Banksia Park Primary School P&C Association General Meeting Minutes 03/11/2026

In Attendance: Deleeni Bye, Alexis Catelli, Elizabeth (Libby) Connell, Rebecca Lanzel, Raini Whitehead, Vickie Findlater, Brooke Edmonds, Rebecca Goff, Melissa Hudson, Caitlin Quatermaine, Shannon Davis, Liana Cooper, Kelly Nightingall, Morgan Colless

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 Bryony
3. Confirmation of minutes of previous meeting	*Secretary*	*Distributed prior to meeting* *(please review in preparation)* The minutes of the executive committee meetings of Banksia Park Primary School P&C Association on the 08/09/26 be taken as read and confirmed as a true and accurate record.	1min	Motioned In: Rebecca Goff Seconded: Libby Connell
4. Correspondence	Secretary	*Correspondence In* 1. P&C Bank Assets - Stocktake & Formal Handover (Ferne Watson) 2. Strikers Rec Centre – Online Survey & Community Information night (Tim Skepper - LSHS P&C President) 3. Men's Shed (Libby Connell) 4. School Holiday Activity Opportunity for Local Families (Murdoch Active) 5. Leavers Shirt Invoice etc. (Libby Connell) 6. Old Music Trailer/Shed Storage (Paul Cassir) 7. Banksia Park Primary School Spriggy Error (Jess Boyd) 8. P&C Allocated Parking Bay (Rebecca Lanzel) 9. Canteen day – one week to go (Foodcore) *Correspondence Out* Responses to emails above.	1min	Motioned In: Melissa Hudson Seconded: Alexis Catelli

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
Treasurer's Report	Treasurer	*Distributed prior to meeting see separate email* (please review in preparation)	10mins	
6. Sub-Committee Updates	Convener	*Discussed during meeting* 1. *Fundraising and Events* 2. *Canteen* 3. *Uniform Shop*	30mins	- Critters incursion was well received. Gold coin donation raised over $100 for wildlife donation. - Grant money has been spent on projector, speaker, speaker stands, popcorn machine & fairy floss machine. - $20 leftover from the grant. Might need to buy a DVD player. Libby can possibly provide DVD player. - So far 40 tickets sold to Sundowner. - Canteen is recovering from losses in Term 1 and is sustainable. - Paying too much for some items through WestOz (distributor). - Canteen need to use the rest of the grant money. - Liana to send Rebecca the canteen special to be sent via Compass. - Menu changes maybe come later this term for low selling items. - Look at a payrise for Ashely in early next year. - Preorders have gone well for new uniform, over $5000 made so far. - Rebecca to put a notice on Compass for new shirt pre-order by 14 Nov.
7. Principal Update (including Board update)	Principal	*Discussed during meeting – see attached*	10mins	OSH will cover staff development days and school holidays in 2027.
8. Business arising from previous minutes	President	*Refer to the Open Action Item list at the end of this agenda prior to the meeting* *(please review in preparation)*	15mins	
9. Discussion points		***Discussion point 1:*** Remaining P&C funds for 2026.	10mins	- Snake path could be completed (~$6k with Jocelyn).

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
				- Upgrade of the Memorial Garden to be used as outdoor classroom space. - Outdoor games, soccer goals. - Need quotes for other items – etc. Memorial Garden & motorized roller doors. Could be a fundraising target for next year. Remaining money can be rolled over to 2027. - Split money: snake path ($5k), memorial garden ($5k) and outdoor games ($4k). - Rebecca G to discuss with Jocelyn a plan for snake path up to $5k. **See Action Item #5.** Jocelyn to advise timing and plan to school. Week 9 and 10 of Term 1 would be preferred.
		Discussion point 2: 2027 committee interest – plan and approach for next year.		- Start advertising and discussing positions. - Alexis and Dee are looking to step away from positions in 2027. - Libby will continue as Treasurer in 2027. - Liana will continue as canteen convenor in 2027. - Kelly will continue as uniform - Rebecca G and Bryony want to step away. - Melissa looking to step away from secretary position. - Rebecca Chan to stay on as sports liaison. - Newsletter and Parent Rep required. - Rebecca has advised Lathlain Primary School are succession planning their P&C and looking for ideas. - New committee will be able to have adequate handover. - P&C committee to recruit other parents to come to the AGM. - Look at having online options for meetings and changing meeting times.

Item & Topic	Owner	Details	Time Allocated	Comments / Actions / Resolutions
		Discussion point 3: Leaver's uniform refund process plan.		**See Motion #1.**
10. Motions	President	***Motion 1:*** Move leavers shirt money ($1218) over to debit card to be withdrawn at the bank by Libby.	5mins	Motioned In: Deleeni Bye Seconded: Rebecca Goff
11. General/Other Business	All		5mins	
12. Closure	President / Chairperson	*Date of next general meeting is:* ***01/12/2026*** *Meeting closed: 8:58PM*	1min	

BPPS P&C General Meeting Action Items

Ongoing Actions

Meeting Date	Description	Person Responsible	Status
03-11-26	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. - Rebecca to ask teachers in the new year for Wish List items.
03-11-26	2. School to progress the polo shirt change following positive school community engagement.	Paul	Closed - 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. - Pre-orders have opened.

