

Bassendean Primary School P&C Association
Minutes of General Meeting
24 February 2026

Held: Bassendean Primary School Library

Meeting Opened: 6:04pm

Attendance	Paul Williams, Peter Harty, Rebecca Lowe, Olivia Bauer, Amy Calabrese, Amanda Johnston, Rosemary Mullan, Marnie Howell, Hannah Spencer-Matthews, Karen Ross, Sherryn Gallagher, Tim Sadleir, Sheree Harris
Apologies	Kate Grobicki, Katie Austin

Acknowledgement of Country:

I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Wadjuk Noongar people. It is a privilege to be standing on Wadjuk country.

I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.

Confirmation of Minutes of Previous Meeting
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Approval of Previous Minutes:

- Minutes of the General Meeting on **28 October 2025** taken as read and confirmed as a true and accurate record: **Approved**
- Minutes of the AGM **20 February 2026** taken as read and confirmed as a true and accurate record: **Approved**

Business Arising from Previous Minutes

1. Feedback from events held: Kindy welcome morning teas, movie night: Olivia Bauer
 - a. Kindy Morning Tea
 - i. Well received, easy to organise
 - ii. If running in 2027 add information into the Kindy Induction Pack
 - iii. Suggestion to open event up to new families for any year group
 - b. Movie Night
 - i. Some students unsupervised: Communications in future years to emphasise that it is a family event and supervision required
 - ii. Movie needs to be more kid friendly
 - iii. Start/end time was good, proximity to canteen was good
 - iv. Earlier organisation of Pizza Hut deal for portion of profits to P&C or consider a pre-order arrangement with Basso Pizza. **Action: Rosemary Mullan to investigate**

2. Lunch Box Hub Update: Mandy Johnston
 - a. Good volunteer base
 - b. **Action: review menu so it's more "green light" friendly - Mandy Johnston and Sherryn Gallagher**

Correspondence

Correspondence In:

1. WACSSO: calling for nominations to fill the position of State Councillor to represent the Swan East Electorate. Due April 3
2. Dave Kelly Funding Information

Correspondence Out: Nil

Reports

1. Outgoing President: Olivia Bauer (**Appendix 1**)
Comment: Emily Rhodes to take on Facebook communications but each event organisers or P&C role is responsible for their own posts and communications
2. Treasurer: Karen Ross (**Appendix 2**)
3. Principal: Peter Harty (**Appendix 3**)
Comments:
 - a. Discussion regarding “flipped recess”: kids play first then eat & then safely make their way back to class (kids are able to eat if they would rather).
 - b. Design received for nature play area in Kindy/Pre-Primary – may get P&C request to support
 - i. Option – Bendigo Bank grant – **Action: Rebecca Lowe to investigate**
 - c. Camp Australia give \$2000 yearly back to school for community engagement (could be \$500/term)
 - i. Options could include coffee van / ice creams / Mother’s Day / Father’s Day
Action: For ongoing discussion by Executive Committee or at future meetings
 - d. Camp Australia is increasing their capacity from 39 to ~50
 - i. This increase in students would limit P&C access to the space
 - e. Peter would like to remove funding request for Maths & English donations for 2026 (\$3000)

Funding Requests

Item	Amount	Requestor	Action
P&C Hub/Learning Space Upgrade and swap: Cabinetry Music Room Cabinetry	\$4072 (Total cost \$16072: school to contribute remainder)	Peter Harty	Approved by Executive Committee prior to meeting
Cross country ribbons	\$500	Peter Harty	Approved
Teachers Resources	\$100 per classroom	Peter Harty	Approved
Nature Playground in Junior School	\$10,000	Peter Harty	Approved – funding to be raised, seek out grants etc
Graduation Gift	\$50	Peter Harty	Approved
FUTURE: Yarning Circle	N/A Future project to put on our radar		

