

Banksia Park Primary School P&C Association General Meeting Minutes 24/03/2026

In Attendance: Alexis Catelli (Vice-President), Rebecca Goff (Fundraising), Libby Connell (Treasurer), Shannon Colless, Morgan Colless, Tanya Verwey, Bryony Loller (Fundraising), Elizabeth Pearce, Rebecca Chan, Paul Cassir, Ashley Koh, Michelle Coniglio

Meeting Started: 7:12PM

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	1min	
2. Apologies	Secretary	Read by Secretary	1min	Liana, Dee, Kelly, Sam, Caitlin
3. Confirmation of minutes of previous meeting	Secretary	<i>Distributed prior to meeting (please review in preparation)</i> The minutes of the executive committee meetings of Banksia Park Primary School P&C Association on the 24/02/26 be taken as read and confirmed as a true and accurate record.	1min	Motion in: Rebecca Goff Seconded: Bryony Loller
4. Correspondence	Secretary	<i>Correspondence In</i> <ol style="list-style-type: none"> Balancely - Balancely Bookkeeping Engagement (plus 8 emails also from Balancely) Deleeni Bye - Music Shirts Mary Nguyen - School Lunch Enquiry Serena Gosnay - Canteen Manager Update and Next Steps Stephen Pratt - Grant Opportunity - Lets Grow Grants Volunteering WA - 2026 National Volunteer Week Grant Paul Cassir - Mulch Pile on School Grounds <i>Correspondence Out</i> <ol style="list-style-type: none"> Christine Koza - Newsletter Submission 18th March 2026. Emails from 'Correspondence In' forwarded on. 	1min	Motion in: Alexis Catelli Seconded: Bryony Loller



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Treasurer's Report	Treasurer	<i>Distributed prior to meeting see separate email (please review in preparation)</i>	10mins	Motioned in: Rebecca Goff Seconded: Bryony Loller
6. Sub-Committee Updates	Convener	<i>Discussed during meeting</i> <ol style="list-style-type: none"> 1. <i>Fundraising and Events</i> 2. <i>Canteen</i> 3. <i>Uniform Shop</i> 	30mins	Motioned in: Melissa Hudson Seconded: Rebecca Goff <ul style="list-style-type: none"> - Term 2 will have a lot of events for fundraising. - Bec hoping to create a sub-group with fathers for social events. First event booked for May (barefoot bowls). - No quiz night this year. Parent only event booked for end of year. Sundowner at Port Beach. - Term 3 cookie dough fundraiser planned. - Fundraising applied for grant to purchase rest of projector setup following donation from community member. - Domino's donating pizzas for International Teacher Day end of October. - Potential candidate to take on the canteen manager role.
7. Principal Update (including Board update)	Principal	<i>Discussed during meeting</i>	10mins	See attached update
8. Business arising from previous minutes	President	<i>Refer to the Open Action Item list at the end of this agenda prior to the meeting (please review in preparation)</i>	15mins	
9. Discussion points		Discussion point 1: Community garden update to be provided by Lauren Bruce.	10mins	See attached update.

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
		<p>Discussion point 2: Canteen plan for Term 2.</p> <p>Discussion point 3: 2026 donation purpose and fundraising goal.</p> <p>Discussion point 4: Donation requested by Shannon Cuijpers to aid in costs to travel to Hong Kong for a dance opportunity.</p> <p>Discussion point 5: Leavers shirts for 2027 to be discussed.</p> <p>Discussion point 6: Janis Cullen has requested 50 choir shirts (including some in adult sizes). Estimated cost is around \$2500 which would include spares. Choir is predominantly made up of Year 3, 4 and 5 and less Year 6s.</p>		<ul style="list-style-type: none"> - Possible reduced menu or closure for Week 1 Term 2. - School will support the artwork planned by the fundraising team. - P&C happy to support Fundraising proposal in engaging artist to create spaces for the school. - P&C are happy to support sporting or competition requests on a case by case basis but feel an opportunity like this doesn't meet those requirements. - Michelle showed some designs for the leavers shirts and will work with the Year 5 cohort to decide on design. - Band committee happy to support the purchase of new choir shirts.
10. Motions	President	<p>Motion 1: Approval of \$525 deposit to COAST Port Beach for a parents sundowner in November.</p>	5mins	<p>Motioned In: Tania Verwey Seconded: Melissa Hudson</p>