Actions for Closure

Meeting Date	Description	Person Responsible	Status
03-11-26	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. - Handed over to Ferne Watson. - Rebecca to check with Ferne if it has been finalised.
03-11-26	2. 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.
03-11-26	3. Need to look at costs to see if canteen is breaking even or making a loss	Dee, Liana and Libby	Closed - Costs to be reviewed in Term 4.
03-11-26	4. Rebecca L to discuss with staff on how to incorporate garden projects with classes.	Rebecca L	Closed - Vegetables have been harvested. - Liz has organised for a couple of classes for planting. - More plans are being put in place for next year.
03-11-26	5. Bec to discuss with Jocelyn a plan for snake path up to $5k.	Bec	Open

Principal Report – P&C Meeting – 3 November 2026

Principal Update

Student Enrolments

Actual Student Numbers = **303**							
K = **37**	PP = **44**	Yr 1 = **44**	Yr 2 = **24**	Yr 3 = **40**	Yr 4 = **43**	Yr 5 = **38**	Yr 6 = **31**

Kindergarten Enrolments

We currently have 34 Kindergarten applications for 2027. Families are being notified of their allocated days based on their preferences. Kindergarten Information Sessions and Play Sessions are scheduled for Weeks 7 and 8, providing an opportunity for our new students and families to become familiar with the school and prepare for a positive start to 2027.

School Improvements

We have seen some exciting improvements to our school grounds this term. Thanks to the support of our P&C, new playground markings have been installed, including Snakes and Ladders, Four Square, a maze, obstacle course and hopscotch. The school has also invested $20,000 in new equipment for our Early Childhood and junior primary students, including a cubby house, easel, bikes and play hut, with more equipment still to arrive. Students have thoroughly enjoyed these new additions and are excited to see what is coming next. These improvements are helping to create more engaging and enjoyable play spaces for our students.

Parent Survey

The results indicate a positive level of parent satisfaction at Banksia Park Primary School, with particularly strong feedback about student wellbeing, teacher quality and relationships with families.

