

Banksia Park Primary School P&C Association General Meeting Minutes 08/09/2026



In Attendance: Deleeni Bye (President), Rebecca Lanzel (Principal), Karen Glassby, Elizabeth Connell (Treasurer), Lauren Bruce, Kelly Nightingall, Victoria Findlater, Brooke Edmonds, Rebecca Goff, Bryony Loller Alexis Catelli (Vice-President), Melissa Hudon (Secretary), Rahni Whitehead

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 Rebecca C Liana Shannon
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 11/08/26 be taken as read and confirmed as a true and accurate record.	1min	Motion in: Bryony Loller Seconded: Rebecca Goff
4. Correspondence	Secretary	<i>Correspondence In</i> 1. Bank Committee Summary (P&C Treasurer) 2. Lunch Buddi – Banksia Park PS (Josh – Lunch Buddi) 3. Future Science Fundraiser (Liz Spector) 4. We're updating our Terms of Service (Square) 5. LSHS P&C meeting invitation – Discussing Strikers Rec Centre (Tim Skepper) <i>Correspondence Out</i> Emails from 'Correspondence In' forwarded on or responded to.	1min	Motion in: Alexis Catelli Seconded: Bryony Loller
Treasurer's Report	Treasurer	<i>Distributed prior to meeting see separate email (please review in preparation)</i>	10mins	Motioned in: Melissa Hudson Seconded: Deleeni Bye

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
6. Sub-Committee Updates	Convener	<i>Discussed during meeting</i> 1. Fundraising and Events 2. Canteen 3. Uniform Shop	30mins	Motioned in: Alexis Catelli Seconded: Bryony Loller - Lots of Fathers Day stock left for 2027. - Still waiting to hear back for grant for movie night. - This term there is bake stall and Adventure World raffle. - School is happy to distribute fundraising advertising on Compass. - Canteen to make pricing changes in Term 4. - No updates for uniform shop. - Rebecca Lanzel to send through shirt material to P&C. - Access to the oval is needed for coffee van and Lions. - Cones to be put on road so a space is left free for entry. - Rebecca L to discuss location for vans and sausage sizzle with Kyle.
7. Principal Update (including Board update)	Principal	<i>Discussed during meeting – see attached</i>	10mins	- P&C to advertise parent survey on social media and to parent reps.
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: Karen Glassby to give a presentation on the ECE outdoor area.	10mins	- P&C to discuss possible projects and donations to go toward the Early Education Centre. - Karen to nominate which projects are priority for P&C to consider.

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		Discussion point 2: Liz Spector has suggested holding a fundraising event at Scitech. Would need to sell 200 tickets. Profits would go towards the cost of friction ramps and car sets for the science department with the remainder to the P&C. Discussion point 3: Lauren Bruce to provide an update on the Community Garden Project.		- Tickets could be opened to the wider community. - Tickets are around \$5 cheaper than usual. - Event would be in the evening for approximately 2 hours. - Dates available for November 2027. - Liz has requested a date. - P&C to pay for the deposit (\$200). See Motion Item #1. - Broccoli, cauliflower and brussel sprouts have been planted. - In the future produce grown could be used in the canteen. - A thank you plaque is being made to thank businesses that donated. - Funds still available to use for the garden - \$3000. - School to look at keeping the garden open to kids can use it during the day in their breaks. - Liz Spector could incorporate garden projects into the science program. - Rebecca L to discuss with staff on how to incorporate the garden project with classes. See Action Item #6. - Leftover funds can be redirected to ECE area for a garden project.
10. Motions	President	Motion 1: P&C to pay \$200 deposit for Scitech Fundraiser 2027.	5mins	Motioned In: Deleeni Bye Seconded: Melissa Hudson
11. General/Other Business	All		5mins	

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
12. Closure	President / Chairperson	<i>Date of next general meeting is: 03/11/2026 Meeting closed: 8:30PM</i>	1min	

BPPS P&C General Meeting Action Items

Ongoing Actions

Meeting Date	Description	Person Responsible	Status
08-09-26	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 - Keep action item open for discussion each meeting. - In the past P&C may have donated the defibrillator pads to school. In future P&C will cover these costs.
08-09-26	2. School to progress the polo shirt change following positive school community engagement.	Paul	Open - Aim to have roll-out to start 2027. - 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. - Parent night school community can vote on their favourite design out of two choices. - A survey has been sent to parents to vote on a design.

