



MINUTES

Tuesday 21st October 2025

Meeting opened: 7.04pm.

Apologies: Tash, Tara, Liz, and Anna.

Attendance: Guillaume Ang, Alexa McDonald, Liz Bightman, Sal Burton, Melissa Fox, Nick Lawry, Andrew Whitaker, Donna Blatchford, Karen Crawford, Rebecca Boyle, Tara, and Jess

Agenda Items

1. Acknowledgement of Country

2. Apologies

As Above

3. Acceptance of Minutes

There was an acceptance of the minutes from 9th September 2025

4. Business Arising

- Wish List and Budget Prioritization - Discussion on final wish list items for this year, prioritization, and voting to agree on budget; suggestion to address under Other Business.
- Whether to spend funds this year or hold them was raised; suggestion for the P&C to potentially hold money depending on budget and to avoid issues at year-end.
- Past approach: vote on a few items at year-end so they can be executed quickly early next year (avoid waiting until March/April).
- It was agreed that there would be a prepared wish list for the next meeting to enable decisions and quick execution.
- Car park tags are available for executive members, there is a form to sign in the office to get one.
- It was agreed that the P&C would fund new blazers for school captains/prefects and for younger children who represent the school at speaking competitions.

5. Correspondence

- None

6. Treasurer's Report

- Report Attached.
- It was agreed to fund the new playground equipment and the remedial work on the old equipment to make it safe and modern - \$6.5k

7. General Manager's Report

OOSH

Vacation Care Planning for January

Timeframe: between 12 January and 30 January, with a start of the 19th for 2026 Kindies; staffing remains tight but additional ex-staff and prior workers anticipated.

Program structure: likely two smaller programs in the first week, then three programs for Kindies, Juniors, and Seniors for the other 2 weeks.

Seasonal attendance: numbers dropped due to summer sports; services include walking Year 5 and mature Year 4–6 students across the network to activities.

Gate logistics: agreement to keep a gate open on Tuesdays for a slime activity session; coordination on who manages opening/closing.

Canteen

School24 System Cleanup, random menu items from other schools appeared in School24 for the canteen but were deleted; the system has been sorted and fixed.

Uniform

Year 6 Shirts Supply, Design, Sizing, and Pricing. Legacy shirt availability issues: previous shirt cannot be reliably sourced in correct quantities.

New shirt proposal (Profile): slightly different green, diamond pattern on the back, logo printed in China; sample shows sewn-on elements.

Sizing: "exactly the same" as previous samples; sizing can be checked in the year 5 classroom.

Pricing: Last year price: \$30, generating just under \$4k profit.

New cost: about 24 plus GST (\$26.40).

Suggested price point: 27–28, which is 2 cheaper than previous years, aiming to cover staff-related handling costs.

Debate on keeping shirts at \$30 versus lowering to \$28; concerns included comparisons to last year and that proceeds support the school overall rather than a specific Year 6 fund.

Agreement to set the price at \$30 to simplify decisions and enable flexibility.

Extra \$2 suggested as a buffer to assist hardship cases (e.g., providing a shirt to families that can't afford it, and holding spares for new students).

8. Fundraising & Socials

Event Planning

Grandfriends Day, Teacher's Day, and Parent Appreciation

Ordering and logistics: Liz's order expected Thursday; she has approval related to Teacher's Day. Admin office coordination and setup in progress.

Year 6 prefects will help; prior assistance was successful and well received.

Refreshments and format: pastries for parents associated with Grandfriends Day previously; this year, Grandfriends Day will include cakes laid out at the front. We are not running Mothers' and Fathers' Day; pastries relate to Parents' Day activities.

World Teacher's Day Communication and Gift Guidelines

Timing: students will be informed at Friday Assembly that World Teacher's Day is officially the 4th of October; due to holidays, recognition aligns with the Department of Education's practice of the last day of October.

Gift policy: teachers should not receive gifts over \$50 from a parent/student without declaration; expensive items like a high-value bottle of wine are awkward.

Class parent collections often combine for Teacher's Day and end-of-year gifts; clarify that gifts are tokens of gratitude.

Emphasis on modest, thoughtful appreciation (e.g., letters/cards); caution against excessive gifts (e.g., \$500 vouchers) given class sizes of 30, where pooled amounts can become large and inequitable.

Communication: the school cannot promote gift-giving directly, but class parents can share guidelines via class chats/WhatsApp. A message will be prepared and circulated to class coordinators; parents can be guided on appropriate, gratitude-focused gestures.

Event Communications and Art Show

Positive feedback on communication for silver assemblies and Year 6 graduation; suggestion to push reminders via parents chat to check School Bytes and calendar, and lock end-of-year events into personal diaries (including beginning of 2026).

The art show is in progress; students should submit artwork on time. Volunteer support is welcome, though a strong team is already in place. Auditions and vetting processes apply; not all submissions are accepted.

9. Principal's Report

Presented by Donna, attached.

10. Other Business

None