Events / Fundraising

Term 1

Event	Details	Date	P&C Contact
Easter Raffle	Amount Approved: \$100 Families to donate Easter chocolate items or other gifts	OPTION: Draw the Raffle 2 nd April at Assembly Final week of Term 1	Hannah Spencer-Matthews Rosemary Mullan Tim Sadleir
Hot Cross Bun Fundraiser	Preorder hot cross buns and drink	Last week of term 1	Karen Ross – TBC with Exec Committee

Term 2			
Event	Details	Date	P&C Contact
Mother's Day Event	?Coffee cart Pre order Australian items – Smart Gifts	Week of 4 th May (2 nd week Term 2) Note: during swimming lessons week	Sub-committee to decide details: Sherryn Gallagher, Hannah Spencer-Matthews, Sheree Harris, Rebecca Lowe, Marnie Howell, Amy Calabrese
Cross Country	Icypoles for students Amount Approved: \$150	Wed 20 May	
General Business			
<ol style="list-style-type: none"> 1. Costco/Woolworths/Costco/Bunnings/IGA donations – Action: Karen Ross to approach companies early in the year before their donation budget is exhausted 2. Bunnings Sausage Sizzle –Will be allocated a date, which we can decline if it doesn't suit. Suggestions to approach Robbs Craft Butchery, Bassendean for donations. Approved to apply for date as a fundraising event 3. Grants - Town of Bassendean / Hawaiian – Marnie Howell offered to assist as has background in grant writing. Action Marnie Howell to meet with Karen Ross & Rebecca Lowe 4. Additional funding for Nature Playground in Kindy/PP area <ol style="list-style-type: none"> a. Already have \$35 000 from grant from Labour Government/Dave Kelly b. Initial quote \$55,000, school required to arrange additional quotes c. Option to seek additional funding from Labour/Dave Kelly given higher cost of playground d. Additional grants may be available through Town of Bassendean, Hawaiian group e. Good item to use for fundraising "goal" for school community 5. Uniform Shop – Sheree – New Service Agreement with Wanneroo Uniforms. <ol style="list-style-type: none"> a. Might need to extend sizing up to adult smalls. Action: Sheree Harris to send agreement to Peter Harty 6. Date and time of future P&C Meetings – TBC 7. Colour Run – Action: Mandy Johnston, Rebecca Lower and Hannah Spencer-Matthews to discuss 8. Bring P&C Appreciation certificates to each meeting to be signed 			
Next Meeting			
The next meeting will be held: [TBC]			

Appendix 1

Bassendean Primary School P&C

Term 1, 2026

President's Report

Hi All,

Term 4 of 2025 tends to be a quieter term for events and fundraising but we still did well!

Term 4 Funds Raised

1. Leanne Glossop Real Estate Referral - \$500
2. Containers for Change - \$93
3. Birthday buckets - \$600
4. Krispy Kremes - \$680
5. Spooky Disco - \$1000+
6. Dave Kelly Labor MP - \$980

Did you know we've already done \$11,500+ in sales in 2026? And more than \$100 of that is second hand item purchases (100% profit items).

A big shout out to Sheree who ensures all students have access to uniforms day in day out. This service doesn't run at a profit, but it's critical for the school – thank you so much!

The P&C also took over the Lunchbox distribution on Wednesdays, and it was so good to see the community to step up and help out. It's such a great midweek break from lunchbox-making for many parents, so let's hope we can keep it up into 2026.

We finally also closed out the soccer goal installation – creating two half pitches for kids to enjoy, without the ball going into the street or potentially onto vehicles.

It has been such a privilege to work with you all and raise so much money to contribute to the school. We still have the \$35,000 from Labor's election promise to spend this year & I'm looking forward to seeing what becomes of those funds.

You will be in excellent hands with the new leadership team both at the P&C and the school. I can't wait to see what is next for us.

This is my final "president's report" and it caps off an incredible year of fundraising – making significant contributions to school resources and improvements possible. This is all because of the community that you are & the school is lucky to have such passionate, dedicated people. Thank you for all your effort, thoughts and time. Thanks for supporting me in this role and just being a fabulous group of people.

