

APS P&C General Meeting



Monday 4 Aug 2025, 7:00 - 8:10pm Australia/Perth, Albany Primary School Staff Room / Google Meet
Andrea Smithson, Brodie Lewis, Cathy Willis, Jane Hare, Jenna van Nierop, Kelsie Lewis, Linsey McFarlane, Natasha Leggett
Absentees: Albany Primary P&C Assoc, Bob Quinn, Sonja Bishopp

MINUTES

1. Welcome & Apologies

Natasha Leggett

Reminder - All motions voted on by show of hands.

Members Present - Angela Ritchie, Andrea Smithson, Brodie Lewis, Cathy Willis, Jane Hare, Jenna van Nierop, Kelsie Lewis, Linsey McFarlane, Maria Blomberg, Natasha Leggett,
Apologies - Felicity, Bob, Sonja, Linsey

2. Minute - Meeting -12 May 2025

Brodie Lewis

Motion - That the minutes of the previous meeting held on 12/5/2025 are confirmed	
Moved - Jane	Seconded - Jenna

 APS P&C General Meeting minutes - 2025-05-12.pdf
Brodie Lewis

3. Minutes - Meeting - 9 June 2025

Brodie Lewis

Motion - That the minutes of the previous meeting held on 9/6/2025 are confirmed	
Moved - Jane	Seconded - Maria

 Executive Meeting minutes - 2025-06-09.pdf
Brodie Lewis

4. Review of Outstanding Actions

Natasha Leggett

- **Uploading Minutes:** Ratified minutes will be emailed as PDFs to the school administration for uploading to the P&Cs page on the website.

- **Yearly Planner:** A full-year planner was discussed, as many school events are not scheduled far in advance. It was agreed that a rolling two-term calendar of key school dates would be requested from the school and included in future P&C meeting agendas.
- **Uniform Shop Visitors:** The shop currently has sufficient volunteers. The need for weekly opening will continue to be monitored based on visitor numbers and volunteer availability.
- **\$50k Commitment:** The P&C's \$50,000 election commitment for the court resurfacing is separate from a new \$50,000 grant the school also successfully applied for. P&C to promote the election commitment outcome.
- **Donor Spreadsheet:** A spreadsheet has been created and shared with the relevant committee members.

- ☐ BL to prep minutes x4 for APS website & annual report

Brodie Lewis

- ☐ Develop calendar of upcoming events (APS/PAC) for future general meetings

Brodie Lewis, Cathy Willis

- ☒ ~~Promote \$50k commitment~~

Jane Hare • Completed 27 Oct 2025

5. Correspondence In

Natasha Leggett

The following correspondence has been received since the last meeting -

- **Spriggy** RE fee structure
- **Department of Education** RE Court Resurfacing Commitments
- **Bendigo Bank** - Bank Statements (July 2025)
- **WACSSO** - 2025/26 Affiliation
- **ATO** - Confirmation of charitable tax status
- **School Fun Run** - Promotional Materials
- **WACSSO** - Promotional materials
- **Ride to School Day** - Promotional Materials

- ☐ BL to Scan ATO corro to Google Drive

Brodie Lewis

6. Budget Requests

Natasha Leggett

Budget Request & Financial Motion A budget request was received from a Year 1 student for fairy garden toys and other play equipment.

Conflicts of interests were declared from Natasha, Linsey & Brodie (year 1 parents).

The request was discussed. It was noted that while some sports equipment was available from the school, there was a clear need for more fairy garden play items for the Year 1 area. Sourcing from retailers compliant with Australian consumer law was preferred for safety.

Cathy noted that APS had previously purchased similar equipment, and that APS could purchase these items.

☒ ~~Cathy & School to coordinate purchase of fairy garden items~~

Cathy Willis · Completed 27 Oct 2025

7. Financial Motions

Natasha Leggett

7.1. Financial Motion - T3 Budget Requests

Natasha Leggett

Proposed Financial Motion - That the P&C support the budget request from Hazel L and provide \$200 for that request subject to the discussion at item 6.

