

General Meeting T4



Monday 27 Oct 2025, 7:00 - 8:00pm Australia/Perth, Albany Primary School Staff Room / Google Meet
Andrea Smithson, Brodie Lewis, Cathy Willis, Jane Hare, Kelsie Lewis, Linsey McFarlane, Natasha Leggett
Absentees: Albany Primary P&C Assoc, Bob Quinn, Jenna van Nierop, Sonja Bishopp

MINUTES

1. Welcome & Apologies


Natasha Leggett


Apologies - Jenna, Bob, Felicity, Sonia


2. Minutes of the Previous Meeting

Brodie Lewis

Motion - That the minutes of the previous meeting held on 4 August 2025 are confirmed	
Moved - Jane	Seconded - Andrea
Motion - That the minutes of the previous Executive Meeting held on 1 September 2025 are confirmed	
Moved - Tash	Seconded - Jane
Motion - That the minutes of the previous Executive Meeting held on 19 September 2025 are confirmed	
Moved - Tash	Seconded - Kelsie

 APS P&C General Meeting minutes - 2025-08-04.pdf
Brodie Lewis

 Open - Exec Meeting minutes - 2025-09-01.pdf
Natasha Leggett

 Executive Meeting minutes - 2025-09-19.pdf
Natasha Leggett

3. Review of Outstanding Actions

Natasha Leggett

Completed actions:

- Fairy garden purchases - completed
- Facebook/Instagram follow promotion - completed
- Open afternoon - completed
- Tattoos and zinc - zinc ordered
- \$50k commitment promotion - completed

Other actions remain open (at end of agenda paper).

4. Correspondence In

Brodie Lewis

The following correspondence has been received since the last meeting -

- Correspondence related to School Connectivity Survey
- Ideas from Kids Survey at Big Afternoon Out

5. Budget Review Committee Report

Natasha Leggett

Fort Painting Update

Summary: Repaint of existing painted areas in faction colors on weekends when weather permits to progress. Not painting new areas.

Soccer Goals/Nets

- Two rusted soccer goals being repaired under Falls Management at no cost
- Concrete manhole near soccer area cannot be covered as it's bore access
- Endorsed purchase of two additional nets for other goals (approximately \$200-300 each)
- Will hold off on purchasing additional nets until current ones prove inadequate

Order two nets and send invoice to P&C

Cathy Willis

Notify Bruce & Fred when nets arrive for installation

Cathy Willis

Lower Car Park Footpath

Summary: Alan Miller (parent and City employee) assisted with plans and suggested contractors. Quote received for \$10,700 ex GST (~\$10,000).

Decision: Proposal approved - \$5,000 P&C funds, \$5,000 from Rio Tinto grant if successful.

Other Requests were as tabled in the Review Meeting Minutes.

Bike Ed Funding Discussion

Summary: Request to fund Bike Ed (~\$6,600) from P&C rather than grants to spread delivery over full year instead of squeezing into Terms 1-2. This year had tight turnaround with Department of Transport and Connecting Schools grant.

Decisions:

- Outdoor blinds expenditure to be supported but not funded - pending quotes to review when funding permits
- Bike Ed supported up to \$6,000 from P&C funds

- Still to apply for Connecting Schools grant to potentially cover partial costs (e.g., 2 year groups plus bike rack)
- Grant application to also include bike racks for junior area

Actions:

- Andrea to submit Connecting Schools grant application including consideration of partial Bike Ed funding plus bike racks
- Budget Review Committee to review final outdoor blinds costings once confirmed

 Term 4 2025 Budget Review Meeting - Minutes.pdf

Natasha Leggett

6. Financial Motions

Natasha Leggett

6.1. Budget Review Projects

Natasha Leggett

Financial Motion: Following the recommendations of the Budget Review process for Term 4 2025, the APS P&C approves the following expenditure to the maximum amount allocated in the table below. Should quotes exceed the maximum amount allowed, a new financial motion will need to be raised or alternative funding sought.

Moved - Tash

Seconded - Kelsie

Motion: The the P&C approve the P&C President to submit a Rio Tinto Community Giving grant, requesting \$5,000 to go towards construction of the lower school car park footpath link.

Moved - Tash

Seconded - Jane

Project	Maximum P&C Funds	Grants (tbc)	Total Cost
Pathway - Lower Car Park	\$5,000	\$5,000	\$10,000
Video equipment	\$1,900	nil	\$1,900
Aboriginal Play Resources	\$200	nil	\$200
Bike Ed (all years)	\$6,000	tbc	\$6,000
Year 1/2 outdoor play resources	\$2,000	nil	\$2,000
Total	\$15,100	\$5,000+	\$20,100

6.2. Faction Carnival Hair ties

Natasha Leggett

Note - The below motion was not tabled in accordance with the minimum notice period for General Meetings. It was carried by a majority of the P&C Executive with the support of all present at the meeting.

