

Bassendean Primary School P&C Association

Minutes of General Meeting

18 August 2026

Held: Bassendean Primary School Library

Meeting Opened: 6:03pm

Attendance	Mandy Johnston, Peter Harty, Rebecca Lowe, Emily Rhodes, Rosemary Mullan, Karen Ross, Kate Grobicki, Sherryn Gallagher, Hannah Spencer-Matthews, Marnie Howell, Sheree Harris, Katie Austin
Apologies	Vince Austin, Paul Williams, Amy Calabrese

Confirmation of Minutes of Previous Meeting
Approval of Previous Minutes: That the minutes of the General Meeting of Bassendean Primary School P&C Association on 5 May 2026 be taken as read and confirmed as a true and accurate record. Approved by: Rebecca Lowe
Business Arising from Previous Minutes
1. Feedback regarding recent fundraising/events a. Wine fundraiser (Karen Ross): Easy event to organise, Ferngove were a good supplier to deal with. Feedback regarding promotion of alcohol consumption at school. Mindful to keep advertising to online routes only that are not seen by children
Correspondence
Correspondence In: 1. Lady Bee Icecream: email asking if we would like icecream truck to attend at conclusion of sports carnival, some of profits donated to P&C (\$80 last year): Outcome: booked in already by Sherryn Gallagher 2. WACSSO Certificate of Membership and Certificate of Currency for Insurance/Public Liability Correspondence Out: Nil
Reports
1. President: Mandy Johnston (<i>Appendix 1</i>) Comment: A quieter term 2 in regard to events and fundraising but considerable planning for term 3. Strategic plan under development. Not discussed tonight due to length of meeting. To send out via email 2. Principal: Peter Harty (<i>Appendix 2</i>) Comments: Logo: Current working group meeting fortnightly with plan for draft by end of term 3 and finalised by end term 4. Plan for a 3 year changeover of uniform logos so okay to keep ordering stock with current logo. School photos: Investigating other options (samples shown) due to quality, turnaround time, organisation on the day, proofing phase and errors. Discussion if photos could be done earlier in the year 2027: Reviewing class numbers to try and refigure classrooms and extra spaces have more room for intervention groups. Class lists to be provided at end of year, possible transition days School Chaplain: position still open, actively recruiting

3. Treasurer: Karen Ross (*Appendix 3*)

Comment: Neurodiversity free day: \$143.50 from 2025 recently arrived in bank account out of school safe. To investigate use for a specific purpose
Stepping down as Treasurer at end of the year

Funding Requests			
Item	Amount	Requestor	Action
Interschool teams clothing 1. Soccer guernseys: One set currently but now two soccer teams 2. Football guernseys pending: Have entered WA Football competition to win a set 3. When logo changes will need updated interschool polos (current set donated by P&C)	TBC	Tammy McEwan	P&C keen to support. To await logo change prior to ordering. Also await quote for exact amount
Stories of Us Project 2027. Appendix 4	\$3000	Kylie Barr	Approved to fund amount requested. Items for further discussion: • Financial contribution of co-school Governor Stirling • Ensuring event inclusive for young children (time) • Particular use for \$3000 amount within project • Physical asset for school at conclusion • Inclusion of music and dance
Canteen Oven and Shelving: Purchase and install 900mm oven and shelving above oven	\$2000	Karen Ross	Approved Other discussion regarding application for grant to renovate canteen: • Larger grant application to be made for further renovation: oven can be within or separate to. • Grant likely to be more successful if surveys done for school community to feedback needs, diversification of use of canteen, e.g. breakfast club or being used on more days. • Students have already been surveyed regarding breakfast needs Action: to approach school parent to produce concept design for new canteen to submit for grant application
Printing on P&C event vests (already purchased) identifying P&C volunteers for events e.g. Spooky Disco, Colour Run	\$60	Rebecca Lowe	Approved: Rosemary Mullan and Sherryn Gallagher will print
Weatherproof P&C Noticeboards Appendix 5b	\$650 approx	Rebecca Lowe	Approved to purchase two boards for entrances not currently covered with existing boards (office gate and Kindy west entrance)

Buddy Benches: Installed in school playgrounds to combat loneliness and bullying. Appendix 5b One bench in existence already, known by students	TBC (or donated)	Rebecca Lowe	Emily Rhodes to approach Bassendean Men's Shed for donation. Consider painting two benches same colour for continuity
Chess Club: more games to be inclusive to other age groups	TBC (or donated)	Rebecca Lowe	Peter Harty to discuss with staff as to needs

