "That Kym Jacobs be elected Woodvale Primary School President for the remainder of the constitutional year.

Item 13: Nominating: Tamara moved to executive team in the role of Community

Raised: BJ Motion Carried: SP

Item 14. Next Meeting & Closure:

The next General Meeting will be held on Tuesday 22nd October 2024 at 7pm in the library.

The meeting was closed at 8.47pm.

Signed by:

Signed By:

Rebecca Harris – Vice President

Karissa Goold - Secretary

General Meeting Minutes

Minutes of the Annual General Meeting held on Tuesday 4th June 2024 at 7.00pm in the library.

Item 1. Welcome & Attendees:

Melanie Langley (ML), Ben Aurelie (BA), Hannah White (HW), Karissa Goold (KG), Kym Jacobs (KJ), Peta Cahill (PC), Rebecca Harris (RH), Rob Fairholme (RF), Samantha Byrne (SB), Sarah Pearson (SP), Tamara Higgins (TH), Rhiannon Nightingale (RN)

Item 2. Apologies:

Courtney Anderton, Brigid Jay

Item 3. Confirmation of the minutes of previous meeting (Appendix 1):

Resolution RES2024/24: *'That the minutes of the meeting of Woodvale Primary School P&C Association held on 30 April 2024 at 7.00pm be taken as read and confirmed as a true and accurate record.'*

Motion Raised: Passed

Motion Carried: Passed

Item 4. Business arising from previous minutes:

Item No.	Action	Responsibility	Update/Comments
2023-16	Commence a Parent Professional Directory, to collate list of occupations that could assist the school community. To liaise with Janet from Reception	Hannah White	Update again next meeting (June).
2023-17	Raffle to be organized to setup to raffle off the West Coast Eagles jerseys. Ideas to be presented to Bec Holden – ideally early/mid next year.	Kym Jacobs	On Hold
2024-01	Setup new Domain once funding approved in March meeting	Hannah White	Complete
2024-02	Levi's Egg fundraiser to be coordinated for Term 2	Tamara Higgins	On Hold
2024-03	Map and location details to be added to next disco tickets marketing. Emergency Map to be used to copy. Include entry/exit points and ask DJ to share.	Peta Cahill	On Hold
2024-04	Talk to Sian Wray about Co-ordinating Entertainment book sales	Hannah White	Complete
2024-05	Crazy Sock event to be scheduled for Term 4	Brigid Jay	Scheduled for Term 4
2024-06	Humanitix Account to be setup for Woodvale Primary School P&C	Hannah White	Complete
2024-07	Busy Bee to be schedule for Spring. Details to be confirmed later.	Kym Jacobs	
2024-08	Volunteer group to be established in WhatsApp	Hannah White Sarah Pearson	

Item 5. Correspondence In & Out:

Resolution RES2024/25: *'That the correspondence in/out for the period 01/05/24 – 03/06/24 to be received per the attached register.'*

Motion Raised: Passed

Motion Carried: Passed



Item 6. Treasurer's Report (Appendix 2):

FINANCIAL SUMMARY	For the period	29/04/2024 to 03/06/2024
	<i>Surplus for the period</i>	\$2,196
	<i>Funds contributed to the school for the period (detailed below)</i>	\$300
<u>Net Surplus</u>		\$1,896
The Financial Position as at	3 June 2024	
	<i>Cash at Bank</i>	\$37,839
	<i>Funds previously allocated</i>	\$21,934
<u>Total Funds Available/(Shortfall):</u>		\$15,905

Resolution RES2024/26: 'That the treasurer's report as at 03 June 2024 be adopted.'

Motion Raised: Passed

Motion Carried: Passed

Item 7. Other Reports:

Principal's Report (Appendix 3)

Resolution RES2024/27: 'That the principal's report for June 2024 be received.'

Motion Raised: Passed

Motion Carried: Passed

President's Report (Appendix 4)

Resolution RES2024/28: 'That the president's report for June 2024 be received.'

