



Banksia Park Primary School P&C Association General Meeting Minutes 12/05/2026

In Attendance: Deleeni Bye (President), Bryony Loller (Fundraising Coordinator), Rebecca Goff (Fundraising Coordinator), Liana Jones (Canteen Convener), Libby Connell (Treasurer), Simone Riley, Rahni Whitehead, Brooke Edmonson, Paul Cassir, Alexis Catelli (Vice-President), Simone Sewell, Morgan Colless, Melissa Hudson (Secretary)

Meeting Started: 7:10PM

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	1min	
2. Apologies	Secretary	Read by Secretary	1min	Kelly Nightingall Vicky Findlater Shannon Davis Caitlin Quartermaine
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 24/03/26 be taken as read and confirmed as a true and accurate record.	1min	Motion in: Melissa Hudson Seconded: Bryony Loller
4. Correspondence	Secretary	<i>Correspondence In</i> <ol style="list-style-type: none"> 1. Sarah Tinney – Author – Children’s books for Early Learning, Kindy and Prep-Year 2 2. P&C Treasurer – Fwd: Invite sent for Payroller and Xero 3. Balancelly – Envelope completed 260318 BAS Agent Authority 4. Eclipse Sales – Meeting to Discuss School Uniforms for Year 2026 5. Serena Gosnay – Update for Early Learning Area Development 6. P&C Treasurer – Onboarding Information 7. Michael Foreman – Ex President Request 8. Elizabeth Pearce – Bookkeeper access to Payroller, Xero and ATO Portal 	1min	Motion in: Alexis Catelli Seconded: Bryony Loller

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		<p>9. Paul Cassir – FW: Is your canteen applying for the Supporting School Canteens Program grant? 10. Paul Cassir – Serena’s Farewell Assembly 11. Paul Cassir – Mother’s Day Stall Confirmation 12. Paul Cassir – Banksia Park Primary School P&C 2025 Audit Report 13. Andrew Thomson – Introduction – Active Kids Holiday Program 14. Jason Bowie – Banksia Park Primary P&C – New Debit Card Request 15. <i>Correspondence Out</i> 1. Deeleni Bye – Old Music Trailer/ Shed Storage Emails from ‘Correspondence In’ forwarded on or responded to.</p>		
Treasurer’s Report	Treasurer	<i>Distributed prior to meeting see separate email (please review in preparation)</i>	10mins	<p>Motioned in: Melissa Hudson Seconded: Deeleni Bye</p> <ul style="list-style-type: none"> - Paul to send invoice for bike racks and pathway. See Action Item #6. - Canteen menu items have been increased on a case-by-case basis. - Ashley would like to change the bank deposit process. Paul has advised that money can be kept in a safe on school premises. - Need to set up rules around leaving money at school, i.e. 2 weeks of funds can be left and under \$500.
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: Alexis Catelli Seconded: Melissa Hudson</p> <ul style="list-style-type: none"> - Mother’s Day stall made a profit of \$918. - 90 tickets sold to the DUGG event. - Disco, Edudance raffle and Naidoc cookies also in Term 2. - Sam Lim has approved a grant and process will now move to stage 2 which is aimed at covering movie nights equipment costs.

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
				<ul style="list-style-type: none"> - Fundraising to look at having Father's Day stall spread across 2 days. One day for Kindy, PP and Year 1. Another day for other Kindy and rest of school. - Paul and Liana have submitted a grant for the canteen. To be used to replace the drinks fridge, ice-cream freezer, stand up freezer, commercial rice cooker, pie warmer, commercial mixer and bay marie. - Volunteer system is currently working well.
7. Principal Update (including Board update)	Principal	<i>Discussed during meeting – see attached</i>	10mins	<ul style="list-style-type: none"> - Increase in school numbers mean school is close to threshold to become a Category 5 school. - Hoping to have 40 kindy applications for 2027. - Mr Walton has been brought in for Term 2. - Kyle Edmonds has requested smaller football jerseys, costs and sizes are required to move forward. - P&C have requested teachers give plenty of warning on what costumes are required for Edu-dance. - Paul to look at putting cones/bunting around grass areas near the PAC to deter parents from parking in these areas at school pick-up time. - Paul will consult P&C about holding parent-teacher interview days starting in 2027.
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	