Events / Fundraising. Approval of funds

Term 3

Event	Details /Funding amount	Date	P&C Contact
Sports Carnival	Cake Stall \$200 approved Request by Tammy McEwan to hold separate small cake stall in Kindy/PP area: Rosemary Mullan to discuss with Tammy McEwan: rather refigure current area. Donations to be nut free and label allergens: advertising amended by Kate Grobicki Sausage sizzle lunch order \$700 approved Free sausage sizzle for teachers approved Ribbons already funded Lady Bee Icecream to attend	Wednesday 2 September	Rosemary Mullan (cake stall) Kate Grobicki and Katie Austin (sausage sizzle lunch order)
Father's Day BBQ breakfast and raffle	Perth BBQ School donating eggs and bacon Fruit donated \$2000 Camp Australia funds to be used for coffee van Vouchers as raffle prizes: Only Bunnings donated so far. P&C Members to approach local businesses \$500 approved	Friday 4 September	Sherryn Gallagher Hannah Spencer-Matthews
Colour Run	Fundraising Target: \$15000 Approved to increase budget from \$2000 to \$3500 Progress: • Sponsorship for naming rights total so far \$4750 Costs to date • Cannon, arches, water tank, powder, obstacles, goggles, vests: \$2959.13 Balance \$1,785.87 Also to decide if hold event in 2027 and book date: decision that event should be a bi-annual event. Aim for term 1 2028	Friday 25 September	Rebecca Lowe Finalise obstacle course: committee to meet Funding updates: online, year 6 updates, assembly Other ideas: Dry run Head bands to identify kids that may need special attention

Term 4

Event	Details /Funding amount	Date	P&C Contact
Spooky Disco	\$1000 approved Subway Bassendean approached to provide dinner with donation to P&C (Sherryn Gallagher) Photo booth booked Karen Ross to liaise Steve Berrick re: DJ	Friday 30 October	Sherryn Gallagher Karen Ross

World Teachers' Day	Baked gift for teachers \$300 approved	Friday 30 October	Emily Rhodes and Katie Austin
Year 6 Graduation	Engraved Keyrings for students Morning tea: Year 5 Representative to coordinate \$500 approved	Friday 11 December	Kate Grobicki (Yr 5 rep)

Deferred/cancelled events from last meeting

1. Morley Rollerdrome pupil free day: to consider for 2027
2. Parents social event: to consider for 2027
3. Coffee Fundraiser: non responsive provider, cancelled
4. Krispy Kreme Doughnut Drive: deferred to end of term 4

General Business

1. Uniform Shop (Sheree Harris)

- a. Request for volunteer to take over ordering of uniform stock
 - i. Amy Calabrese interested, Kia Dostanic suggested as another option to be approached

2. Soccer goals update (Peter Harty)

- a. One of the soccer goals donated by P&C in 2025 (Whitfield St side) removed due to damage of neighbouring fence and property.

3. Process for event and funding approvals outside of P&C meetings: does it meet requirements? (Rebecca Lowe)

- a. Current process: executive committee vote and outcome recorded in a progressive minutes document. Then usually re-approved and documented at next P&C meeting. Discussion regarding WACSSO policy and that all financial decisions need to be discussed and approved at P&C meetings
- b. Most discussions currently held on executive committee messenger group meaning that other members missing out of being part of decision making process

Action: Update P&C Members messenger group to include all current members and use this group more in making decisions regarding events and funding

4. Bank account (Rebecca Lowe)

- a. Suggested opening second account to keep savings separate from day-to day transaction account
Action: Treasurer Karen Ross happy with current status of account but can readdress when new treasurer
- b. Debit bank card
Approved to apply for bank card

5. School Board vacant position (Karen Ross): encourage P&C members to apply. Deadline passed, no action

6. Facebook page for school and community engagement (Rebecca Lowe)

- a. P&C currently has two Facebook profiles: public page and private group. Public page has little traffic/followers.
- b. School does not have Facebook page but deemed not required as has adequate website

Action: Encourage uptake of school community to follow public Facebook page in addition to private group. Allows P&C to thank sponsors and have greater community presence. Also helpful for grant/funding applications

7. Scholastic Book Fair (Karen Ross): discussion about whether to hold

Discussed with librarian Leonie Carter: felt that library well funded and not in need of extra books and book fair can cause pricing issues with regular scholastic orders