Motion Raised: Passed

Motion Carried: Passed

Item 8. General Business & Sub-Committee Updates:

School Board:

Events:

- Movie Night:
 - o Event preparation is well progressed.
 - o Kym and Karissa provided various updates regarding run-sheet, volunteers and canteen setup.

Community:

- Tommy Sugo Fundraising
 - o Endorsed to progress
- Term 3 BBQ
 - o Agreed not to proceed
- Learning Journey BBQ / Cake Stall
 - o Agree to engage food vans on oval.

Disco:

- No disco scheduled for Term 2 or 3

Book Fair:

- No updates at this time.

Woodvale Dads:

- No updates at this time.



Other Fundraising:

Item 9. Any Other Business:

1. Resolution RES2024/29: *“That \$2,258.00 of un-spent funds, are returned to the available funds balance for the purpose of reallocating.”*

Breakdown:

- Term 4 Disco 2023: \$54.00
- Term 1 Disco 2024: \$962.00
- Mother’s Day Fundraising: \$142.00
- Harmoney Day Fundraising: \$493.00
- Colour Run: \$607.00

Motion Raised: Passed Motion Carried: Passed

2. Resolution RES2024/30: *“That we approve up to \$1,000 to cover the cost of expenses associated with the Father’s Day Fundraising Stall.”*

Motion Raised: Passed Motion Carried: Passed

3. Resolution RES2024/31: *“That we up to \$800.00 to cover the cost of expenses associated with the Wonka Movie Night.”*

Motion Raised: Passed Motion Carried: Passed

4. Resolution RES2024/32: *“That we up to \$800.00 to cover the cost of expenses associated with the Term 3 Community BBQ.”*

Motion Raised: Passed Motion Carried: Passed

Item 10. Next Meeting & Closure:

The next General Meeting will be held on Tuesday 30th July 2024 at 7pm in the library.

The meeting was closed.

Signed by:

Signed By:

Hannah White – President

Karissa Goold - Secretary



Executive Meeting Minutes

Minutes of the Executive Meeting held on Tuesday 6th August 2024 at 8.30pm on Microsoft Teams.

Item 1. Welcome & Attendees:

Ben Aurelie (BA), Karissa Goold (KG), Kym Jacobs (KJ), Rebecca Harris (RH), Courtney Anderton (CA), Brigid Jay (BJ)

Item 2. Apologies:

Nil

No attendance or apologies from Hannah White (President).

Item 3. Any Other Business:

1. Resolution RES2024/33: *“That we approve up to \$1,500 to cover the cost of expenses associated with the Colour Run.”*

Motion Raised: BA

Motion Carried: CA

2. Resolution RES2024/34: *“That we up to \$800.00 to cover the cost of expenses associated with the Sausage Sizzle / Cake Stall at the Sports Carnival.”*

Motion Raised: BA

Motion Carried: KJ

Item 4. Next Meeting & Closure:

The next General Meeting will be held on Tuesday 3rd September 2024 at 7pm in the library.

The meeting was closed at 8.58pm

Signed by:

Signed By:

Rebecca Harris – Vice President

Karissa Goold - Secretary

P&C Treasurer's Report - August 2024

Woodvale Primary School P&C Association INC

ABN 73 837 149 814

For the period 27 July 2024 to 31 August 2024

Prepared by Ben Aurelie

Profit and Loss

Woodvale Primary School P&C Association INC For the period 27 July 2024 to 31 August 2024

