



Date: 26/09/2025
Time: 9:15 – 10:45am
Venue: SBPS Library

Attendees:
Nathan, Jara, Lea, Brett, Brandon, Samatha,
Chloe

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

1. Review of previous meeting

- Put tea towel fundraiser in Flexischools -sort final order
- Successfully run Book Parade sausage sizzle and Father's Day stall
- Lock in a date with Seaview Tavern for musical bingo
- Implement sanitisation station in canteen
- Look into coffee machine purchase and training for P&C fundraisers
- Organise basket for support staff for School Recognition Week
- Action amended ATO activity statement
- Organise design examples for 5x sports gazebos
- Arrange for Spanish tutor and requirements
- Organise lights and prizes for disco
- Develop P&C flyer for kindy transition day parent expo
- Look into sharing Maggie Dent resources

2. Memberships

- No new members joined the P&C this month.
- The P&C AGM will be held on 1/12/2025. Need to add AGM meeting to the website.

3. Fundraising

- Tea towels – Jara will order 500 tea towels and arrange to have them available for purchase through Flexischools first week back of term 4.
- Musical Bingo – Brett will call the Seaview Tavern to confirm 14/11/2025 date, 150 people capacity and the offer to supply the presenter and function room free of charge. Nathan to ask if any staff are willing to MC the night.
P&C to arrange:
 - for registration through Eventbrite, or similar. Have on the registration to please bring cash as there will be games on the night. Entry fee \$15.
 - three prizes for the bingo winners, perhaps meal vouchers or tea towels.
 - three games- heads and tails, 100's board, guessing jar. Cash prizes TBD.
 - to have a cash float on the night.
- Coffee machine purchase will be discussed at next meeting. Also, the potential purchase of a tap and go purchase square for the P&C.

4. Canteen

- On the back of the Coffs Council food premises assessment report, Lizzie needs to finish setting up the sanitisation station after already completing her safe food handling course and purchasing a new thermometer. Sharon to assist with signage.



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- The basket of non-perishable goodies, from the P&C, was organised by Lizzie for School Recognition Week to celebrate our amazing support staff. It was much appreciated.
- Mini Fete – will be in Term 4 on Friday 24/10 and the teachers will make all arrangements. Zooper doopers will be for sale on the day during that time.
- Potential printer purchase for the canteen to be discussed at the next meeting. Brett to chat to Lizzie re options.

5. Treasurer's report

- Canteen Account for September
 - Income – \$11,603.27
 - Expenses – \$8,145.88
 - Profit – \$3,457.39
 - Balance - \$43,127.22
- Fundraising Account for September
 - Income – \$636.50
 - Expenses – \$0
 - Profit – \$636.50
 - Balance - \$1346.83

6. Principal's Report

- Nathan will arrange for Andrew to order, and invoice the P&C, the selected sports gazebos. Four 3x3m for each house, and a large 6x3m school one. Waiting for results on an audit of sports singlet requirements. P&C to pay for some.
- A new P&C logo can be approved by the Principal. Vote at the next meeting.
- Nathan will look into options for ethics classes.
- Nathan will discuss parent's blueberry toxicity concerns with his director and seek guidance on the best approach re WHS and policy, and what action parents can independently take e.g. reach out to EPA, local member of parliament, community organisation to advocate for them, as the school and P&C need to remain impartial.
- Going forward there will be greater transparency around car park opening hours when school events are on.
- Nathan will confirm that during the 'share a space' use of the school during the school holidays the gates will be open from 8am-5pm every day.

7. Other

- The Kindy transition day, with the parent expo, will be held on 29/10/2025. A letter will be provided explaining the role of the P&C, plus a flyer with a QR code for parents/carers to provide their details and availability. The stall on the day could have pictures with what the P&C has purchased for the school and also a physical sign-up sheet.
- Year 6 graduation- an endorsement letter will be provided by P&C to enable businesses to provide prizes for the raffle. Funds will be provided to the P&C to purchase decorations etc online on behalf of year 6. The P&C will endorse line dancing workshops to support the graduation.





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- Language tutoring update. German lessons commenced on Tuesday mornings from 9/09/2025. The search continues for qualified Spanish tutors. Potentially a lady available on Friday's, but she is away until November and the library availability would need to be confirmed once Michelle is back.
- Submission to council for footpath along Johnson's Road will be drafted by Alice.
- P&C Christmas party. Details TBD.
- Christmas concert P&C involvement TBD.
- On the radar – Jara to discuss with Michelle the distribution of Maggie Dent resources, if they are department endorsed.

Action Items	Person responsible	Upcoming Dates:
• Have P&C AGM meeting added to the website	Jara	• 3/11/2025 – P&C November meeting, 9:15am, School library
• Place tea towel order and put in Flexischools for purchase	Jara/Alice	
• Confirm 14/11 date with Seaview Tavern for musical bingo	Brett	• 14/11/2025 – Musical bingo night, 5.30pm arrival for 6pm start, Sea View Tavern
• Ask if any staff will MC musical bingo night	Nathan	
• Arrange for musical bingo night event registration	Brandon	
• Look into coffee machine purchase and training for P&C fundraisers	Brett/Jara/Sharon	• 1/12/2025 – P&C AGM/final 2025 meeting, 9:15am, School library
• Implement sanitisation station in canteen	Lizzie/Sharon	
• Look into printer options for the canteen	Brett/Lizzie/Sharon	
• Develop P&C letter, flyer w QR code, signup sheet for parent expo	Jara/Samantha	
• Order 5x sports gazebos	Nathan/Andrew	
• Finalise P&C logo options	Jara/Samatha	
• Escalate blueberry toxicity concerns	Nathan	
• Look into ethics class options	Nathan	
• P&C endorsements for year 6 graduation	Jara	
• Arrange for Spanish tutor and requirements	Jara	
• Draft council submission re new footpath	Alice	
• Look into sharing Maggie Dent resources	Jara/Michelle	