Action: No Scholastic book fair but consider school second hand book swap in 2027

8. Thanking sponsorships for P & C events (Rebecca Lowe)

Discussed certificates printed to businesses as well as advertising on Facebook page as discussed above

9. WACSSO conference 22-23 August. Ticket available. Any P&C member can attend

10. Dave Kelly P&C Night: Sherryn Gallagher attended and found helpful for ideas: suggestion to raffle for VIP tent at sports carnival

Next Meeting

Meeting closed 7:48pm. The next meeting will be the Annual General Meeting and will be held: Tuesday 27 October in the Bassendean Primary School Library 6pm

Appendix 1

Bassendean Primary School P&C

Term 2 Report 2026

President Report

President's Overview

Term 2 has been a productive and positive term for the P&C, with strong progress across new ways of fundraising. A key focus has been reviewing practical systems that make it easier for committee members to access information, plan ahead and support the school in a coordinated way.

- SharePoint access was re-established for committee members, improving access to records, financial information and meeting materials, and has now been added to the annual action list.
- Planning continued around banking governance, potential secondary account arrangements and community engagement priorities.
- Initial work commenced on strategic goals to guide the P&C's focus moving forward.

Fundraising and Events

Planning for the 2026 Colour Run gathered real momentum, including school approval, sponsorship, budgeting and procurement. A huge thank you to Bec L, our Vice President, for driving this exciting new initiative.

The wine fundraiser was successfully coordinated and completed, contributing \$1,080 to P&C income. Thank you to Karen Ross for leading this so well.

Twenty-six birthday buckets were provided, raising around \$400 and bringing some extra joy to students on their birthdays. Thank you to the volunteers who supported this initiative.

Friday canteen continued under the guidance of Sherryn Gallagher, supported by our wonderful regular volunteers.

The uniform shop, Scholastic Book Orders and lunchtime sorting also continued thanks to the ongoing support of Sheree, Vincent and our volunteers.

School Partnerships

We continued regular engagement with the Principal on Colour Run planning, storage needs, event scheduling and playground initiatives.

Early discussion also commenced on recognising external grant support for the junior playground project.

P&C representatives attended the school cross country and handed out donated Zooper Doopers to all participants, which were very well received.

Insurance and Risk Management

Insurance coverage and certificates of currency were sought for upcoming activities and events.

Colour Run risk assessment requirements were reviewed with insurers and brokers.

Community and Student Initiatives

Ideas were developed for buddy seats to support student wellbeing, inclusion and anti-bullying outcomes.

Options were explored to support the school chess club with resources and equipment.

Noticeboards, community engagement opportunities and school representation initiatives were discussed, with a focus on building connection and pride across the school community.

Looking Ahead to Term 3

Deliver and promote the Colour Run, with support from the school and wider parent community.

Prepare for Father's Day activities, sports carnival support and future fundraising events.

Continue monitoring grant opportunities, sponsorships and projects that support positive outcomes for students.

Summary

Overall, Term 2 has reflected what the P&C does best: bringing together volunteers, school leaders and families to support practical improvements for our students and school community. Thank you to the Executive group, school leaders and every volunteer who has contributed their time, energy and ideas this term. Your support is greatly appreciated.

Appendix 2

P&C Meeting Principal's Report

18 August 2026

Kaya all.

Working Group

The Logo and Motto Working Group met last week and had a good first session exploring our moral purpose statement and motto. The group will continue to meet on a fortnightly basis this term to hopefully have a draft for community feedback. The aim is to have the new motto and logo launched by the end of the year.

Photos 2026/7

Midland Photography were the company used again for this year's school photos. The timeframe for photos being received is likely by the end of term, as it is still in the proofing stage.

The school is currently exploring other companies to compare the services provided. Any feedback from community is welcomed.

Planning 2027

In Term 3 we examine student numbers and staffing for 2027. Knowing family intentions for 2027 is important as the school is currently at capacity in a number of year groups.

As part of this process we are looking at the location of classes, and the opportunity to create more spaces for intervention and support. We are currently receiving quotes on some classroom modifications and will look to support from the P&C once a cost estimate is available.

Science Week/Book Week

We had an incursion for Science Week last Thursday which had the students viewing and some engaged in space and chemical science experiments.

Many are also looking forward to the dress up parade next Monday to commence Book Week.