Moved - Jane

Seconded - Brodie

8. Exec Reports

Natasha Leggett

8.1. President

Natasha Leggett

Report

1. Exec/Open Meeting at Dune

Our recent Exec/Open meeting held at Dune was a great success. The 3:30pm timeslot proved to be a hit, making it easier for members to attend. The kids also seemed to get on well and enjoyed the many bowls of chips ordered. A big thank you to everyone who made it along and contributed.

2. Safer Access to School – City of Albany Update

I've followed up with the City of Albany regarding our concerns around safer access to the school. In response, the City has advised that they will be releasing a community survey shortly. This will help them better understand the specific issues parents and students are facing. I strongly encourage all families to take part in the survey once it's released, your input will be vital in shaping any future improvements.

3. Thank you to Sonja for doing an amazing job in the social media space. We now have an instagram account that is linked to the main facebook page. Follow albany_primary_school_pandc. We have definitely promoted more about what we do and what we've donated to the school.

Thank you for your support and continued engagement in our P&C activities.

Minutes

- The recent 3:30pm meeting time was successful in boosting attendance and will be used again.
- The City of Albany will be releasing a community survey regarding safer access to the school, which the P&C will promote.
- Thanks were given for the excellent progress on the P&C's social media presence, including the new Instagram page.

☒ ~~Follow APS P&C on Facebook & Instagram~~

Brodie Lewis, Albany Primary P&C Assoc, Andrea Smithson, Bob Quinn, Cathy Willis, Jane Hare, Jenna van Nierop, Kelsie Lewis, Linsey McFarlane, Natasha Leggett, Sonja Bishopp · Completed 27 Oct 2025

8.2. Treasurer

Jenna van Nierop

Discussion

- The budget has been updated with all approved projects.
- The Uniform Shop has made a \$14,000 profit for the year to date.
- As the school has secured sufficient funding for the court resurfacing, the \$10,000 allocated by the P&C is no longer required for that project.
- These funds will be reallocated at our T4 general meeting.

 4 August 2025 Treasurers Report - Google Docs-merged.pdf
Brodie Lewis

8.3. Principal

Cathy Willis

- Enrolments are strong at 396, with two Kindy classes planned for next year for the first time in several years.
- Staffing updates were provided.
- The school successfully secured a \$50,000 grant for the court upgrade. Combined with the election commitment, this will allow for a full replacement of the surface and basketball/netball poles. The project will be managed by the Department of Finance.
- The school's "Big Afternoon Out" is scheduled for Wednesday, 17 September. The P&C was invited to have a presence at the event (e.g., a stall, raffle, or activity).

☐ Email Cathy for written report
Brodie Lewis

☒ ~~Consider plan for school open afternoon (Tash et al)~~
Brodie Lewis · Completed 27 Oct 2025

9. Committee Reports

Natasha Leggett

9.1. Fathering Project

Bob Quinn

No items to report.

9.2. Fundraising Committee

Linsey McFarlane

- The provided report outlines the recent Heroes Disco event, with lessons learned for future events.
- A need to restock faction-coloured zinc and temporary tattoos was identified.
- A formal financial motion for the purchase will be prepared for the next Executive meeting to ensure adequate lead time before the Term 4 carnival.

- ☒ ~~Prep financial motion for next meeting RE tattoos & zinc~~

Linsey McFarlane · Completed 27 Oct 2025

- ☒ ~~Investigate zinc ordering~~

Andrea Smithson · Completed 27 Oct 2025



2025 Heroes Disco Event Outline.pdf

Brodie Lewis



20250804 Fundraising Report for P&C Meeting.pdf

Brodie Lewis

9.3. Sustainability Committee

Andrea Smithson

- The committee successfully secured a WA Bike Month grant, which will provide a package of prizes for events next term.
- Plans are underway for a "Winter Walk to School Week" in Week 5.
- Following discussion, it was decided to continue with the current model of rotating the "Your Move" student team every six months to provide the opportunity to more students.



BL to add report PDF

Brodie Lewis



Sustainability Committee Report Aug25.docx

Brodie Lewis

9.4. Uniform Shop Committee

Kelsie Lewis

- The back-to-school order has been placed.
- A discussion was held about the Uniform Shop making a donation back to the P&C from its profits.
- The financial position will be reviewed in December, after the main back-to-school order is paid for, to determine a suitable donation amount.



