

Swanbourne Primary Parents and Citizen Group

General Meeting 7 – Minutes of Meeting

Wednesday 3rd December 2025 6.30pm

Swanbourne Primary School – Staff Room

Attendees		Apologies
Holly Nicholls- President	Candice Schellak	Kate Wilson
Jo Newhouse		Grace Jones
Courtney Burwood- Vice President		Karoline
Gabriela Grimaldo - Secretary		
Kate o’Keefe		
Lisa Rossiter		
Hayden Scott -Treasurer		
Jackie Lee		
Bec Robson		

Item 1. Welcome, Apologies & Membership

Meeting Commenced: 6:35 pm

Quorum Formed

Item 2. Minutes of Previous Meeting

Moved by Gabriela Grimaldo that Minutes of the meeting held 29/10/2025, be taken as read Holly Nicholson; Kerry Mahoney seconded, members supported.

Item 3. Action Items from Previous Meeting

- Funding request for the catering of camp out, for executive approval -Kerry Mahoeny
- Funding request to support the quote for the ECE, has been approved on the meeting - Gaby Grimaldo
- Email with what to bring for the Camp - Kerry Mahoney
- Buy supplies for the camp out - Kate O'keffe and Lisa Rossiter
- Quote for the slushies funding request - Kerry Mahoney
- Send comms for the Safety Cybersecurity workshop - Holly
- Send comms for volunteers to the Teachers appreciation lunch - Holly
- Invoices to be paid to the school - Hayden Scott
- Tickets for the safety workshop on market place - Kerry Mahoney

Item 4. Correspondence

- Ace psychology
- WACSO newsletter
- Invoices to the school

Item 5. Presidents Report

- **Year in Review:** Note how quickly and intensely the year has passed, and how many incredible things we have pulled out together.
- **Camp Out:** The recent camp out was described as incredible; the board expressed high praise for the event during Monday's meeting (1/12/25).
- **Cyber Wellness Workshop:** The workshop raised \$240.
 - **Action:** Kerry to send notes to Lori to publish workshop highlights in the newsletter.
 - **Future Planning:** Proposal to hold this event earlier in the year for 2026.

- **Catering for the teachers Christmas appreciation:** Catering quote for the event was \$700, but we might have plenty of food with less plus the generous donations received so far, volunteers are signing in for the event to run smoothly.

Item 6. Principals Report

Thank You to Our P&C

As we wrap up the year, on behalf of Swanbourne Primary School, I want to extend my heartfelt thanks to our incredible P&C for their tireless efforts throughout the year. Your commitment to community, connectedness, collaboration, care, fun and unwavering support has made a profound difference. Through your dedication and pursuit of excellence, you have helped make Swanbourne not only the best school in the area but a place where every student experiences some of the best years of their schooling. We deeply value the energy, creativity, and generosity you bring to our school community—thank you for everything you do!

Events & Highlights

- **BYOD Information Evening** – We had a fantastic turnout of parents, and thanks to Angus and Joel, our IT experts, the session featured robust conversations that led to the creation of a helpful FAQ document for our parent community.
- **Year 5 Assembly** – Year 5 students confidently led an engaging assembly on Aussie inventions, showcasing creativity, leadership, and collaboration.
- **Remembrance Day** – Two of our students made us proud by presenting well-rehearsed poems that received positive feedback from community members.
- **Year 6 Nanga Bush Camp** – Reported as one of the best camps ever, both staff and students enjoyed an unforgettable experience filled with learning and adventure.
- **Kindy Information Session** – We warmly welcomed new and returning parents, sharing insights and building connections for the year ahead.
- **Pre-primary Assembly** – Dubbed “the BEST ASSEMBLY EVER,” our little ones shone with well-rehearsed lines and a show-stopping performance in *The Greatest Show*.
- **Kindy Orientations** – This morning, our 3- and 4-year-olds spent time in their new classrooms, excitedly preparing for their learning journey at Swanbourne (and they were absolutely adorable!).
- **Puzzle Club for Year 1 & 2** – Our Year 1 and 2 students were amazing as they worked together, had lots of fun, and celebrated their achievements. The winners were absolutely thrilled and proud of themselves!

- **Interschool Chess Tournament** – Tomorrow morning, our upper primary students from Years 3 to 6 will have an exciting opportunity to showcase their strategic thinking and problem-solving skills in the Interschool Chess Tournament. Competing against 2 other schools—Balga, Cottesloe—our students will demonstrate focus, resilience, and teamwork throughout the event. It promises to be a fantastic experience that not only challenges their minds but also fosters sportsmanship and confidence. We are looking forward to cheering them on!
 - **Salvation Army Assembly** – Our school will proudly present the many boxes of food that our caring community has collected over the past few weeks. This generous effort truly reflects the heart of our community.
 - **End-of-Year Concert** – Get ready to boogie! Our students are set to dazzle with their disco moves and grooves—think glitter, glam, and plenty of hustle on the dance floor. It’s going to be a night of funky beats, electric vibes, and pure Swanbourne sparkle, so prepare to be wowed by disco vibes and Christmas cheer.
 - **Year 6 Graduation** – A special celebration marking the end of our students’ primary learning journey. This event is a time to acknowledge their personal progress and achievements and to celebrate the memorable years they have spent at Swanbourne Primary School.
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Staffing for 2026

Our staffing plan for 2026 is well-organised and complete, with teachers allocated to every classroom. We have stable staffing with no need to advertise for new teachers for 2026. Through careful planning and financial monitoring, we have successfully reduced the number of composite classes from three to one and placed a highly competent and well-respected teacher in this class.