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
		<p><i>Motion 2: Purchase 4 standing desks for Tess Panamerenko up to \$100 per desk.</i></p> <p><i>Motion 3: P&C will not provide a donation to Shannon Cuijpers to assist in dance opportunity overseas.</i></p> <p><i>Motion 4: Choir shirt cost of \$2500 will be released from the band committee money.</i></p>		<p>Motioned In: Bryony Loller Seconded: Rebecca Goff</p> <p>Motioned In: Melissa Hudson Seconded: Alexis Catelli</p> <p>Motioned In: Bryony Loller Seconded: Tania Verwey</p>
11. General/Other Business	All		5mins	
12. Closure	President / Chairperson	Date of next general meeting is: 12/05/2026 Meeting closed: 8:24PM	1min	

BPPS P&C General Meeting Action Items

Ongoing Actions

Meeting Date	Description	Person Responsible	Status
24-02-26	1. Fundraising to draft a letter to be sent to school staff asking for any 'wish-list' items that the money raised could contribute to.	Bec G & Chloe	Open
			<ul style="list-style-type: none"> - Serena will ask staff for any wish-list items. - Keep action item open for discussion each meeting. - Choir shirts have been added to wish list. Shirts to be a new design. - School to provide a cost indication and band fund sub-committee to assess.

			<ul style="list-style-type: none"> - Standing desks (~3 or 4) for Tess Panomarenko.
24-02-26	2. School to progress the polo shirt change following positive school community engagement.	Serena	<ul style="list-style-type: none"> Open - Aim to have roll-out to start 2027. - Serena to have a consultation session before/after P&C meeting Term 1 Week 8. - Have final 3 designs by a second meeting. - Display designs on parent night where parent's can vote on their favourite. - Will be finalized by the end of Term 3. - Students will have a say in the year 6 leavers shirt. - Michelle Coniglio to organise Leavers shirts.
24-02-26	3. Progress of the playground in the Pre-Primary and Kindy area.	Serena	<ul style="list-style-type: none"> Open - Serena to liaise with concreter (Mitch) to organise for project to start. - Currently waiting for council and Department of Education approval. Ideally will be completed over holidays. - Worked booked in for holidays.

Actions for Closure

Meeting Date	Description	Person Responsible	Status
24-02-26	1. Serena to discuss the purchase of Oxford Children's Dictionaries for the classroom with the English committee and determine how many may be required.	Serena	<ul style="list-style-type: none"> Open - Yrs 4-6 need more expensive option. - 30 requested. - Quote to be sent through to be approved. - Sarah Wilson is coordinating this.
24-02-26	2. New canteen prices to be determined and communicated.	Liana	<ul style="list-style-type: none"> Open - Price increase to be implemented at the start of Term 2. - 20% increase across all products.
24-02-26	3. Extend invite to Lauren Bruce to attend the next P&C meeting to give update on the garden project.	Mel	<ul style="list-style-type: none"> Closed
24-02-26	4. Notify school community that if both parents would like to receive email notifications from Compass to let the office know.	Mel	<ul style="list-style-type: none"> Closed
24-02-26	5. Need to recruit someone from the school community to take on the Newsletter Coordinator role.	Dee	<ul style="list-style-type: none"> Open
24-02-26	6. Fundraising and canteen to submit 2026 Terms of Reference.	Mel	<ul style="list-style-type: none"> Open - Fundraising has sent their TOR through