Actions for Closure

Meeting Date	Description	Person Responsible	Status
08-09-26	1. Stocktake required of cash and assets that are remaining from the band program.	Dee and Libby	Open - Paul looking at donating trailer to LSHS.
08-09-26	2. Dates for busy bee to be decided and then advertised to the wider school community.	Paul & Dee	Closed

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08-09-26	3. Rebecca Lanzel to discuss leavers shirt money with Mel in the office to go toward year 6 end of year event	Rebecca L	Open - Funds can go toward graduation cost (\$456). - Rebecca to discuss with Ferne who will advise.
08-09-26	4. Need to look at costs to see if canteen is breaking even or making a loss	Dee, Liana and Libby	Open - Costs to be reviewed in Term 4.
08-09-26	5. Fruit trees have been donated for the community garden, are they required?	Lauren	Closed - Rohan bought fruit trees out of the garden funds.
08-09-26	6. Rebecca L to discuss with staff on how to incorporate garden projects with classes.	Rebecca L	Open



Principal Report – P&C Meeting – 9 September 2026

Principal Update

Our recent Parent Open Night was a great opportunity to welcome families into the school and share the learning taking place across Banksia Park Primary School. It was pleasing to see so many families visiting classrooms, looking through student work and spending time together as a school community.

The musical performances were a lovely way to begin the evening, with students from Banksia Park and our local schools performing for families. The Gifted and Talented Art display was also a highlight, showcasing the creativity and skills of our students.

Across the school, classrooms provided families with an opportunity to see the wide range of learning and student work completed throughout the year. Our teachers and staff put considerable time and effort into preparing for the evening, and the care they take in supporting our students and celebrating their learning was evident across the school.

The positive feedback received from families has been lovely to hear, and the evening provided a great snapshot of the learning, creativity and opportunities available to our students across the school.

Student Enrolments

Actual Student Numbers = 302							
K = 37	PP = 44	Yr 1 = 44	Yr 2 = 25	Yr 3 = 40	Yr 4 = 43	Yr 5 = 38	Yr 6 = 31

Kindergarten Enrolments

Kindergarten enrolments for 2027 are filling quickly, with 35 applications received to date.

Swimming

Our swimming lessons are nearing completion, with students from Pre-primary to Year 6 participating in the 10-day program across Weeks 7 and 8. Overall, the program has run smoothly, with students enjoying the opportunity to develop their swimming skills and confidence. We experienced one small hiccup when a bus developed a mechanical fault, which caused some disruption to lessons on the day, however a replacement bus was arranged as quickly as possible, and the situation was managed well by staff and students. It has been pleasing to see our students participating positively throughout the program and making the most of their time in the pool.

Parent & Staff Survey

Our Parent Survey is currently open, with 74 responses received so far. Weekly reminders are being sent to encourage as many families as possible to have their say. The feedback will help us identify what is working well, where there are opportunities for improvement and will inform the development of our new Business Plan. We are hoping for a strong response rate to ensure the feedback represents the views of our broader school community.

**Father's Day Stall – Thank you!**

A big thank you to our P&C for organising and running this year's Father's Day Stall. A lot of work goes on behind the scenes to purchase, organise and prepare the gifts, as well as helping our students with their very important shopping on the day. The stall is always an exciting event for our students and a lovely opportunity for them to choose something special for the important people in their lives. We really appreciate the time and effort our P&C volunteers put into making events like this possible.

Term Dates for Students for 2026

- **Term 3** Monday 20 July to Friday 25 September
- **Term 4** Monday 12 October to Thursday 17 December

School Development Days for 2026

- Term 4 – Monday 12 October (Week 1)
- Term 4 – Friday 18 December (Week 10)

Important Dates Term 3

- **Swimming – Week 7 & 8**
- **Athletics Carnival/s – Tuesday 15 September, Wednesday 16 September & Friday 18 September (Week 9)**
- **Free Dress Day – P&C – September 25 (Week 10)**