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
9. Discussion points		<p>Discussion point 1: Jocelyn will be speaking to the P&C regarding the artwork projects planned for around the school.</p> <p>Discussion point 2: Plan for band asset disposal, in particular the trailer.</p>	10mins	<ul style="list-style-type: none"> - Jocelyn can work school holidays/weekends if required. - She will require space for a trailer. - She can't guarantee how long paint will last but should be over 5 years. - School will support the P&C proposal. - \$8525 for phase 1 of the proposal. - If Jocelyn has a Working with Children Check she can come into school to start work during the Term. <ul style="list-style-type: none"> - Music stands and sheet music. - Trailer is stored in the shed which is required for the P&C. - Need to propose what to do with leftover band items. See Action Item #5.
10. Motions	President	<p>Motion 1: P&C to motion in Phase 1 including Legacy Tree artwork proposal.</p>	5mins	Motioned In: Melissa Hudson Seconded: Deleeni Bye
11. General/Other Business	All		5mins	
12. Closure	President / Chairperson	<p><i>Date of next general meeting is: 09/06/2026</i> <i>Meeting closed:9:00PM</i></p>	1min	

BPPS P&C General Meeting Action Items

Ongoing Actions

Meeting Date	Description	Person Responsible	Status
12-05-26	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. - School to provide a cost indication and band fund sub-committee to assess. - Standing desks (~3 or 4) for Tess Panomarenko.
12-05-26	2. School to progress the polo shirt change following positive school community engagement.	Paul	Open <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.
12-05-26	3. Progress of the playground in the Pre-Primary and Kindy area.	Paul	Close <ul style="list-style-type: none"> - Serena to liase with concreter (Mitch) to organise for project to start. - Currently waiting for council and Department of Education approval. Ideally will be completed over holidays. - Work booked in for holidays.

Actions for Closure

Meeting Date	Description	Person Responsible	Status
12-05-26	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	Closed <ul style="list-style-type: none"> - Yrs 4-6 need more expansive option. - 30 requested. - Quote to be sent through to be approved. - Sarah Wilson is coordinating this. - Paid and received.

12-05-26	2. New canteen prices to be determined and communicated.	Liana	Closed <ul style="list-style-type: none"> - Price increase to be implemented at the start of Term 2. - 20% increase across all products. - Price change has been applied.
12-05-26	3. Need to recruit someone from the school community to take on the Newsletter Coordinator role.	Dee	Closed <ul style="list-style-type: none"> - Simone Riley will take the newsletter role.
12-05-26	4. Fundraising and canteen to submit 2026 Terms of Reference.	Mel	Closed <ul style="list-style-type: none"> - Fundraising has sent their TOR through
12-05-26	5. Need to propose what to do with leftover band items and liase with Paul.	Dee and Liana	Open
12-05-26	6. Paul to send through invoice for bike racks and pathway.	Paul	Open



Banksia Park PS P&C Principal Report

Date: 12 May 2026

Student Enrolments

Student enrolments at Banksia Park are currently 303. Kindergarten applications for 2027 have opened and the school have received 21 to date. Pre-primary applications for 2027 are open and all current Kindergarten students must reapply.

Staff Updates

Mr Walton (Deputy Principal) has been warmly welcomed by the community for Term 2. Mrs Spector (Science) has increased her working fraction and will now teach Year 1-6 Science. Miss Homan-Ridder joins our team in a fixed term capacity as special needs education assistant. Thank you to the relief and contracted staff who are catering for Area 2 (Pre-primary). Applications for Principal (permanent, Term 3 onwards) closed last Friday, 8 May.

