



General Meeting Minutes

Minutes of the General Meeting held on Tuesday 22nd October 2024 at 7.00pm in the library.

Item 1. Welcome & Attendees:

Alana Mevelman (AM), Ben Aurelie (BA), Brighid Jay (BJ), Cally McNeill (CM), Courtney Anderton, (CA), Karissa Goold (KG), Kirstie Ambrosrus (KA), Kym Jacobs (KJ), Peta Cahill (PC), Rebecca Harris (RH), Rob Fairholme (RF), Samantha Byrne (SB), Tamara Higgins (TH), Teleri James (TJ)

Item 2. Apologies:

Sarah Pearson

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

Resolution RES2024/47: *'That the minutes of the meeting of Woodvale Primary School P&C Association held on 3rd September 2024 at 7.00pm be taken as read and confirmed as a true and accurate record.'*

Motion Raised: RF

Motion Carried: TH

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 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	Closed
2024-05	Crazy Sock event to be scheduled for Term 4	Brighid Jay	Closed
2024-07	Busy Bee to be scheduled 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	Outstanding
2024-10	Setup of Year 6 sub-committee: Year 6 Camp Funding inc. Christmas Carols	Courtney Anderton	Closed
2024-11	Sarah to donate vis vests for the disco	Sarah Pearson	
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 Cally McNeill	
2024-13	Rebecca to investigate library bag option for Kindy students in 2025	Rebecca Harris	
2024-14	Provide P&C with an update on the ant infestation on the oval	Cally McNeill	
2024-15	Election sausage sizzle scheduled for March 8 th Other options: cake sales, Bacon & Eggs sandwiches etc	Kym Jacobs	
2024-16	Mel to provide more information about bike track, and early childhood area, including timeline, costings, scope etc	Cally McNeill	
2024-17	Mel to provide an update on the monkey bar removal and damage to the bridge	Cally McNeill	



Item 5. Correspondence In & Out:

Resolution RES2024/48: 'That the correspondence in/out for the period 03/09/24 – 21/10/24 to be received per the attached register.'

Motion Raised: KJ

Motion Carried: RH

Item 6. Treasurer's Report (Appendix 3):

FINANCIAL SUMMARY	For the period	01/09/2024 to 20/10/2024
	Surplus for the period	\$1,068
	Funds contributed to the school for the period (detailed below)	-
<u>Net Surplus/(Deficit)</u>		\$1,068
The Financial Position as at	20 October 2024	
	Cash at Bank	\$35,391
	Funds previously allocated	\$13,386
<u>Total Funds Available</u>		\$22,005

Resolution RES2024/49: 'That the treasurer's report as at 20 October 2024 be adopted.'

Motion Raised: CA

Motion Carried: RF

Item 7. Other Reports:

Principal's Report (Appendix 4)

Resolution RES2024/50: 'That the principal's report for October 2024 be received.'

Motion Raised: KJ

Motion Carried: BJ

President's Report (Appendix 5)

Resolution RES2024/51: 'That the Vice President's report for October 2024 be received.'

Motion Raised: BA

Motion Carried: RF

Item 8. General Business & Sub-Committee Updates:

School Board:

- Class placement policy and reporting changes were approved
- Two vacant spots are requiring to be filled

Events:

- Colour Run upcoming in late November
- Christmas Carols scheduled for Tuesday 3rd December at 6pm
- Year 6 Netball competition is a possibility, awaiting insurance details

Community:

- All events are completed for the year

Disco:

- Booked for Nov 8th
- Marketing to continue (paper, grounds, social media)
- Crazy sock themed disco
- Sale of socks to occur in the lead-up to the event



Book Fair:

- All done for the year
- Open to nominations for next year

Woodvale Dads:

- No update

Other Fundraising:

- Photography fundraiser opportunity – possibly for Mother’s Day
- School Fair opportunity discussed – to be setup as a sub-committee if someone desires
- Election sausage sizzle (March 8th)

Item 9. Any Other Business:

