

Banksia Park Primary School P&C Association General Meeting Minutes 11/08/2026

In Attendance: Deleeni Bye (President), Melissa Hudson (Secretary), Liana Jones (Canteen Convenor), Bryony Loller (Fundraising Coordinator), Shannon Davis, Alexis Catelli (Vice-President), Rahni Whitehead, Brett Riley, Elizabeth Connell (Treasurer), Rebecca Chan, Rebecca Lanzel (Principal).

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	Brooke Morgan Rebecca Kelly
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 09/06/26 be taken as read and confirmed as a true and accurate record.	1min	Motion in: Bryony Loller Seconded: Alexis Catelli
4. Correspondence	Secretary	<i>Correspondence In</i> 1. Renewal Documents Due 30-06-2026 (P&C Treasurer) 2. ACNC Annual Information Statement (P&C Treasurer) 3. With Thanks (Paul Cassir regarded school disco) 4. P&C Meeting – 9 June – Items for Input (Paul Cassir) 5. Request from Year 6 Class (Ferne Watson) 6. WACSSO Invoice INV-A20270042 (P&C Treasurer) 7. Meeting with Rebecca – P&C Intro (Rebecca Lanzel) 8. Letter of request from BPPS (Ferne Watson regarding donation from Melville Glades Golf Club) 9. WIFI hotspot (P&C Treasurer) 10. Zero Sports Everyday Uniforms BPPS (Trevor Krieger) <i>Correspondence Out</i> Emails from 'Correspondence In' forwarded on or responded to.	1min	Motion in: Melissa Hudson Seconded: Liana Jones

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
Treasurer's Report	Treasurer	<i>Distributed prior to meeting see separate email (please review in preparation)</i>	10mins	Motioned in: Melissa Hudson Seconded: Deleenie Bye - Rebecca Lanzel to discuss leavers shirt money with Mel in the office to go toward year 6 end of year event. See Action Item #4. - Money for projector still in account. Fundraising are waiting on result of a grant application to decide how to spend the money. Should know the result by end of August.
6. Sub-Committee Updates	Convener	<i>Discussed during meeting</i> <i>Fundraising and Events</i> <i>Canteen</i> <i>Uniform Shop</i>	30mins	Motioned in: Alexis Catelli Seconded: Bryony Loller - Grant has been received - \$9500. - Liana working with school to start spending money. - The money can't be used for a chest freezer, only an upright freezer. - Current chest freezer not reaching the appropriate temperature and needs replacing. - Canteen layout will have to be reconfigured. - Commercial sized rice cooker and mixer to make baked goods at scale, pie warmer, drinks fridge, upright freezer and utensils to be purchased. - Plan to offer muffins at recess. - Some weeks have struggled to get volunteers. - Costs have gone up on groceries need to look at price increases in the canteen for Term 4. - Need to look at costs to see if canteen is breaking even or making a loss. See Action Item #5.

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
				- Upcoming events; Father's Day stall on the Tuesday for block 1, rest of school will be on the Thursday. - Faction day merch sales and bake sale. - Golf voucher from Melville Glades to be raffled off in Term 4.
7. Principal Update (including Board update)	Principal	<i>Discussed during meeting – see attached</i>	10mins	Volunteers required for Parent Night sausage sizzle.
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: Lauren Bruce to provide an update on the community garden project. Discussion point 2: Dee to provide update on funds carried over from last year that still need to be assigned. Discussion point 3: Brett Riley would like to request a P&C donation to match Lily's fundraising of \$130. To be used for break time ball and play equipment and storage.	10mins	- Garden is being used. - Rowan is helping teachers and students. - Sign is up. \$3000 left in budget. Can be used for seeds, plants, mulch and ongoing maintenance. - Fruit trees have been donated, are they required/wanted? See Action Item #6. - Rebecca L to talk to staff to see if they are utilizing the garden. - To be addressed next meeting. See Motion Item #6.