Outdoor Learning Area Upgrades

Thank you to the Office of the Member for Jandakot (Mr Stephen Pratt), the P&C, Statement Homes, and Impressive Concrete for the delivery of our outdoor learning area upgrades in the Early Childhood Area. Teacher feedback has been highly positive for its impact on students. The next stage of this development is to reestablish the lawn in this space in a staged process.

Mother's Day Stall 2026

A genuine thank you is extended to the P&C for your organisation and management of the Mother's Day stall. The time and effort that is placed into this opportunity for our students is recognised and valued.

P&C Wishlist

The P&C Wishlist is valued to support resourcing across the school. We will continue to promote this with staff to collate any suggestions that they may have. Thank you to the P&C for your commitment to this initiative and the impact that it has.

NAPLAN 2026

The preliminary School and Student Summary Report (SSSR) has been received and analysed by staff. This demonstrated strong results across the Year 3 and 5 cohorts – with the Year 5 results showing outstanding achievement. Full results are expected in early Term 3.

Faction Cross Country 2026

Our next Faction carnival event is Cross Country on Thursday, 28 May for Years 1-6 students. Please see the associated message on COMPASS for further details, including our call for volunteers to support the events.

Supporting School Canteens Program

With significant support from the P&C, the school has submitted an application for upgraded canteen equipment as a part of the first-round applications for the Supporting School Canteens program. We will be advised if we are successful by the end of June.

Student Medical Update

The school is actively working on a periodic update to student medical information. To support this process, we are respectfully asking families to please review, update and provide necessary medication/ equipment as a priority.

Play Equipment – After School

Teachers have reported that there have been some issues with students playing unsupervised/ under limited supervision after school on play equipment. It would be sincerely appreciated if P&C members could support messaging about maintaining school rules and supervision.

Uniform Sub-Committee

Thank you to the parents who continue to invest effort into the redesign of the school polo and Leavers shirt. We held our second meeting of the Uniform sub-committee this evening, including presenting feedback from the community who could not attend.

EDU-DANCE

Students report that they have been enjoying participating in EDU-DANCE lessons for 2026. Our school performance is scheduled for Friday, 19 June (Week 9) during the final period of the school day. Please save this date as we look forward to enjoyable show.

ANZAC Day

Thank you to the members of our P&C who were able to support our ANZAC Day service for 2026. This included, but was not limited to, wreath making, representative attendance, and providing morning tea.

Good Standing

We continue to make Good Standing visible within the school and support students to make positive choices in their learning and interactions with others. Good Standing events will be communicated through the permission note/ information provided.

Treble Makers – LSHS Combined School Band

I had the pleasure of attending the Treble Makers combined school band rehearsal last Monday. The students from BPPS represent the school with pride and skill under the leadership of Mrs Marietta Damos. Planning is in progress for the sustainability of instruments required.

School Parking

School is continuing to monitor feedback and report to the council. Thank you to the community members who continue to prioritise being safe and courteous. While parking is understandably a challenge, there is regrettably no immediate solution that we can apply.

Staff Professional Development (PD) Day

Our next staff PD Day will be held on Tuesday, 2 June. This is the Tuesday following the Western Australia Day Public Holiday on the Monday. On this day, staff will be participating in instructional coaching, collaborative planning, and Department of Education Trauma-Informed learning.

Reporting to Parents

The School Curriculum and Standards Authority (SCSA) has released updated reporting to parents requirements for schools in 2026. These will be reflected within the reports due to be released by midweek of Week 11 of this term. Reports will be released by email.

P&C Day WA

P&C Day WA will be celebrated on Friday, 22 May. It is a privilege to have such a strong and connected P&C supporting our school and making a difference to our students. While your efforts are appreciated across the year, as a school, we wish to highlight this impact on this day.