



Banksia Park Primary School P&C Association General Meeting Agenda 09/06/2026

In Attendance: Deleeni Bye (President), Alexis Catelli (Vice-President), Rahni Whitehead, Elizabeth Connell (Treasurer), Liana Jones (Canteen Convener), Kelly Nightingall (Uniform Coordinator), Brooke Edmonds, Bryony Loller (Fundraising Coordinator), Rebecca Goff (Fundraising Coordinator), Vicky Findlater, Shannon Davis, Melissa Hudson (Secretary), Rebecca Chan & Paul Cassir.

Meeting Started : 7pm

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	1min	
2. Apologies	Secretary	Read by Secretary	1min	Simone Morgan Tanya
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 12/05/26 be taken as read and confirmed as a true and accurate record.	1min	Motion in: Deleeni Bye Seconded: Alexis Catelli
4. Correspondence	Secretary	<i>Correspondence In</i> <ol style="list-style-type: none"> 1. Paul Cassir – Edu-Dance Update for the P&C 2. Paul Cassir – P&C Day WA – Friday 22 May 3. Paul Cassir – Father’s Day Stall – Block 1 4. Paul Cassir – Wish List Purchase – Lectern Desks 5. Paul Cassir – Wish List Item June 2026 6. Jason Bowie – Banksia Park Primary P&C – New Debit Card Request <i>Correspondence Out</i> Emails from ‘Correspondence In’ forwarded on or responded to.	1min	Motion in: Deleeni Bye Seconded: Bryony Loller
Treasurer’s Report	Treasurer	<i>Distributed prior to meeting see separate email (please review in preparation)</i>	10mins	Motioned in: Rebecca Goff Seconded: Alexis Catelli

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
6. Sub-Committee Updates	Convener	<p><i>Discussed during meeting</i></p> <ol style="list-style-type: none"> 1. <i>Fundraising and Events</i> 2. <i>Canteen</i> 3. <i>Uniform Shop</i> 	30mins	<p>Motioned in: Melissa Hudson Seconded: Deleeni Bye</p> <ul style="list-style-type: none"> - DUGG event went well and was well received. - Disco has sold 255 tickets for Friday. - Ticket sales for Edu Dance are going well, currently \$700 profit. - NAIDOC cookies planned for end of term. - Fundraising event at Woodpeckers is quite expensive, looking for alternatives for an event in the school holidays. - Father's Day Stall planned for next term. Debit card to be used. - Coffee van booked for sports carnival. Lions need to be contacted for sausage sizzle. - P&C to pay for Dan Goff to obtain a Working with Children Check. - Entertainment Book are offering a free membership for a raffle. They also want to send books for the school for school holiday offers. - Who Gives a Crap – more interest coming from outside of the school. WGAC to be added to Spriggy to make it more accessible for ordering, to be set up by school holidays. See Action #3. - Sales are good but cost of everything is going up so more funds are required. See Motion #3. - Ashely is going well in the canteen and volunteer roster is running smoothly.
7. Principal Update (including Board update)	Principal	<i>Discussed during meeting – see attached</i>	10mins	

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
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		<p>Discussion point 1: The P&C would like to organise a busy bee to clean up around the school grounds.</p> <p>Discussion point 2: Libby would like to discuss the AIS report and confirm current entries.</p> <p>Discussion point 3: See wish list items in attachment.</p>	10mins	<ul style="list-style-type: none"> - Busy bee would take place on a weekend for families to attend. - Could include a morning tea for volunteers. - Paul and Dee to have some clearly defined jobs so all parents can coordinate. Rowan can also provide feedback on tasks that can be done. - 21st and 28th June are proposed dates. See Action Item #4. - Libby to talk to Dee outside of meeting. She is currently preparing the draft for review. - Preference Car item is quite expensive. P&C would prefer to look at other options for rest of school after significant funds have already been given to the Early Learning Area. - Year 6 would like nesting boxes at a cost of \$250, which would be permanent fixtures. Students to write letter for request. - See Motion #5.
10. Motions	President	<p>Motion 1: \$1500 for the fundraising credit card for Fathers Day Stall.</p> <p>Motion 2: \$87 for a Working for Children Check for Dan Goff.</p>	5mins	<p>Motioned In: Deleeni Bye Seconded: Alexis Catelli</p> <p>Motioned In: Melissa Hudson Seconded: Vicky Findlater</p>

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
		<p>Motion 3: Need to motion in \$500 extra funds for canteen purchases.</p> <p>Motion 4: Raise ongoing canteen debit card to \$2500 per term.</p> <p>Motion 5: Motion in</p> <ul style="list-style-type: none"> - \$450 for science kits. - Up to \$250 for nesting boxes. - \$300 for light reflector cubes. 		<p>Motioned In: Bryony Loller Seconded: Rebecca Goff</p> <p>Motioned In: Alexis Catelli Seconded: Melissa Hudson</p> <p>Motioned In: Liana Jones Seconded: Libby Connell</p>
11. General/Other Business	All		5mins	
12. Closure	President / Chairperson	<i>Date of next general meeting is: 11/08/2026</i> <i>Meeting closed: 8:44PM</i>	1min	

BPPS P&C General Meeting Action Items

Ongoing Actions

Meeting Date	Description	Person Responsible	Status
09-06-26	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	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.

			<ul style="list-style-type: none"> - School to provide a cost indication and band fund sub-committee to assess. - Standing desks (~3 or 4) for Tess Panomarenko. - In the past P&C may have donated the defibrillator pads to school. Dee to investigate.
09-06-26	2. School to progress the polo shirt change following positive school community engagement.	Paul	<p>Open</p> <ul style="list-style-type: none"> - 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.

Actions for Closure

Meeting Date	Description	Person Responsible	Status
09-06-26	1. Need to propose what to do with leftover band items and liase with Paul.	Dee and Liana	<p>Open</p> <ul style="list-style-type: none"> - Dee to email Liana a list of items.
09-06-26	2. Paul to send through invoice for bike racks and pathway.	Paul	<p>Closed</p> <ul style="list-style-type: none"> - Email sent.
09-06-26	3. WGAC to be added to Spriggy to make it more accessible for ordering, to be set up by school holidays	Shannon	Open
09-06-26	4. Dates for busy bee to be decided and then advertised to the wider school community.	Paul & Dee	Open

OFFICIAL

ID	Start time	Completion time	Email	Name	Last modified time	"Wish" details.	Anticipated cost.	Recommended supplier.
1	5/13/26 20:55:13	5/13/26 20:56:04	Sarah.Wilson@educator	Sarah WILSON		Creative play australia piece/s Preference car https://www.creativeplayaustralia.com.au/collections/playground-equipment?page=1	\$3800	Creative play australia
2	5/17/26 16:20:20	5/17/26 16:42:16	Ferne.Hanson@educatio	Ferne WATSON		10x Science 'Observation Field Kits', containing; 'write and erase learning pockets' \$50 (we will insert 'bingo/identification cards' for plants, insects, birds, habitat types etc) Plain backpacks \$50 Kid's binoculars \$300 Laminating sheets, whiteboard markers \$50	\$450; less if all supplied I	Kmart Australia
3	5/18/26 9:12:37	5/18/26 9:21:07	Elizabeth.Morgan2@edu	Liz SPECTOR		The Science room would love to add some 'Light reflector' cubes for us to explore how colours reflect in prisms when we cover Physics in term 3. These would be utilised in all year groups from 1-6.	\$300	CMY Cubes