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
		Discussion point 4: Fundraising would like to ask the P&C to fund an incursion for the kids with critters up close costing approx \$395. This is to teach them about safety with snakes and how to help injured wildlife. We thought it would be nice to tie it in with gold coin icy pole fundraiser with profits being donated to a wildlife rehab centre. Discussion point 5: Fundraising would like to see how everyone feels about our raffle this year being a voucher for AdventureWorld for \$600. Same as what was raffled off last year but P&C to cover the cost as no family has come forward to donate. Discussion point 6: Fundraising are seeking approval to book in Jocelyn for redoing the snake path with all kids involved in the painting. This will be costly (approx \$8199). She already has other bookings for term 4 so we will need to get in quick if we want it done by end of the year. Otherwise we will get her to do the planning with the kids this year then paint term 1 next year while it's nice and hot. (\$6430 student painting, \$5330 Jocelyn only). Current works are costing ~\$9000. Discussion point 7: Music committee have advised new choir shirts been ordered and will arrive later this term. We have not been invoiced for the cost yet but will be approximately \$2500 (50 shirts) which will be paid from the leftover music funds		See Motion Item #2 See Motion Item #3 - Grant available next year which could be used for the snake artwork instead of using Jocelyn. - Karen Glasby to attend next P&C meeting to present ideas on what can be purchased for the early learning area. - Choir shirts should arrive by Parent Night. See Motion Item #7.
10. Motions	President	Motion 1: Purchase and contract of the new wifi device (\$97) and plan (\$14 per month for the first 6 months). Motion 2: P&C to fund an incursion for the kids with critters up close costing approx \$395. This is to teach them about safety with snakes and how to help injured wildlife.	5mins	Motioned In: Libby Connell Seconded: Melissa Hudson Motioned In: Liana Jones Seconded: Alexis Catelli

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
		Motion 3: P&C to purchase AdventureWorld Pass - \$600 value, to be raffled off by the fundraising team. Motion 4: To pay Lion's 25% of profits for sausage sizzle on Sports Carnival Day. Motion 5: P&C to cover ongoing costs of replacing defibrillator pads (every few years). Motion 6: Match Lily Riley's donation. P&C to match the final donation amount of up to \$300. Money would include cage/trolley and sporting equipment. Motion 7: Leftover band funds to be used for choir shirts purchase.		Motioned In: Liana Jones Seconded: Shannon Davis Motioned In: Melissa Hudson Seconded: Alexis Catelli Motioned In: Deleeni Bye Seconded: Bryony Loller Motioned In: Melissa Hudson Seconded: Bryony Loller Motioned In: Alexis Catelli Seconded: Bryony Loller
11. General/Other Business	All		5mins	
12. Closure	President / Chairperson	<i>Date of next general meeting is: 08/09/2026</i> <i>Meeting closed: 8:37PM</i>	1min	

BPPS P&C General Meeting Action Items

Ongoing Actions

Meeting Date	Description	Person Responsible	Status
11-08-26	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.
11-08-26	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.

Actions for Closure

Meeting Date	Description	Person Responsible	Status
11-08-26	1. Need to propose what to do with leftover band items and liase with Paul.	Dee and Liana	Open - Dee to email Liana a list of items.
11-08-26	2. WGAC to be added to Spriggy to make it more accessible for ordering, to be set up by school holidays	Shannon	Closed
11-08-26	3. Dates for busy bee to be decided and then advertised to the wider school community.	Paul & Dee	Open - Rebecca to speak to Paul about going ahead with a busy bee.
11-08-26	4. Rebecca Lanzel to discuss leavers shirt money with Mel in the office to go toward year 6 end of year event	Rebecca L	Open
11-08-26	5. Need to look at costs to see if canteen is breaking even or making a loss	Dee, Liana and Libby	Open

11-08-26	6. Fruit trees have been donated for the community garden, are they required?	Lauren	Open - Lauren to attend next P&C meeting.
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Principal Report – P&C Meeting - 11 August 2026

Principal Update

The first few weeks of Term 3 have provided a valuable opportunity to continue getting to know Banksia Park Primary School, our staff, students and community. Staff Listening Conversations, classroom visits and informal conversations across the school are helping to build a strong understanding of what is working well, what our community values and where opportunities for future improvement may exist.

The remainder of Term 3 will continue to focus on listening, consultation and gathering evidence to inform future planning. Key priorities include progressing the Business Plan review, analysing school and student achievement data, continuing 2027 workforce and enrolment planning and providing opportunities for our students, staff and community to contribute to the future direction of Banksia Park Primary School.

