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P&C ASSOCIATION

Date:	Monday 03/03/2026	Start Time:	6:05
Location	Aveley PS Staffroom	Finish Time:	19:32
Facilitator/Chair	Peta Magorian	Minute Taker	Taryn Soderman
Attendees	Peta Magorian, Taryn Soderman, Alara Fisher, Natalie Bracegirdle, Angela James, Sally Hollis, Haylee Brereton, Shermaine Winsor, Madeleine McDonnell, Sandra Henley, Sarah Edward, Kate Nordahl, Natalie Wakefield, Crystal Richardson, Kim Pieri, Scott Clively, Ruby, Amritpal Kaur, William Wu, Adriana Burton, Kaihla Bretton, Marianne Valdoz, Celben Auda, Jessica Tafua, Chido Chidzuu-Munjodzi, Duiz Sharma, Zanalo Ibrahim		
Apologies	Vania Fontoura, Neil Hollis, Khanungit Andikou, Gragandeeep Singh		


Agenda Item	Discussion/Actions	Action
1. Introduction	Welcome Attendance & Apologies	
2. Accept Minutes	Minutes from 27 th October, 2025 <ul style="list-style-type: none"> Sally Hollis moved, Alara seconded 	Vote recorded
3. Issues arising from last meeting	4.1 Choir shirt quotes to be sent through after new committee elected. 4.2 Painted artworks – approval has to go to director general and minister. Currently waiting for this approval to come through.	NB to forward these through for payment
4. Correspondence In/Out	5.2 Waiting for an update regarding funding through athlete’s foot. 5.4 Receipt of WASSAP fund has now happened.	SH to follow up with Athlete’s foot
5. Principal’s Report	See attached	
6. President’s Report	See attached	
7. Vice-President Report	Thank you for all attending and the importance of volunteers All new ideas and suggestions welcome	
8. Treasure’s Report	<ul style="list-style-type: none"> P & L statement attached Books have been sent to the independent auditor. Hopefully it will be back next week (Wb 9th March) Clarifications requested: Duplication of Spriggy invoices, Wages in July had been duplicated. Disclosure that Canteen staff hadn’t been paid super or PAYG tax hadn’t been paid. This can be rectified when new treasurer is added to RAM (ATO), these are not yet included in P&L, this will be updated once paid. Fundraised total \$34,296 for 2026, Expenses \$22,123. 	Newly elected Treasurer to rectify Super and Tax owing
9. Canteen Report	<ul style="list-style-type: none"> Oven is being replaced Slight price increase to help cover costs Can drinks also be sold at recess? Rice bubble slice and spring rolls now on the menu. Chocolate and zucchini muffins. Everyday snacks. 	<ul style="list-style-type: none"> NW/PW to market menu changes via socials NB to review drinks at recess
10. Dissolve/Vote in new committee	Dissolve current committee and thanks for everyone’s input last year. Vote to assign new executive committee <ul style="list-style-type: none"> <u>President</u> – Peta Magorian Elected Unopposed <u>Vice president</u> – Sally Hollis Elected Unopposed <u>Treasurer/ Public Officer</u> - Shermaine Winsor Elected Unopposed <u>Secretary</u> - Taryn Soderman Elected Unopposed <u>General committee members:</u> Alara Fisher, Kaihla Bretton, Angela James, Haylee Brereton, Kate Nnordahl, <u>Volunteer/social Coordinator</u> - Vacant 	<ul style="list-style-type: none"> R.A.M to be completed and submitted by executive All executive to be added as authority on the Bank Account
11. General Business		
11.1	Mother’s Day Stall Coordinator Angela James to purchase	AJ to arrange a sub-committee
11.2	Feedback from Welcome back As per Principal’s report – next year slightly later in day to take advantage of cooler/shadier conditions. More staff to attend as a chance to build relationships with families.	

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11.3	How to: Volunteer Names and Thank yous <ul style="list-style-type: none"> • Folders in Teams (limit access, password protected) • Last year just one thing form was too far forward for planning. Look at having a term a time?? Could this work better? • Follow up callouts with exact needs for volunteers. “Only have 3 but need 8...” detailing more specific ways to volunteer – not just time, but other jobs in lead up. • Volunteer event polls on Facebook – visual slots • QR codes to document that people can sign into • Allocate times or numbers of volunteers to different year groups • Thank yous: Raffle or something that is given to kids of the volunteers, invited to the end of year volunteers thank you. 	Keep volunteer spreadsheet up to pass onto school for morning tea thank you.
11.4	Gift Card for Voluntary Contributions Motion passed to split and do one in each semester – 2 x \$100 gift cards Note: Parents can select to pay fees via campion without doing book order.	
11.5	2026 meeting dates Continue meetings for 1 per term, Tuesdays was more popular night.	Motion to move to Tuesday.
12. Motions		
12.1	Event Float of \$100 cash to be kept for the year All in favour, 0 opposed	SW to put \$100 in the cash lockbox
12.2	All executive (President, Vice President, Secretary, Treasurer/Public Officer) at registered as R.A.M (relationship authorisation manager) for the ATO Australian online business register All in favour, 0 opposed	Executives to meet and submit the R.A.M paperwork
12.3	The president, vice president, secretary & treasurer/public officer will require authority on the two P & C accounts All in favour, 0 opposed	Executives to meet and go to commonwealth bank to submit form.
12.4	Mother’s Day Stall expenditure up to \$3,500 All in favour, 0 opposed	AJ to use this budget for stall purchases
12.5	Fundraising Events for 2026: <ul style="list-style-type: none"> • Mother’s Day (T2: 28th & 29th April) – all in favour • School Disco (T2: 26th June) – all in favour • Father’s Day Stall (T3: 1st and 2nd September) – discussions around the dates and how best to run this due to multiple events in week. • Faction Supporter Gear (T3: 4th September), coloured faction supporter gear fundraiser from 3rd August • P&C Free Dress Day- all in favour • STEM T4: 11th November) - all in favour • Colour run - 20th November – all in favour • Christmas Carols – all in favour to remove from our events • Promotion of Entertainment Book as fundraiser– all in favour 	NB to check the date/s for school dicso, review the events week of fathers day and house carnival and confirm colour run with school exec. NB to check with student leaders on free dress days.
12.6	Volunteer spreadsheet passed to School for MT thankyou & maintaining this on a platform all in favour, 0 opposed	TS/Event leads to keep track of volunteers. Review where to keep information.
12.7	Purchase 2 x \$100 gift cards for voluntary contributions raffle All in favour	PM to organise purchase etc with NB.
12.8	Motion to move meeting to Tuesdays All in favour	
13. Round Table		
13.1	Where is the blue bin? Containers for change bin not outside canteen.	PM to contact Scouts.
Next Meeting	Tuesday 5 th May, 6pm	

 Date: 9/3/26

Peta Magorian, President Aveley P&C

 Date: 9/3/26

Natalie Bracegirdle, Principal Aveley Primary School