One Big Voice

Approx 47 students in our School Choir will head to RAC Arena this Friday night to perform in the One Big Voice concert. Thanks to Miss McGougan-Shaw and Mrs McRae for preparing the students. Mrs Bartley and myself will also be attending the session with the students to provide support.

Faction Carnival

Students, staff and the community are looking forward to the Faction Carnival in Week 7. Fingers are crossed for fine weather!

Acknowledgement of Country Feedback

In last week's newsletter, feedback was being sought on the new Acknowledgement of Country created for use at Bassendean PS. I encourage the P&C to provide any feedback they may have.

Peter Harty

Principal

Appendix 3

TREASURER'S REPORT

Bassendean Primary School P&C Association

Presented – P&C General Meeting August 2026

Current Bendigo bank balance as at 30/07/2026 is \$32,386

Donations made in Term 2 - \$90

The P&C donated \$90 for purchase of Zooper Doopers in support of the annual Faction Cross Country event.

Term 2 Fundraising - \$5,763

Colour run sponsorship	4,000
Dave Kelly – end of financial year donation	500
Wine Fundraiser	1,080
Containers for Change	40
Neurodiversity free dress day	144

- **In term 2 we sold 30 Birthday Buckets – sales and costs for these are included in 'Canteen'.**
- **\$143.50 was in the admin safe being cash proceeds from the Neurodiversity free dress day held in 2025. These have been banked and logged in this term's receipts.**
- **We had a late request to reimburse \$161 to Mystrie Monck for supplies for the 2025 graduation morning tea - receipts provided, offset by donations made by parents.**

Payments made - invoices

As per prior month funding requests, we paid out \$7,422 against the following invoices:

ITEM	AMT	DETAIL
WACSSO fees	1,489	Includes public liability insurance
Wanneroo Uniforms	2,969	Stock
Canteen – Westoz	407	Stock
Canteen – birthday bucket & canteen	890	Reimburse Sherryn & Candice for purchase of canteen supplies
Colour run - supplies	1,506	Colour powder & equipment hire
2025 Graduation morning tea	161	Reimburse Mystrie Monck for supplies

HOW MUCH DO WE HAVE TO SPEND ?		
Cash in bank	32,386	
Commitments coming up		
Colour run	- 3,500	Will be offset by income
Uniform shop stock	- 4,000	Sheree checking invoice 30/07/2026
Playground	- 10,000	Pending update & invoice from school
Spooky disco DJ	- 500	
Spooky disco misc costs	- 500	
Insurance	- 680	Paid 31/07/2026
Father day event	- 500	Cost of supplies
Sports carnival event	- 700	Will be offset by income
CASH AVAILABLE TO SPEND	12,026	

APPENDIX – Profit & Loss statement for the period 01/01/2026 to 30/07/2026

Term 1 & 2 2026

Treasurers Income & Expenditure report 01/01/2026 to 30/07/2026					
	Term 1	Term 2	Term 3	Term 4	TOTAL
Starling Bendigo bank balance	23,762	22,295			23,762
Closing Bendigo bank balance	22,295	32,386			32,386
Movement in Bank	- 1,466	10,091	-	-	8,624
Distribution of funds					
Uniform shop	4,858	4,651	-	-	9,509
Uniform in	14,106	7,620			21,726
Uniform out	- 9,248	- 2,969			- 12,217
Canteen (incl birthday buckets)	106	876	-	-	981
Canteen in	2,104	2,174			4,278
Canteen out	- 1,998	- 1,298			- 3,296
Funds In	393	6,044			6,436
Fundraising events	393	1,544	-	-	1,936
Colour Run	-	1,508			- 1,508
Containers for Change	9	40			49
Easter HCB special	602	-			602
Easter Raffle	1,493	-			1,493
Entertainment Book	10	-			10
Kindy Morning tea	- 241	-			- 241
Mothers Day Stall	- 1,869	1,786			- 83
Movie Night	389	-			389
Wine Fundraiser sales	-	1,080			1,080
Neuodiversity free dress day	-	144			144
					-
					-
Donations In	-	4,500			4,500
Sponsorship - Colour run	-	4,000			4,000
Donation - Dave Kelly end of year		500			500
Funds Out & Donations Made	- 6,856	90			- 6,946
Cross Country	-	90			90
Donation out	- 6,856	-			- 6,856
					-
Other	33	1,389	-		- 1,356
Insurance	-	-			-
WACSSO fees	-	1,490			- 1,490
P&C Membership	33	-			33
Graduation morning tea 2025	-	161			- 161
Not Assigned	-	262			262
	-	-			-
Profit loss					
Total incoming	16,603	15,837	-	-	32,440
Total outgoing	- 18,069	- 5,747	-	-	- 23,816
Net profit	- 1,466	10,091	-	-	8,624