Student Enrolments

Actual Student Numbers = 304							
K = 37	PP = 44	Yr 1 = 45	Yr 2 = 25	Yr 3 = 40	Yr 4 = 44	Yr 5 = 38	Yr 6 = 31

Kindergarten Enrolments

Kindergarten enrolments for 2027 are filling quickly, with 37 applications received to date. As places are limited, applications have been reviewed and parents have now been notified of the outcome.

Book Week

Book Week celebrations are underway this week with this year's theme, **"Symphony of Stories."** A range of activities are planned across the school, including the Kindy Bilbys Parade on Tuesday, the whole-school Book Week Parade and Book Swap on Friday, classroom activities and a few special surprises from staff. Students are encouraged to dress as a favourite book character and families are welcome to join us for the parades.

Swimming

Swimming lessons will take place during Weeks 7 and 8, with all students from Pre-primary to Year 6 participating in the 10-day program. Information and consent notes have been distributed to families. This year there has been an increase in the cost of the program due to higher transport costs, along with an increase in the number of lessons from eight to ten. Swimming lesson bookings are coordinated through the Department of Education approximately 12 months in advance, with pools scheduling programs to accommodate schools across the local area.

Parent Night

On Wednesday 26 August, Banksia Park Primary School will hold our annual Parent Night, providing parents and carers with an opportunity to visit their child's classroom, celebrate their learning and view work completed throughout the year. The evening will begin with a sausage sizzle from 5.00 pm to 6.00 pm, hosted by our School Board, and we are looking for parent volunteers to assist with cooking on the night. Classrooms will open at 6.00 pm for families to explore the learning spaces and celebrate student achievements. Parent Night is not intended for individual parent-teacher meetings, with families encouraged to arrange a separate time with their child's teacher if they would like to discuss their child's progress.



Parent & Staff Survey

The Parent Survey will be available from Monday 17 August, providing parents and carers with an opportunity to share feedback on what we are doing well and where we can improve. This feedback will be valuable as we review our current Business Plan and begin identifying priorities for the future direction of Banksia Park Primary School. We encourage all families to take a few minutes to complete the survey and have their say.

Uniform Update

The School Board discussed possible future updates to the school uniform, including a refreshed polo design with an embroidered school logo. Consideration was also given to practicality, durability and cost. Designs are currently being shortlisted, with selected options to be presented to students and the broader school community for a vote during Term 3.

Community Voice and Consultation

A number of opportunities are being provided throughout Term 3 to strengthen student, staff, parent and community voice. The current Business Plan review will be completed collaboratively with staff, with consultation and input from the School Board. Additional opportunities for feedback include the Parent Survey, student and community input into the new school polo design and consultation regarding future OSH services. Feedback gathered through these processes will help inform future planning and decision-making across the school.

School Board Update

The School Board met on Tuesday 4 August, with updates provided on Lighthouse Mathematics, school finances, OSH, uniforms, parking and future school planning. A key focus of the meeting was our Business Plan Review and Future Planning process, including our four-phase approach: **Listen, Reflect, Celebrate and Plan**. The Board will continue to provide an important community perspective as we review our current Business Plan, celebrate our strengths and identify priorities for the future direction of Banksia Park Primary School.

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 3 – Monday 24 August (Week 6)
- Term 4 – Monday 12 October (Week 1)
- Term 4 – Friday 18 December (Week 10)

Important Dates Term 3

- **Book Week – Week 4 (Monday 10 August – Friday 14 August)**
- **Book Week Parade – Friday 14 August (Week 4)**
- **Winter Carnival – Tuesday 11 August (Week 4)**
- **Bullying No WAY Week & Science Week – Week 5**
- **Parent Survey – Week 5**
- **Father's Day Stall/s – Tuesday 25 August & Thursday 27 August (Week 6)**
- **Parent Night – Wednesday 26 August (Week 6)**
- **Swimming – Week 7 & 8**
- **Athletics Carnival/s – Tuesday 15 September, Wednesday 16 September & Friday 18 September (Week 9)**