



Date: 01/09/2025

Time: 9:15 – 10:20am

Venue: SBPS Staff Room

Attendees:

Nathan, Jara, Amie, Lea, Brett, Sharon, Lizzie,
Samatha, Chloe

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

1. Review of previous meeting

- Reinstate Amie Wallace as Co-Vice President on school website and on BCU account
- Put tea towel fundraiser in Flexischools -sort final order
- Book parade sausage sizzle organisation
- 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
- Brett to be added to librarian employment panel
- Arrange for German and Spanish tutors and requirements
- Check if community agreements required for language classes
- Michelle to email Jara with names of recent state representatives
- Jara to purchase Visa gift cards for state sports stars
- Develop/organise congratulatory cards to go alongside gift cards
- Look into new gazebo for sport events and new sports singlets

2. Memberships

- No new members joined the P&C this month.
- A correction has been made on the bank account and school website re Amie Wallace being mistakenly removed as Vice President.

3. Fundraising

- Tea towels – Jara has prepared and sent the pack to Expressions Australia. Once the tea towels are ready for purchase they will be added to Flexischools and then on the close date the order will be put through.
- Father's Day stall – happening today 1/09/2025 with 240+ gifts purchased to date.
- Book Parade – the P&C will run a sausage sizzle on Thursday 4/9/25. Sharon and Lizzie will organise the logistics, Gabe Meagher and other volunteers will cook and serve.
- 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 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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- This week, a basket of non-perishable goodies, from the P&C, will be organised by Lizzie for School Recognition Week to celebrate our amazing support staff.
- On the radar – 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 July/August
 - Income – \$10,299.55
 - Expenses – \$9,374.84
 - Profit – \$924.71
 - Balance - \$36,669.83
- Fundraising Account for July/August
 - Income – \$2
 - Expenses – \$1,223
 - Profit – \$1,221
 - Balance - \$710.33
- The ATO office has confirmed they provided an incorrect activity statement and will send an amended one out. Brett will action as required.

6. Principal's Report

- Nathan provided three quotes for sports gazebo costings. The P&C voted on an option. Nathan will now talk to Andrew with regards to arranging for designs etc to be organised. Waiting for results on an audit of sports singlet requirements. School to pay for some singlets and the P&C for additional.

7. Other

- Language tutoring update. German lessons will commence next Tuesday 9/09/2025. A community hire agreement was lodged, noting there is no room hire fee. Will start with the German lessons, while Jara and Nathan continue to search 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.
- New \$100 state sport donations process established. Jara purchased 10x Visa \$100 gift cards and Samantha created congratulatory cards to go with each voucher. Six vouchers were provided in the past month.
- Mini Fete – will be at end of Term 3 on Tuesday 23/9/25 from 1pm. The P&C will run a disco, with K-2 time commencing approximately half an hour after the start of the fete, followed by 3-6. Playlists and lighting need to be arranged.
- The last Kindy transition day, with the parent expo, will be held on 29/10/2025. A flyer on the activities of the P&C will be developed and handed out on the day to try to boost P&C member numbers in the new year. In addition, the merits of creating a new online form to scope out parent/carer availability for volunteering, to be sent out to the parent mailing list, will be considered once Michelle returns.





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- 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:
• Put tea towel fundraiser in Flexischools -sort final order	Jara/Alice	• 4/09/2025 - Book parade, P&C sausage sizzle, 12pm
• Finalise book parade sausage sizzle organisation	Sharon	• 23/09/2025 - P&C meeting, 11am, Location TBC
• Lock in a date with Seaview Tavern for musical bingo	Brett	• 23/09/2025 – Mini fete, P&C disco in the school hall, 1.30pm
• Implement sanitisation station in canteen	Lizzie/Sharon	
• Look into coffee machine purchase and training for P&C fundraisers	Brett/Michelle	
• Organise basket for support staff for School Recognition Week	Lizzie/Jara/Sam	
• Action amended ATO activity statement	Brett	
• Organise design examples for 5x sports gazebos	Nathan/Andrew	
• Arrange for Spanish tutor and requirements	Jara	
• Organise playlist and activities for mini fete disco	Jara/Sam/Sharon	
• Develop P&C flyer for kindy transition day parent expo	Jara/Sam/Sharon	
• Look into creating a new online volunteering form to be sent to mailing list	Jara/Michelle	
• Look into sharing Maggie Dent resources	Jara/Michelle	