Recently, we ran a SNEA pool and appointed a mix of current and new Education Assistants to support rotations for students receiving Disability Funding and to strengthen the support system for our teachers. Teachers have already begun working on student placements and class lists; once their recommendations are returned, the Admin team will review these alongside other considerations and then the optimal placement of EAs across the school. Families will be notified in the week prior to school starting.

Joanne Newhouse Principal

- **Financials:** \$50k remains from the previous year. So we raised around 60k this year, still need to process the square reports.
- **Action:** A spreadsheet will be sent to account for all funds raised and spent.

Item 8. Board Report

Jackie Lee

- **AGM Update:** The Annual General Meeting was held Monday first of December. The board is currently stable.
- **Membership:** New members include Mr. Barker and Clare Spencer. No further members will be welcomed until the next election.
- **Leadership:** Jackie will serve as the Chairperson for one more year.

Item 9. Sub-Committee Reports

9.1 Fundraising Committee

Coming

Met Gala Ball

- Scheduled for May 15th 2026 at Montgomery Hall.
 - To celebrate the 25 years of Swanbourne Primary.
 - Featuring a red carpet and Alumni focus. Early bird tickets available for families.
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- **Mental Health & Wellness (Candice & Kate O’Keffe):**
 - **Funding:** Requesting to roll over \$1k of unspent funds next year for programs like "Triple P."
 - **Workshops:** Planning earlier daytime workshops with food and childcare to support FIFO parents and those alone.
 - Focus on Year 6 to Year 7 transitions, like anxiety, confidence and coping mechanisms.

- **Action:** Kate and Candice to discuss an action plan and coordinate with the Fathering Project.

Canteen & Uniforms:

- **Canteen:** Successful lunch order management of volunteers by Claire Riccardo.
- **Licensing:** P&C has been paying for a full canteen license without operations. The committee will move to "temporary event" applications to save on annual fees. Lori has been paying for few years and we have been applying for the temporary event, so no double fee payed.
- **Uniforms:** Donations are needed. thanks Narelle Rozlapa for your amazing work
- A sale of old stock that P&C has in storage from previous years like the tea towels, umbrellas, etc. is planned for the last day of school.

9.2 Fathering Project

School Campout

- Huge success, incredible footage we had for the drones.
- **Merchandise:** Proposed adding embroidery/patches to yellow t-shirts (similar to Scout badges) to commemorate each year's camp.
- **Payments:** Need to establish guidelines for Apple Pay "proof of purchase" and explore Square options due to competitive fees. With the proof of purchase we can avoid having people claiming they had a ticket or the wife bought one with that not necessarily being the case.

9.3 Environmental

Grace Jones

- **Containers for Change:** Program to be discontinued as it was unhygienic and increased school workload. Bec Robson is asking to Review later when it can work out a solution, but so far is not working with people leaving trash.

9.4 Grounds

- **Veggie Pods:** Ordered and set for delivery on January 24th.

9.5 Grants

We haven't heard back from Kate so will check on them.

Item 10. Funding Requests

- Courtney Burwood moved to approve the Funding request to approve the deposit of \$5K to secure the venue for the Gala. Approved by Holly nicholls, seconded by Hayden Scott .
- Kerry Mahoney moved to approve the payment of \$750 dollar for the slushies at the last day of school. Approved by Gabriela Grimaldo, seconded by Hayden Scott.

Item 11. Other Business

- **Last Day of School (Dec 18th):** Planned activities include a water battle, icy poles, and slushies.
 - Volunteers needed: 4 for water buckets, 6 for icy poles, plus slushie volunteers.
 - Monopoly Week: To be tied in with the last day picnic.

- **Walking Bus:** Kerry raised concerns regarding liability and communication between the school and parents.
- **Event Logistics:** Action to create a "miscellaneous box" (where people can bring their unused stationary like scissors, colours, etc.) for use at P&C events.
- **P&C Participation:** Members are asked to consider if they wish to continue with the P&C next year. Please reach out if you are not continuing ahead of the AGM.

Item 12. Closure

Meeting closed: 7:40pm

Next meeting: Wednesday 25th March 2026, 6.30pm School Staff Room

Action Log

- Kerry Mahoney to send notes to Lori to publish workshop highlights in the newsletter.
- Hayden Scott, a spreadsheet to be sent to account for all funds raised and spent.
- Kate and Candice to discuss an action plan and coordinate with the Fathering Project, on the mental health arena for kids transitions.
- A sale of old stock that P&C has in storage from previous years like the tea towels, umbrellas, etc. is planned for the last day of school. Lisa and Kerry or Holly to look for the items after drop off and set up on the side of where the slushies will be held.
- Create a "miscellaneous box" (where people can bring their unused stationary like scissors, colours, etc.) for use at P&C events. Courtney Burwood
- Comms asking for volunteer for the last day of school, Kerry Mahoney.