



**Date:** 04/08/2025

**Time:** 9:15 – 10:30

**Venue:** Learning support hub

**Attendees:**

Michelle, Jara, Brett, Lea, Sharn, Samantha, Sharon, Corinne

**Agenda:** Review, Memberships, Fundraising, Canteen, Finances, Principal's Report, Other

## 1. Review of previous meeting

- Alice (new Vice President) and Lea (new Secretary) to obtain BCU membership numbers
- Jara to process BCU paperwork for removal and addition of members to accounts
- Alice to let Michelle know the format of the pictures for the tea towel fundraiser
- Michelle will talk to the staff about having a Mini Fete this year, and potential dates
- Brett to contact the pubs regarding Musical Bingo night pricings for 40<sup>th</sup> year celebration
- Lizzie to complete the canteen safety updates
- Jara to look into requirements for language tutors
- Look into money for a new gazebo for sport events and new sports singlets

## 2. Memberships

- New members Samantha Ingleby and Sharon Edman both paid and joined P&C.
- New committee members have been provided access to required chats and bank accounts and updated on the school website.
- A correction needs to be made on the bank account and school website re Amie Wallace being mistakenly removed as Vice President.

## 3. Fundraising

- Tea towels – Alice has contacted Expressions Australia and a preparatory pack has been sent to the school. Michelle will ensure all kids are included and then hand back to P&C to progress- a price needs to be selected and open them up to purchase in Flexischools or the office. Then on the close date put the order through.
- Father's Day stall- 1 September. Amie has arranged for the gifts to be purchased and wrapped. Flexischools will be set up for purchasing. P&C to help Amie run the stall on the day.
- Book Parade – the P&C will run a BBQ/sausage sizzle in week 7 on Thursday 4/9/25. Sharon and Lizzie will organise the logistics, Gabe Meagher and other volunteers will cook and serve.
- Mini Fete – the Mini Fete will be at end of Term 3. Date to be set next week and added to the school calendar. P&C to determine what their presence will be re a stall.
- Musical Bingo - Brett is going to call the Seaview Tavern to confirm available dates (mid-late October), 150 people capacity and the offer to supply the presenter and function room free of charge. P&C to arrange for passive play equipment for a corner and the inclusion of silly games in between to raise more money.
- On the radar- each class to create a shirt, potentially using the tea towel print ready file.





## 4. Canteen

- On the back of the Coffs Council food premises assessment report Lizzie just needs to have her safe food handling course signed off, a new thermometer has been purchased and the sanitisation station is being set up.
- It was raised that when families are coming into the school to participate/attend activities, for e.g. education week, that the canteen could run a lunch pack for purchase.

## 5. Treasurer's report

- Canteen Account for June/July
  - Income – \$17,950.20
  - Expenses – \$17,976.38
  - Profit – -\$26.18
  - Balance - \$36,445.87
- Fundraising Account for June/July
  - Income – \$1
  - Expenses – \$0
  - Profit – \$1
  - Balance - \$708.33

## 6. Principal's Report

- Michelle taking extended leave from 21 August – 24 October. The relieving principal will be Nathan Portelli, substantive AP at Korora Public School.
- Looking to purchase new bucket hats for students to have an option between the wide hard brim hat and the softer bucket hat brim. The new hats are also fast drying with an adjustable crown with toggle. Price will remain at \$15 and the new hats will be optional. Potential for house captains to have specialised colours and logo.  
We will also be amending our uniform policy to specifically include false/gel nails and body piercings, as staff have identified a need for this to be included.
- The teacher/librarian position (FTE 0.8 or 4 days a week) has been listed as a vacancy and will be filled through the merit selection process. P&C member Brett Findlay will participate on the panel, representing our school community. Mrs Patterson will be leading the panel as hiring manager in Michelle's absence.
- Stage 2 will be running a cake stall at the upcoming Book Parade to raise money for the year 4 excursion. The P&C will run the sausage sizzle.
- Tea Towel fundraiser is ready to go. Artworks have been completed by all students and interested staff.
- We have decided to go ahead with a Mini Fete at end of Term 3. Date to be set next week at the executive meeting and added to the school calendar.
- Accommodation review happening on school buildings and learning spaces.
- Michelle organising audit to see what needs to be replaced regarding sports singlets and costings for a gazebo for sports events. School to pay for some singlets and the P&C for additional. Gazebo costings to be bought back to the P&C next meeting.



## 7. Other

- Language tutoring update. Initially Jara looked into the Woolgoolga education centre providing tutors, and then Jara scoped out organising directly. Based on number and level of students, seven classes will potentially be needed. The library is only available on Tuesday and Wednesday mornings. Jara will now look into the P&C employing tutors as contractors. Jara to organise on behalf of the P&C with Tuesday potentially being German and Wednesday Spanish. Michelle to check if we need a community agreement.
- \$100 state sport donations process. Jara will purchase Visa \$100 gift cards to have on hand to pass out. At each P&C meeting the committee will decide which students are eligible. Michelle to send Jara an email with names of recent representatives. Jara will hand the gift cards to the office, give parents the option for collection or posting out. Samantha to prep a card to provide each time.

Action Items	Person responsible	Upcoming Dates:
• Reinstate Amie Wallace on BCU account	Jara	• <b>1/09/2025</b> - September P&C meeting, 9:15am, school library
• Reinstate Amie Wallace as Co-Vice President on school website	Michelle	
• Ensure all kids pictures are ready for tea towel fundraiser	Michelle	• <b>1/09/2025</b> - Father's Day stall, after P&C meeting in the school hall
• Put tea towel fundraiser in Flexischools -sort final order	Alice/Jara	
• Book parade sausage sizzle organisation	Sharon/Lizzie	• <b>4/09/2025</b> - Book parade sausage sizzle, time TBD
• Lock in a date with Seaview Tavern for musical bingo	Brett	
• Implement sanitisation station in canteen	Lizzie	
• Look into coffee machine purchase and training for P&C fundraisers	Brett/Michelle	
• Brett to be added to librarian employment panel	Michelle	
• Arrange for German and Spanish tutors and requirements	Jara	
• Check if community agreements required for language classes	Michelle	
• Email Jara with names of recent state representatives	Michelle	
• Purchase Visa gift cards for state sports stars	Jara	
• Develop/organise congratulatory cards to go alongside gift cards	Jara/Samantha	