Term 4: mission accomplished! *virtual confetti toss*

Olivia Bauer

Bassendean Former P&C President

Appendix 2

TREASURER'S REPORT

Bassendean Primary School P&C Association

Presented – P&C General Meeting 24/02/2026

Attached is the financial report to be included in the next general meeting.

This contains a summary of 2025 activity - the President is required to sign on behalf of P&C to acknowledge we are solvent - which we are!

Term 4 highlights

- Fundraising activities and social events raised **\$34,800 this year**
- we were able to make donations made to school community of **\$14K in term 4, with a total of \$31,600 for the year.**

In term 4 we saw:

- Soccer goals install
 - Improvements to nature play area
 - laptop trolley funded to support growing student IT needs
 - Year 6 graduation gifts and prizes
- We once again ran success uniform shop and canteen services for the community including special lunch order days and birthday buckets.

Full year 2025 (to 31/12/2025) Profit & Loss

Treasurers Income & Expenditure report 01/01/2025 to 31/12/2025					
	Term 1	Term 2	Term 3	Term 4	TOTAL
Starting Bendigo bank balance	11,753	24,913	34,996	40,836	11,753
Closing Bendigo bank balance	24,913	34,996	40,836	23,762	23,762
Movement in Bank	13,160	10,083	5,839	-17,074	12,008
Distribution of funds					
Uniform shop	11,177	1,292	659	-5,092	8,036
Uniform in	13,702	5,363	4,298	5,271	
Uniform out	-2,524	-4,071	-3,639	-10,363	
Canteen (incl birthday buckets)	730	-533	270	1,236	1,703
Canteen in	1,773	1,042	1,940	1,882	
Canteen out	-1,043	-1,575	-1,670	-646	
Funds In					
Fundraising events	6,264	15,068	12,906	556	34,793
Mega Raffle	-132	12,186	-		12,054
Quiz Night	-	-770	4,375		3,605
State Election Event	3,697	-	-		3,697
Easter Raffle	1,391	-	-		1,391
Containers for change	266	159	81	86	591
Everlastings	226	-	-		226
Faction Carnival	-	-	4,311		4,311
Special lunch order	-	1,120	-		1,120
Spooky Disco	-	-	2,758	-277	2,481
Roller skating	-	-	950		950
Movie night - Welcome back to school	791	-	-		791
Mother's Day stall	-	2,057	-		2,057
FOGO Event - mulch handout	-	288	-		288
Krispy Kreme Fundraiser	-	-	-	338	338
Father's Day BBQ	-	-	416		416
Entertainment book	-	28	14	14	56
Stationary Stall - teacher meet n greet	25	-	-		25
Tommy Sugo fundraiser				394	394

Donations In	-	750	80	1,162	1,810
Donation in from Dave Kelly - MLA		500		980	
Town Of Bassendean grant		250			
Faction Carnival ice cream truck	-	-	80		
Graduation morning tea				182	
Funds Out & Donations Made	-4,762	-4,966	-6,950	-14,935	-31,613
Literacy & Numeracy supplies	-3,000				
Music - Ukuleles, music stands & supplies	-585	-1,048			
Sport - carnival supplies	-500				
Sport - Soccer goals & nets		-248		-2,500	
Sport - Basketball stands			-6,950		
Sport - netball stands	-677				
Portable TV for undercover area		-2,170			
Classroom Supplies - \$100 per room		-1,500			
Graduation Prize & gifts				-648	
Teachers Day acknowledgement				-212	
IT - laptop trolley				-3,500	
Picture & art frames				-75	
Playground upgrades - nature play				-8,000	
Other	-250	-1,548	-1,106	-	-2,639
Insurance	-	-	-651		
WACSSO fees	-	-1,548	-		
Grant spend - P&C Hub	-	-	-126		
Membership fees	14	-	-		
Purchase Square terminal	-	-	-329		
WACSSO ticket	-264	-	-		
Profit loss					
Total incoming	21,739	22,223	19,223	8,871	72,056
Total outgoing	-8,579	-12,159	-13,364	-25,945	-60,047
Net profit	13,160	10,064	5,859	-17,074	12,008

Appendix 3

P&C Meeting Principal's Report 24th February 2026

Kaya.