Appendix 4

Synopsis for P&C Funding Request Project ID: Stories of Us Project 2027

ID: Stories of Us is an evolving, student-led, multi-artform storytelling project that invites students to become the artists, performers, and storytellers of their own identities, connections, experiences, dreams, and imagination. Building on the rich legacy of previous arts initiatives such as The Bilya Project, Kaarak and Marri, and other place-based storytelling works, ID: marks the next stage in our collective arts journey. These earlier projects have enabled students and community members to tell stories of place, ecology, belonging, and imagination. This new work asks a deeper reflective question:

Does our current school emblem and identity still reflect who we are today—and who we are becoming?

From this central inquiry, the project invites the school and wider Bassendean community to explore:

- How we see ourselves
- How others see us
- How we want to be seen moving toward 2029 and beyond

This reflective process positions storytelling as both a mirror and a visioning tool—honouring the stories we have told so far while imagining the future we want to create together. Aligned with BPS’s vision, the project extends beyond the school gates into Old Perth Road, disused buildings, public spaces, and community sites throughout Bassendean, transforming the town into an immersive promenade of identity, memory, and play. Audiences move through curated art spaces where students’ voices and ideas are brought to life through: dance and movement, puppetry and performance, visual arts and installation, digital media and projection, music and soundscapes, interactive storytelling spaces. These environments invite the audience not only to observe but to become part of the artwork itself—to play, respond, contribute, and create alongside the students. In this way, the community becomes co-authors of a living story about who we are as a school and as a place. Through collaboration with West Australian artists, cultural practitioners, the Town of Bassendean, and Governor Stirling Senior High School, students are empowered to develop stories that matter to them and to share these stories with authentic audiences. ID: Stories of Us is both a celebration of our growth and a blueprint for our future. It honours the stories we have gathered through our arts journey while asking the wider community to imagine what Bassendean Primary School stands for in the years ahead. It is a project about identity, legacy, and possibility. A reflection of who we are now. A collective imagining of who we are becoming.

Funding Amount Requested: \$3,000

The *Stories of Us Project 2027* aims to create a community-centred storytelling initiative that captures and preserves diverse personal narratives from across our community. This project will engage participants of all ages in collecting, sharing, and celebrating their unique experiences, fostering a stronger sense of connection and understanding among community members.

Funding of \$3,000 is requested to support essential project components including materials for storytelling workshops with creatives in residence to showcase collected stories. This investment will enable the project to reach a broad audience, encourage participation, and deliver meaningful cultural enrichment.

With support from P&C, the Stories of Us Project 2027 will honour the voices within our school community, nurture empathy, and build lasting social bonds through the power of shared storytelling.

Boordawahn djena

Kylie Barr

Appendix 5 (a)

Waterproof Notice Board

SKU: MAGBRD2A3HD

Weatherproof 700 x 715mm

Removable divider

Magnetic surface

Waterproof

Product Features

- Outdoor bulletin board has a 2mm polycarbonate front pane that is shatter & vandal resistant!
- Rubber gasket** around interior board ensures posters remain dry during inclement weather
- Swing door for easy access to change out posters, with support struts to help keep display open during changes
- Magnetic board makes posting your poster easy using the (12) included button magnets
- Aluminium frame has a black finish to fit in with any décor without any problems
- Lockable display perfect for public display
- without worry of case contents being damaged

Ships TODAY*
* For orders placed before 3PM AEST

Quantity	Price*
1 - 2	\$330.00
3 - 4	\$313.50
5 - 10	\$297.00
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(b)

Buddy Seats have been introduced around schools in Australia – the concept is Buddy seats are installed in school playgrounds to combat loneliness and bullying. Students who feel isolated can sit on the bench, signalling to peers or teachers that they would like someone to play or talk with. This encourages **friendship, inclusion, and social interaction** among students, fostering a sense of belonging and community within the school environment. The presence of a buddy seat also reinforces **anti-bullying messages** and provides a tangible solution for children experiencing social challenges . It is a great way to reinforce the schools PBS. Examples of buddy seats