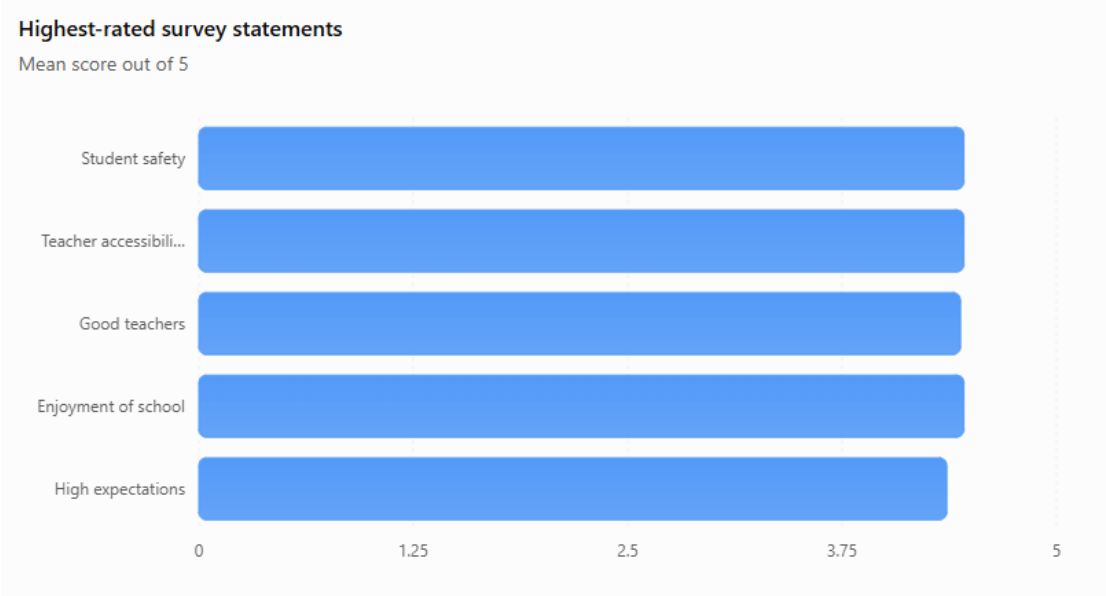
142 Responses

4.25/5 Overall Mean

88% Positive ratings

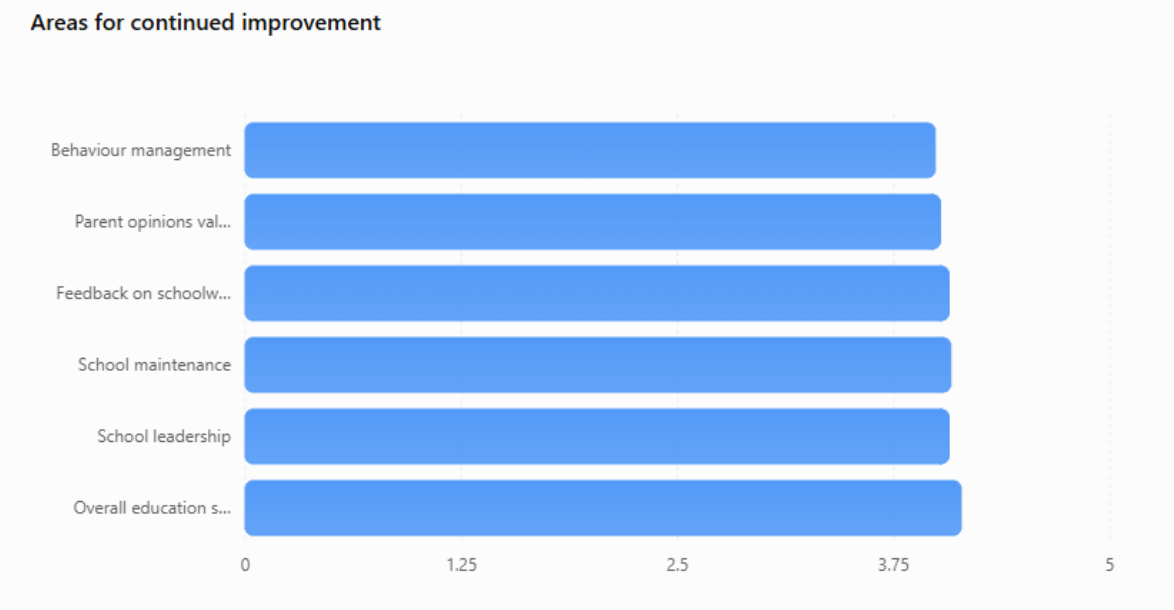
Key Strengths:

- 96% agree their child feels safe at school.
- 94% feel comfortable discussing concerns with teachers.
- 93% believe their child's teachers are good teachers.
- 93% report their child enjoys attending school.
- 94% believe teachers expect their child to do their best.



Areas for Continued Improvement:

- 79% agree student behaviour is well managed.
- 76% feel the school takes parents' opinions seriously.
- 80% believe teachers provide useful feedback about their child's schoolwork.
- 86% agree the school is well maintained.
- 84% believe the school is well led.



The following summary captures the key themes from the 2026 Parent Survey. Feedback has been grouped into three areas to provide the School Board with an overview without including individual responses.

What are we doing well?

- Welcoming, inclusive school community.
- Caring, dedicated and approachable staff.
- Positive relationships and communication with families.
- Safe and supportive learning environment.
- Variety of learning experiences and school events.

Areas for Improvement

- School facilities, playgrounds and outdoor spaces.
- Communication about student progress and learning.
- Academic extension and additional learning support.
- Consistency in behaviour management.
- Staffing continuity and class structures.
- Parking and canteen services.

Additional Suggestions

- More parent-teacher meetings.
- Improved use of Compass.
- Greater extracurricular and enrichment opportunities.
- Increased opportunities for family involvement.
- Continued focus on school grounds and facilities.

Student Reports – Semester 2, 2026

Semester 2 student reports will follow a similar format to those issued in Semester 1, providing families with an overview of their child's academic achievement and progress. Reports will be emailed to families on Tuesday 15 December 2026. Parents and carers are welcome to arrange a time to meet with their child's teacher should they wish to discuss the report or their child's progress further.

Term Dates for Students for 2026

- **Term 4** Monday 12 October to Thursday 17 December

School Development Days for 2026

- Term 4 – Friday 18 December (Week 10)

Important Dates Term 3

- **Assembly (Area 2) – Wednesday 4 November**
- **Japanese Matsuri – Friday 6 November**
- **Assembly (Area 3) – Wednesday 18 November**
- **Kindy Information Session – Wednesday 25 November, 8:50 – 10:50**
- **Music Showcase – Wednesday 2 December**

- **Kindy Orientation Play Sessions – Wednesday 2 December 8:50 – 11:00**
- **Awards Assembly: Friendship & Knowledge – Wednesday 9 December**
- **Graduation Dinner – Monday 14 December**
- **Students Reports distributed – Tuesday 15 December**
- **Graduation Assembly & Last Day of School – Thursday 17 December**