1. Resolution RES2024/52: *“That we approve up to \$3,500 to cover the cost of design plans for the Early Childhood Playground.”*

Motion Raised: Rejected Motion Carried: Rejected

2. Resolution RES2024/53: *“That we approve up to \$400 to cover the cost of a bake sale for the K-P family days. School to co-ordinate volunteers, and all funds to be raised towards ECL play-ground.”*

Motion Raised: BA Motion Carried: CA

3. Resolution RES2024/54: *“That we approve up to \$1,200 to cover the cost of a Year 6 Parents/Students Netball Game.”*

Motion Raised: Delayed Motion Carried: Delayed

Item 10. Next Meeting & Closure:

The next General Meeting will be held on Tuesday 26th November 2024 at 7pm in the library.

The meeting was closed at 8.15pm.

Signed by:

Signed By:

Kym Jacobs – President

Karissa Goold - Secretary

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

P&C Treasurer's Report - Oct 2024

Woodvale Primary School P&C Association INC

ABN 73 837 149 814

For the period 1 September 2024 to 20 October 2024

Prepared by Ben Aurelie

Profit and Loss

Woodvale Primary School P&C Association INC

For the period 1 September 2024 to 20 October 2024

	1 SEPT-20 OCT 2024	YEAR TO DATE	2023
Trading Income			
Book Club Cash Collected	600	1,431	2,773
Community Committee Income	5	4,811	6,800
Community Donations	-	-	2,000
Disco Committee Income	-	2,943	9,736
Events Income	-	3,099	2,766
Colour Run	1,126	1,126	16,348
P&C Membership Fees	5	15	15
P&C Parent Contributions	-	10,724	11,586
Sport Day Revenue	-	1,654	-
Total Trading Income	1,736	25,802	52,024
Gross Profit	1,736	25,802	52,024
Operating Expenses			
Administration Costs	12	128	142
Book Club Cash Paid Out	600	1,431	2,773
Carols expenses	-	-	889
Community Committee Expenses	-	1,333	3,220
Disco Committee Expenses	56	1,094	5,603
Events expenses	-	1,106	1,771
Funds Donated to Woodvale Primary School	-	16,666	34,603
Insurance	-	120	120
Colour Run Expenses	-	993	8,086
Playground Maintenance & Upgrades	-	-	16,790
Sports Day Expenses	-	338	-
Ticket Fees	-	207	414
WACSSO Fees	-	1,622	1,118
Total Operating Expenses	668	25,038	75,528
Net Profit	1,068	764	(23,504)

Balance Sheet

Woodvale Primary School P&C Association INC As at 20 October 2024

	20 OCT 2024	31 DEC 2023
Assets		
Bank		
Cheque Account	35,391	34,627
Total Bank	35,391	34,627
Current Assets		
Unknown Deposits	-	-
Total Current Assets	-	-
Total Assets	35,391	34,627
Net Assets	35,391	34,627
Equity		
Current Year Earnings	764	(23,504)
Retained Earnings	34,627	58,131
Total Equity	35,391	34,627

Woodvale Primary School P&C INC**Treasurer's Report****Prepared for the General P&C Meeting to be held on Tuesday 22 October 2024**

FINANCIAL SUMMARY	For the period	01/09/2024 to 20/10/2024
	<i>Surplus for the period</i>	\$1,068
	<i>Funds contributed to the school for the period (detailed below)</i>	-
<u>Net Surplus/(Deficit)</u>		\$1,068
The Financial Position as at	20 October 2024	
	<i>Cash at Bank</i>	\$35,391
	<i>Funds previously allocated</i>	\$13,386
<u>Total Funds Available</u>		\$22,005

Reports Attached:

1. Xero 01/09/2024 to 20/10/2024 Income Statement with YTD Comparison;
2. Xero 20/10/2024 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 01/09/2024 to 20/10/2024:**Income:**

➤ Father's Day sales	\$5
➤ Term 3 2024 Book fare sales	\$600
➤ Colour Run 2024	\$1,126
➤ Membership fees	\$5

Expenses:

➤ Term 3 2024 Book fare – paid to Scholastic Fair	\$600
➤ Term 4 2024 Disco expenses	\$56
➤ Xero Subscription fees (September 2024)	\$12

Financial Position as at 20 October 2024

Refer to Xero reports for more details.