Motion: The the P&C approve up to \$300 for the purchase of faction hair ribbons, as per previous quote.	
Moved - Tash	Seconded - Linsey

6.3. Kindy/PP P&C welcome packs

Natasha Leggett

Note - The below motion was not tabled in accordance with the minimum notice period for General Meetings. It was carried by a majority of the P&C Executive with the support of all present at the meeting.

Motion: The the P&C approve up to \$50 for the purchase of chocolates and tea bags to go into the P&C welcome packs that are included, as part of the Kindy/PP information sessions.	
Moved - Tash	Seconded - Kelsie

7. Exec Reports

Natasha Leggett

7.1. President

Natasha Leggett

- **APS Arvo Out:** Thanks to Jenna and Jane who staffed table collecting project ideas. **148 ideas collected** and categorized to align with Budget Request process - will inform future spending.
- **Campbell Road Update:** Councillor Terry called to advise small budget allocated for Campbell Road improvements. Now that Rebecca Stevens elected as councillor, will approach again for more momentum on this issue.
- **Budget Request Process Feedback:** Only 23 formal requests received this year (similar to previous years) vs 148 ideas at one-hour event. Seeking feedback on process.
 - **Suggestions:**
 - Do similar exercise at Term 1 sundowner
 - Have community vote on shortlisted ideas rather than formal request submission
 - **Summary of ideas:** Some ambitious (flamingos, swimming pools, magic lessons) but many achievable including water play day, incursions/excursions
- **Thanks:** To Cathy, admin, staff, and all volunteers for efforts in 2025
- **Week 7 Sundowner:** Informal celebration at Dune (won gift card at WAC conference, converting to cash for food purchases). 3:30pm after school. Will include ideas collection activity.
- **AGM:** Term 1, Week 3

Approach Rebecca Stevens about Campbell Road improvements

Natasha Leggett


- [Budget Review Committee] to meet in Term 1 to discuss budget request process changes
Brodie Lewis

 2025 IDEAS REQUESTS.pdf
Natasha Leggett

7.2. Treasurer

Jenna van Nierop

The meeting noted the report.

 27 October 2025 Treasurers Report-merged.pdf
Brodie Lewis

7.3. Principal

Cathy Willis

- **Kindy/Pre-Primary Parent Meeting:** Wednesday 19 November, Week 6, 9:00am
 - For both Kindy and Pre-Primary parents (same information presented)
 - Typically only new Pre-Primary parents attend as Kindy parents heard presentation previous year
 - 67 families total (33 + 34 in two Kindy classes)
- **Planning:** Currently planning class structures and budgets for 2026
- **Long Service Leave:** Starting Week 7 (24 November) for final 4 weeks of term
 - Sarah Eley: Acting Principal
 - Will not be present at sundowner but will attend Board meeting week before
- Coordinate fort painting, soccer net repairs, and outdoor blinds quotes with contractors
Cathy Willis
- Follow up with contractor about outdoor blinds when he returns from leave next week
Cathy Willis

8. Committee Reports

Natasha Leggett

8.1. Fundraising Committee

Linsey McFarlane

Halloween Disco:

- Still need volunteers for junior disco and pizza handout helpers
- Extended deadline for ticket sales, capped ticket numbers
- Pizzas ordered
- Lollies purchased for entry (fun-size Mars bar or Skittles - no nuts)

- Need to communicate on Facebook: NOT trick-or-treat style with lolly bags, just entry lolly plus drink and exit pizza
- Nearly at full volunteer capacity except coordinator role
- Jane agreed to coordinate


Car Boot Sale:

- Sonja coordinating
- Looking at dates around Week 7, late November (avoiding show weekend, possibly City of Albany Athletics day)
- Low-key event, people responsible for own stalls
- Minimal volunteer requirements

Quiz Night (2026):

Major fundraiser typically held Term 3. Discussion about timing given funding needs. Term 3 works well (weather-independent, fills gap in after-school activities). If approved requests pending funding, quiz night provides something to fundraise for. Time between now and then allows grant funding applications.

Decision: Keep quiz night in Term 3 2026

 20251027 Fundraising Report for P&C Meeting.docx
Natasha Leggett

8.2. Sustainability Committee

Andrea Smithson

WA Bike Month:

- Grant-funded project underway
- Your Move students leading and arranging prize draws (Weeks 1-3)
- Received prizes as grant, no money handling required
- Photos needed for acquittal

Connecting Schools Grant 2025/6:

- Applications open, close 3 November
- Up to \$7,500 available
- Will apply for partial Bike Ed funding (approximately 2 year groups based on last year's costs) plus bike rack for junior area

Tag On Program was discussed -

- Technology with kiosks and fobs for students to tag arrival and transport method
- Would replace intensive spreadsheet system for Active Transport Challenge
- Cannot fund through this year's grant structure (regional schools excluded from relevant category)
- Future consideration

Sub-committee Changes -

- Lisa Draper and Kate Marwick joining committee

- Maria Blomberg not on committee for 2026

8.3. Uniform Shop Committee

Rebecca Wallace


Pricing Changes for 2026:


- Polos increasing by \$1
- Jackets staying same price (already expensive, sufficient markup to cover freight)
- Hats staying same price

Operating Hours Change:

- Tuesday afternoons changed from 2:45pm to 3:00pm
- Helps volunteers and avoids disrupting class in progress

Financial Position: Approximately \$25,000 in funds. After back-to-school order at end of year, will know amount available to return to P&C funds.