Firstly, I would like to thank the P&C for an amazing year in 2025 and thank all office bearers and volunteers. Special thanks to Liv (Olivia Bauer) for her fantastic leadership over the past few years. In a short time, I have seen how well you lead the team and how well everyone supports each other through the environment you have created. The school and community have been very lucky to have you represent this amazing group of volunteers and I pass on a heartfelt thanks to you for doing such an amazing job! Congratulations to all our new office bearers and those continuing. Your time and commitment is appreciated and I look forward to working with you all over the course of the year.

Kindy Morning Tea and Movie Night

Thank you to everyone who assisted with the Kindy Morning Tea and Movie Night. Whilst I missed the first Kindy session on day 1, I did make it to the second Kindy session which was well attended. It was a great way of welcoming families into our community. The Movie Night took a little time for numbers to grow, but it ended up a solid turn out and a good feel to start the year together.

2026 Start

We have started the year with 388 students with most classes being full. Students have started well with staff working hard on establishing safe routines when moving around the school. Our recess flip of play and eat times is achieving the goal of ensuring children are eating at recess and students are returning to class more settled and ready to learn.

Upgrades

Thanks to Camp Australia and P&C for contributing to school funds to enable us to sign off on the installation of cabinetry for the Music Storeroom, Canteen, and Uniform Shop. It is hoped these works will be completed by the end of Term 1.

Thanks to the P&C and the Executive for supporting the initiative so quickly.

Nature Playground Design

We had a representative from ProjectScape visit the school just over a week ago to give a quote and prepare a design for the nature playground area in the Early Childhood playground. Yesterday we received the concept design and an approximate costing that came in at \$55k (ex GST). We have the \$35 000 grant from the State Government to contribute towards the project.

As the amount exceeds \$50 000, we are required to place the project through Programmed where alternate quotes will also be obtained. I welcome feedback from the P&C on the concept design and potential funding opportunities.

Canteen Lunches

Thank you for our P&C members continuing to volunteer your time to distribute the lunches on Wednesdays. There have been a couple of late deliveries which we will need to keep an eye on but overall it is working well. We will need to vet the lunch menu to ensure it meets the traffic light requirements and ensure what we promote as a school meets the healthy standards requirements.

Camp Australia

Each year Camp Australia make funds available for community engagement to the amount of \$2000 for the year. They are open to ways they can be involved with the idea to support community gathering and connection. It may be something we explore for key events such as our Faction Carnival, and other key community events. Camp Australia are also partially way through the process of increasing capacity for their afternoon sessions. This is hoped to be finalised by next term.