OFFICIAL

FUNDS AVAILABLE [Balance @ bank]								@20 Oct 2024	\$ 35,390.84
	Allocated	Increase / (Decrease)	Actual spend	Re-allocated	Cost Pressure /Under-budget	Returned to available funds	Balance		
P&C Admin Cost:									
2024									
Xero Subscription - \$12/month	\$ 120	\$ -	-\$ 108	\$ -	\$ -	\$ -	\$ 12		
NFP Google Account & Domain Name	\$ 130	\$ -	-\$ 18	\$ -	\$ -	\$ -	\$ 112		
WACSSO Affiliation Fees 2024 – 2025	\$ 1,180	\$ 442	-\$ 1,622	\$ -	\$ -	\$ -	\$ -		
WACSSO Insurance	\$ -	\$ -	-\$ 120	\$ -	\$ -	\$ -	-\$ 120		
General Admin (printing/stationery)	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200		
Sub-total	\$ 1,630	\$ 442	-\$ 1,868	\$ -	\$ -	\$ -	\$ 204	\$ 204	
P&C Activities/Event:									
2024 Term 1 Disco	\$ 2,000	\$ -	-\$ 1,038	-\$ 962	\$ -	\$ -	\$ -		
2024 Term 2 Disco	\$ 2,000	\$ -	\$ -	\$ -	\$ -	-\$ 2,000	\$ -		
2024 Term 4 Disco	\$ 1,500	\$ -	-\$ 56	\$ -	\$ -	\$ -	\$ 1,444		
2024 Term 3 Community BBQ	\$ 800	\$ -	\$ -	\$ -	\$ -	-\$ 800	\$ -		
Movie Night	\$ 800	\$ -	-\$ 979	\$ -	\$ 179	\$ -	\$ -		
Father's Day fundraising stall	\$ 1,000	\$ -	-\$ 763	\$ -	\$ -	-\$ 237	\$ -		
Sausage Sizzle/cake stall at sports carnival	\$ 800	\$ -	-\$ 338	\$ -	\$ -	-\$ 462	\$ -		
Mother's Day	\$ 700	\$ -	-\$ 558	-\$ 142	\$ -	\$ -	\$ -		
Harmony Day Fundraising	\$ 600	\$ -	-\$ 107	-\$ 493	\$ -	\$ -	\$ -		
Incidental Fundraising \$500 per term	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000		
Colourful socks fundraising	\$ 1,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,590		
Colour run 2024	\$ 1,500	\$ -	-\$ 993	\$ -	\$ -	\$ -	\$ 508		
Christmas Carols	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000		
Sub-total	\$ 16,290	\$ -	-\$ 4,832	-\$ 1,597	\$ -	-\$ 3,499	\$ 6,542	\$ 6,542	
School Wish List:									
2023									
Kindy/PP outdoor mud kitchen	\$ 1,232	\$ 648	-\$ 1,704	\$ -	\$ -	\$ -	\$ 176		
Pinboard hire cost from recent school art show	\$ 1,150	\$ -	-\$ 1,150	\$ -	\$ -	\$ -	\$ -		
Sub-total	\$ 2,382	\$ 648	-\$ 2,854	\$ -	\$ -	\$ -	\$ 176	\$ 176	
2024									
Chaplin	\$ 11,000	\$ -	-\$ 11,000	\$ -	\$ -	\$ -	\$ -		
Classroom budget top-up: Each class and specialist learning area	\$ 2,000	\$ -	-\$ 2,000	\$ -	\$ -	\$ -	\$ -		
Choir microphones and stands:Choir, IMMS, assembly presentations, whole-school events	\$ 300	\$ -	-\$ 300	\$ -	\$ -	\$ -	\$ -		
Sound system hire for athletics carnival	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700		
Large durable class mat for music: PP-6 students during Music lessons	\$ 900	\$ -	-\$ 815	\$ -	\$ -	\$ -	\$ 85		
BUZ program resources: Year 2 and 4 classes	\$ 1,200	\$ -	-\$ 618	\$ -	\$ -	\$ -	\$ 582		
Additional outdoor tables: Middle block students at break times and for outdoor learning x2	\$ 4,062	\$ -	-\$ 3,964	\$ -	\$ -	\$ -	\$ 98		
School wide PA: Outdoor and indoor speakers and PA system for student safety and communication	\$ 6,115	\$ -	-\$ 6,115	\$ -	\$ -	\$ -	\$ -		
Concreting of an ECE bike track	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000		
Nature Play Space (stage 1)	\$ 5,000	\$ -	\$ -	-\$ 5,000	\$ -	\$ -	\$ -		
Sub-total	\$ 31,277	\$ -	-\$ 24,812	\$ -	\$ -	\$ -	\$ 6,465	\$ 6,465	
TOTAL AMOUNT PREVIOUSLY ALLOCATED								\$ 13,386	
UNALLOCATED FUNDS AVAILABLE/(SHORTFALL)								\$ 22,005	