 27 October 2025 Uniform Shop Report-merged.pdf
Brodie Lewis

 Uniform co-ordinator report 27 October 2025.docx
Brodie Lewis

9. Other Business

Natasha Leggett

9.1. AGM Promo & Prep

Natasha Leggett

AGM Timing: Term 1, Week 3 - keeping at 7:00pm (discussion about 3:30pm but conflicts with staff meetings)

Committee Roles: All positions declared vacant at AGM. Discussion around succession planning - if both President and Vice President stand down simultaneously, creates gap. Looking for parents of younger students (PP/Year 1) to get involved to give committee a mix across year groups.

- Promotion for position vacancies starting soon
- Raise at Week 7 sundowner to gauge interest
- Those stepping back from office bearer roles willing to take other committee positions

Annual Report:

- Must be ready by Week 1 Term 1 to allow 2 weeks promotion before AGM
- Sub-coordinators need to provide reports (will be trimmed for easy consumption)
- Need photos of purchased items/projects (not just kids)
- Photos must be screened/approved for use

- All committees to prepare annual reports for Annual Report compilation

Brodie Lewis

- Prepare annual report draft for review before back to school

Brodie Lewis

- Raise P&C roles to all present at Week 7 sundowner

Natasha Leggett

9.2. P&C Sundowner

Natasha Leggett

- Very informal, primarily "thank you" event
- Will include budget ideas collection activity
- Inviting sponsors and volunteers who supported events throughout year
- Politicians/councillors invited based on past support (not political position) - already captured in sponsor/volunteer database

10. Review of New Actions

Brodie Lewis

11. Next Meeting and Upcoming Events

Brodie Lewis

ACTION ITEMS

Items created in this meeting:

- Order two nets and send invoice to P&C

Cathy Willis

Budget Review Committee Report

- Notify Bruce & Fred when nets arrive for installation

Cathy Willis

Budget Review Committee Report

- Approach Rebecca Stevens about Campbell Road improvements

Natasha Leggett

President

- [Budget Review Committee] to meet in Term 1 to discuss budget request process changes

Brodie Lewis · Due 9 Feb 2026

President

- Coordinate fort painting, soccer net repairs, and outdoor blinds quotes with contractors

Cathy Willis

Principal

- Follow up with contractor about outdoor blinds when he returns from leave next week
Cathy Willis
Principal
- All committees to prepare annual reports for Annual Report compilation
Brodie Lewis
AGM Promo & Prep
- Prepare annual report draft for review before back to school
Brodie Lewis
AGM Promo & Prep
- Raise P&C roles to all present at Week 7 sundowner
Natasha Leggett
AGM Promo & Prep

Items open from previous meetings:

- BL to prep minutes x4 for APS website & annual report
Brodie Lewis
Review of Outstanding Actions · Created 4 Aug 2025
- Develop calendar of upcoming events (APS/PAC) for future general meetings
Brodie Lewis, Cathy Willis
Review of Outstanding Actions · Created 4 Aug 2025
- BL to Scan ATO corro to Google Drive
Brodie Lewis
Correspondence In · Created 4 Aug 2025
- Email Cathy for written report
Brodie Lewis
Principal · Created 4 Aug 2025
- BL to add report PDF
Brodie Lewis
Sustainability Committee · Created 4 Aug 2025
- BL to add report PDF
Brodie Lewis
Uniform Shop Committee · Created 4 Aug 2025
- Review Uniform Shop P&L and consider provision of funds to APSPAC
Jenna van Nierop, Kelsie Lewis · Due 1 Dec 2025
Uniform Shop Committee · Created 4 Aug 2025

Items completed since last meeting:

- ~~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
- ~~From Exec Meeting 9/6/25 - Uploading Meeting Minutes & Annual Report to APS Webpage~~
Brodie Lewis · Completed 4 Aug 2025
Created 4 Aug 2025

- Promote \$50k commitment**
Jane Hare · **Completed** 27 Oct 2025
Review of Outstanding Actions · **Created** 4 Aug 2025
- Cathy & School to coordinate purchase of fairy garden items**
Cathy Willis · **Completed** 27 Oct 2025
Budget Requests · **Created** 4 Aug 2025
- 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 · **Created** 4 Aug 2025
- Consider plan for school open afternoon (Tash et al)**
Brodie Lewis · **Completed** 27 Oct 2025
Principal · **Created** 4 Aug 2025
- Prep financial motion for next meeting RE tattoos & zinc**
Linsey McFarlane · **Completed** 27 Oct 2025
Fundraising Committee · **Created** 4 Aug 2025
- Investigate zinc ordering**
Andrea Smithson · **Completed** 27 Oct 2025
Fundraising Committee · **Created** 4 Aug 2025