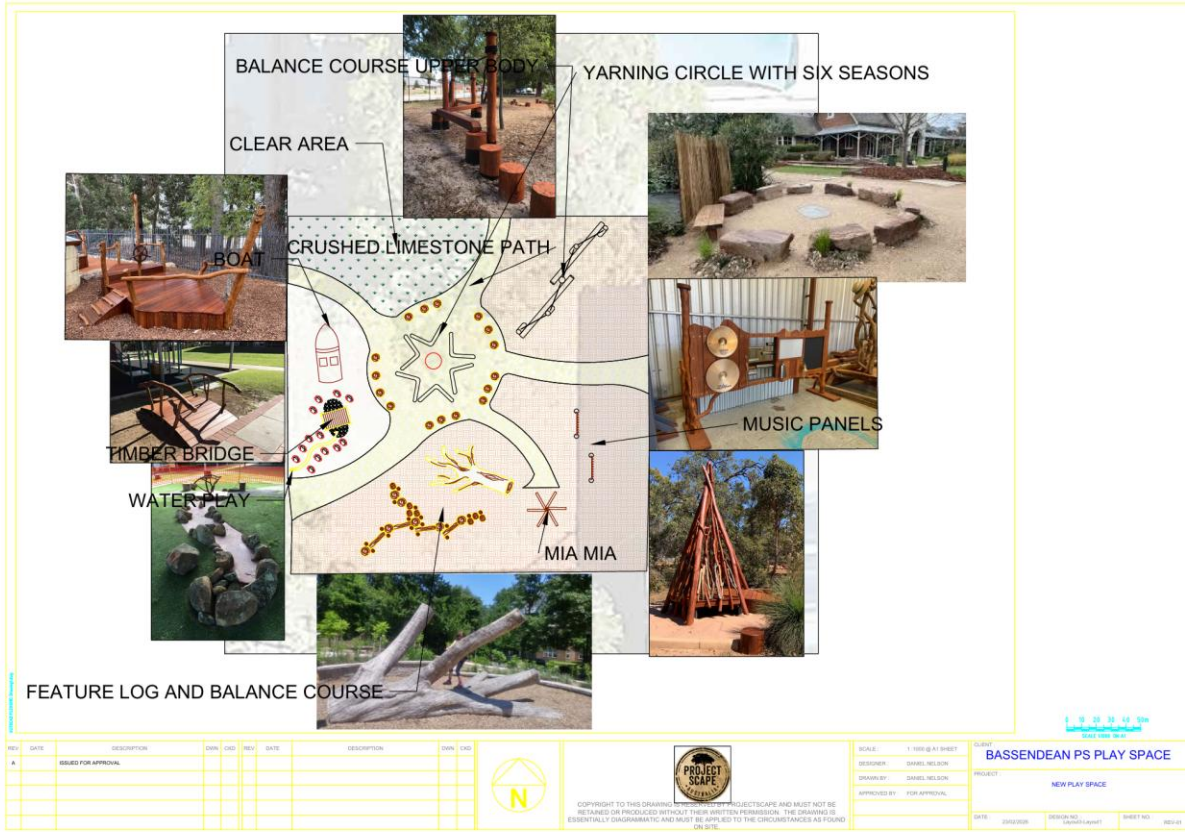
P&C Funding

The P&C did an amazing job in providing funds to the school totalling \$29 745, with significant contributions below:

P&C DONATIONS 2025	
Music - Ukele donation	\$585.00
Maths - Numeracy Donation	\$1500.00
English - Literacy Donation	\$1500.00
85" Portable TV Screen for assemblies	\$2170.00
Music Program – additional funds	\$915.00
New Basketball hoop and install	\$6950.00
Laptop Trolley	\$3500.00
Soccer Goal Permanent Install	\$2500.00
Room 11 picture frames	\$75.00
Nature Play repairs	\$8000.00
Classroom Donations – additional funds (\$100 per class)	\$1500.00
Graduation Award	\$50.00
PE - Donation for Ribbons and Trophies	\$500.00
TOTAL 2025	\$29745.00

That was an amazing effort by the P&C – you should be proud of your achievements! In 2026, we are suggesting the P&C consider the following funding options:

P&C DONATIONS FOR 2026	
Graduation Award	\$50
PE - Donation for Ribbons and Trophies	\$500
P&C Hub/Learning Space	\$4 072
Nature Playground ECE	\$10 000
Yarning circle/Murals	?
TOTAL	\$14622.00



FEATURE LOG AND BALANCE COURSE

REV	DATE	DESCRIPTION	OWN	CHK	REV	DATE	DESCRIPTION	OWN	CHK
A		ISSUED FOR APPROVAL							



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SCALE: 1:100 @ A1 SHEET
 DESIGNER: DANIEL NELSON
 DRAWN BY: DANIEL NELSON
 APPROVED BY: FOR APPROVAL

CLIENT: BASSENDEANS PS PLAY SPACE
 PROJECT: NEW PLAY SPACE

DATE: 2023/03/08 VERSION NO.: 1 (Daniel Nelson) SHEET NO.: 002/01