BL to add report PDF

Brodie Lewis



Review Uniform Shop P&L and consider provision of funds to APSPAC

Jenna van Nierop, Kelsie Lewis · Due 1 Dec 2025



4 August 2025 Uniform Shop Report.docx - Google Docs-merged.pdf

Brodie Lewis



Uniform co-ordinator report 4 August 2025.docx

Brodie Lewis

10. Other Business

Natasha Leggett

- **Footpath Link:** The status of the proposed footpath link from Suffolk Street was discussed. The project is complex due to potential underground services, slope, and the need for City of Albany approvals.

- **Rio Tinto Grant:** The footpath link had been earmarked as our submission for this grant. Discussion was held around what to do instead.
- Given the complexity of the footpath project, it was decided to pursue the grant for a different project.
- Members proposed investigation of professional repainting and refurbishment of the playground fort.

11. Review of New Actions

Brodie Lewis

12. Next Meeting and Upcoming Events

Brodie Lewis

The next meeting will be 3.30pm on Monday 1 September at Dune.

ACTION ITEMS

Items created in this meeting:

- ☒ ~~From Exec Meeting 9/6/25~~ Uploading Meeting Minutes & Annual Report to APS Webpage
Brodie Lewis · **Completed** 4 Aug 2025
- ☒ ~~From Exec Meeting 9/6/25~~ Minutes and Agenda to be sent as PDF in future
Brodie Lewis · **Completed** 4 Aug 2025
- ☒ ~~From Exec Meeting 9/6/25~~ Follow Up Cathy to seek a yearly planner of key activities
Natasha Leggett · **Completed** 4 Aug 2025
- ☒ ~~From Exec Meeting 9/6/25~~ Ask volunteers to count visitors to see if the uniform shop can open one day a week
Kelsie Lewis · **Completed** 4 Aug 2025
- ☒ ~~From Exec Meeting 9/6/25~~ Start compiling spreadsheet of donors / trade families
Natasha Leggett, Jane Hare · **Completed** 4 Aug 2025
- ☐ BL to prep minutes x4 for APS website & annual report
Brodie Lewis
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- ☐ Develop calendar of upcoming events (APS/PAC) for future general meetings
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Correspondence In

- ☒ ~~Cathy & School to coordinate purchase of fairy garden items~~
Cathy Willis · **Completed** 27 Oct 2025
Budget Requests
- ☒ ~~Follow APS P&C on Facebook & Instagram~~
Brodie Lewis, Albany Primary P&C Assoc, Andrea Smithson, Bob Quinn, Cathy Willis, Jane Hare, Jenna van Nierop, Kelsie Lewis, Linsey McFarlane, Natasha Leggett, Sonja Bishopp · **Completed** 27 Oct 2025
President
- ☐ Email Cathy for written report
Brodie Lewis
Principal
- ☒ ~~Consider plan for school open afternoon (Tash et al)~~
Brodie Lewis · **Completed** 27 Oct 2025
Principal
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Fundraising Committee
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Fundraising Committee
- ☐ BL to add report PDF
Brodie Lewis
Sustainability Committee
- ☐ BL to add report PDF
Brodie Lewis
Uniform Shop Committee
- ☐ Review Uniform Shop P&L and consider provision of funds to APSPAC
Jenna van Nierop, Kelsie Lewis · **Due** 1 Dec 2025
Uniform Shop Committee

Items completed since last meeting:

- ☒ ~~Follow up Kylee Weadley about donation from quiz night~~
Amber Cekerevac · **Completed** 9 Jun 2025
Treasurer · **Created** 21 Oct 2024
- ☒ ~~Meeting recommends we review the current uniform approach and survey parents and kids about the suitability of current uniform items. Natasha to coordinate in the new year with sufficient time to coordinate the following year's order.~~
Natasha Leggett · **Completed** 9 Jun 2025
Uniform Shop Committee · **Created** 21 Oct 2024
- ☒ ~~Cathy to investigate footpath link. Get in touch with Linsey for more information.~~
Natasha Leggett · **Completed** 27 Oct 2025
Budget Review Committee - Request Endorsement · **Created** 12 May 2025