Principals' Report
P&C 22.10.2024

Recent events

- Learning Journey was well attended, parents appreciated the additional time, and food trucks added more atmosphere.
- Open School Board meeting – attended by two additional parents (both from the P&C, so thank you for your support).
- Year 6 Camp was a huge success.

Upcoming events

- 2025 Kindy parent information sessions and Kindy Cafés, Family Days in Kindy, Carols concert, Book Awards, Year 6 Swimming lessons, Kindy and Year 6 Graduations, Dinner Dance.
- 2025 Term 2, Public School Review, which P&C representatives will be invited to participate in to share your views on the relationship between the P&C and the school.

Other information

- Board endorsed the class placement policy and timing of class list publication which was discussed in the last P&C meeting.
- Board endorsed reduced comments in Reporting to Parents in semester two onwards, which has been shared with the community via Connect and Outreach text message.
- Staff are working on their wish-lists for 2025 fundraising.

Presidents Report

Week 3 Term 4 2024

Well, my first report as President of this wonderful association and I can't tell you how much of an honour it is to have been nominated and accepted into this role. I intend to give it my absolute best and leave a lasting legacy. Thank you to everyone who offered support and encouragement and pushed me to believe that I have what it takes to make a difference for our kids. I'd like to take a moment to thank my predecessors to date for their efforts. I have incredibly big shoes to fill.

In the last few days I've been catching up with all of you individually and sounding out your intentions for 2025 and I've been delighted to hear that the majority of you are considering continuing on in the committee next year either in your current role or in some capacity. Like any volunteer committee, these things take time and effort and it doesn't work without the dedication you've all shown over the last 12 months or much longer for a lot of you, so thank you. For anyone who is not continuing, for whatever reason, thank you for your efforts. You'll be sorely missed and replacing you will not be easy.

Towards the end of last term we had the pleasure of organising an afternoon tea for the retirement of Mr Barber after 27 years at Woodvale PS. It was a lovely event and really heart warming to see all the messages from past and current students, friends, past and current colleagues and many teachers who said they had chosen the career because of him. Thank you to Jessica Stojkovski and The Woodvale Bakery and the Boulevard Cafe for their donations to the event. Congrats to Sam for the success of the online message board.

Coming up this term is the Colour Run, where the students have raised almost \$10,000 already, as well as the Crazy Socks Disco and the Christmas Concert. We are still looking into the logistics regarding the proposed Year 6 vs Parents Netball game to be held at the end of the Term. For more information on any of the upcoming events, please contact Rebecca (colour run) or Courtney & Brigid (disco / crazy socks).

Only a few more weeks to go before we are done for another year. Until then, over and out.

Kym Jacobs

President