	27 JULY-31 AUG 2024	YEAR TO DATE	2023
Trading Income			
Book Club Cash Collected	-	831	2,773
Community Committee Income	2,166	4,806	6,800
Community Donations	-	-	2,000
Disco Committee Income	-	2,943	9,736
Events Income	-	3,099	2,766
Lapathon / Funrun Income	-	-	16,348
P&C Membership Fees	-	10	15
P&C Parent Contributions	-	10,724	11,586
Sport Day Revenue	1,654	1,654	-
Total Trading Income	3,819	24,066	52,024
Gross Profit	3,819	24,066	52,024
Operating Expenses			
Administration Costs	24	116	142
Book Club Cash Paid Out	-	831	2,773
Carols expenses	-	-	889
Community Committee Expenses	763	1,333	3,220
Disco Committee Expenses	-	1,038	5,603
Events expenses	-	1,106	1,771
Funds Donated to Woodvale Primary School	-	16,666	34,603
Insurance	120	120	120
Lapathon / Funrun Expenses	993	993	8,086
Playground Maintenance & Upgrades	-	-	16,790
Sports Day Expenses	338	338	-
Ticket Fees	-	207	414
WACSSO Fees	-	1,622	1,118
Total Operating Expenses	2,238	24,370	75,528
Net Profit	1,582	(304)	(23,504)

Balance Sheet

Woodvale Primary School P&C Association INC

As at 31 August 2024

31 AUG 2024

31 DEC 2023

Assets

Bank

Cheque Account	34,323	34,627
Total Bank	34,323	34,627

Current Assets

Unknown Deposits	-	-
Total Current Assets	-	-

Total Assets	34,323	34,627
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Net Assets

34,323	34,627
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Equity

Current Year Earnings	(304)	(23,504)
Retained Earnings	34,627	58,131
Total Equity	34,323	34,627

Woodvale Primary School P&C INC**Treasurer's Report****Prepared for the General P&C Meeting to be held on Tuesday 3 September 2024**

FINANCIAL SUMMARY	For the period	27/07/2024 to 31/08/2024
	<i>Surplus for the period</i>	\$1,582
	<i>Funds contributed to the school for the period (detailed below)</i>	-
<u>Net Surplus/(Deficit)</u>		\$1,582
The Financial Position as at	31 August 2024	
	<i>Cash at Bank</i>	\$34,323
	<i>Funds previously allocated</i>	\$13,421
<u>Total Funds Available</u>		\$20,902

Reports Attached:

1. Xero 27/07/2024 to 31/08/2024 Income Statement with YTD Comparison;
2. Xero 31/08/2024 Financial Position Statement with 31/12/2023 Comparison; and
3. Summary of activities/revenue for the year to date.

Revenue and Expenses for the period from 27 July 2024 to 31 August 2024:

Income:

- Father's Day sales \$2,166
- Sports Carnival sales \$1,654

Expenses:

- Father's Day expenses \$763
- WACSSO P&C Business Insurance to 30/06/2025 \$120
- Xero Subscription fees (July & August 2024) \$24
- Colour Run: Foam cannon & music box \$993
- Sports Carnival expenses \$338

Financial Position as at 30 August 2024

Refer to Xero reports for more details.



Principals' Report ***P&C 3.09.2024***

Recent events

- Athletics Carnival was in week 5, Thursday 15th August. Despite the rain, we had a fantastic turnout of parents. The Taiko drummers, marching and faction bays really added to the day. P&C were brilliant with the coffee van, bake sale and sausage sizzle. Thanks for the ongoing support and contribution towards the sound system hire.
- One Big Voice was on Thursday 22nd August, week 6. WPS students and Miss Speelman made us proud with their amazing performances.
- Numerous incursions – RAC, Messy Mud Day & Water Corp incursions.
- Book Week excursions to the Woodvale Library.
- Book Week Parade was a hit.
- Book Fair; sales were relatively low, but for the number of volunteers and minimal effort, a good fundraiser.

Upcoming events

- Learning Journey on 18th September. Food trucks 4.30-6.30 (coffee, Asian and burgers/chips, soft serve). Taiko open ceremony at 5pm. Classrooms open 5-6.15. Choir closing performance at 6.15pm. Kindy 1 and 2 split for access to the room.

Other information

As expected, we will have another reduction in school population in 2025 with a large year 6 cohort leaving (62 students) and a smaller Kindy cohort arriving (29 students). This means we will reduce by at least one class, possibly two.

I have shared with the Board, that we may change the time that class lists are published until the week or two before school resumes in January. This aligns with most other schools and prevents the stress of children expecting one teacher/class all holidays and then having this change.