

## Swanbourne Primary Parents and Citizen Group

### AGM Meeting 2026 – Minutes of Meeting

Wednesday 18<sup>th</sup> February 2026 6.30pm

Swanbourne Primary School – Staff Room

Attendees		Apologies
Holly Nicholls – President	Josh Valeri [New Board Member]	Gabriela Grimaldo Arreguin – Secretary
Courtenay Burwood – Vice President	Jo Newhouse [Principal]	Sarah Ward
Kerry Mahoney	Jess [New Member]	Grace Jones – Environmental
Hayden Scott – Treasurer	John [New Parent]	Kate Wilson
Sonja Sippe	Lori Willis – Manager Corporate Services	Caroline Falconer
Kate O’Keeffe	Bec Robson- Deputy Principal	Leonie
Jacki-Lee Munckton		Candice Schellack
Lisa Rossiter		

#### Item 1. Welcome, Apologies & Membership

Meeting Commenced: 6.30pm

Quorum Formed

Holly welcomed all attendees and noted this meeting also serves as the 2026 AGM. Roles are reinstated for insurance, legal, and charitable registration purposes.

New members introduced: John (recently returned to Perth from Brazil, children in Year 1 and Kindy), Jess (new to the school), and Josh (newest board member and parent rep).

#### Item 2. Minutes of Previous Meeting

*Moved by Holly Nicholls that Minutes of the previous meeting be taken as read and confirmed; seconded by member; members supported.*

#### Item 3. Action Items from Previous Meeting

Action Item	Who	Status
Send notes to Lori to publish workshop highlights in newsletter	Kerry Mahoney	Not completed
Spreadsheet to account for all funds raised and spent	Hayden Scott	Completed
Kate and Candace to coordinate with Fathering Project on mental health for kids transitions	Kate O’Keeffe / Candice Schellack	Deferred to Fathering Project
Sale of old P&C stock from previous years	Holly Nicholls	Pending – to be pushed via website
Create miscellaneous supplies box for P&C events to keep in cupboard	All	Pending – carry forward
Call for volunteers for last day of school slushies	Holly Nicholls	Completed

#### Item 4. Correspondence

No correspondence reported. Secretary (Gabby) not present this evening.

#### Item 5. Executive Approvals

No executive approvals from last meeting.

#### Item 6. President's Report

Welcome to 2026! Holly, Courtenay, and Kerry met in Week 1 for a general planning session to map out the year ahead, with the aim of spreading activity across the terms and avoiding overload around the Met Gala Ball on May 15.

##### Yearly plan overview:

- Term 1: Long sleeve tops launched. Swimming carnival – plan to sell merch and clear 2024 stock at 50%. Swimming caps still being sold through QKR! Hot Cross Bun drive planned
- Term 2: Met Gala Ball (May 15). Fathering Project event (burgers, beers, guest speaker).
- Term 3: Athletics Carnival (merch + lunch). Lamington Drive. Second hand clothing sale (with Jess Samuelson – 2 years in the making).
- Term 4: Grandparents Day (P&C contribution). Slush event. Possible Fathering Project campout.
- Other ideas floating: Lapathon, Year 6 fundraiser (possibly a kids' opera with Hattie from Freeze Frame Opera as an alternative to weekly zoo days).

Holly noted last year's end-of-year slushie event was a hit. Special thanks to Bec Robson for volunteering over lunchtime keeping the machines safe.

#### Item 7. Principal's Report

Jo welcomed everyone to the 2026 school year and thanked the P&C for their incredible ideas and energy in supporting students through fundraising, resources, and events.

##### School updates:

- Flexible learning groups have started across Years 3–6, offering differentiated support and extension while all students learn the same material. Courtenay commended the communication to parents around split classes, noting it brought real clarity and reassurance.
- Teachers have organised excursions for the year, with parent information packs (homework overviews, excursions, classroom expectations, term focus) being sent home staggered across this week, all out by Friday.

##### P&C Wish List Items:

###### 1. Athletics Subscription

Currently \$7,500 per year for Years 1–6 (~\$21 per student, 350 students). Usage is being reviewed as some classes had minimal engagement. Subscription expires in May. Discussion around whether the P&C could fund this, potentially on a 3-year business plan cycle. Agreed that Courtenay will meet with Lori and Jo to review the contract and licensing options before the May renewal. The group also discussed whether younger year levels could be excluded or whether an opt-in model could work. Jo confirmed teachers are being asked to push usage to establish better data. Data to be provided to P&C on usage numbers.

###### 2. Decodable Readers

High priority for early years (Pre-Primary to Year 2, possibly Year 3). Evidence-based approach to teaching letter sounds rather than letter names, with significant impact on student reading outcomes. Looking at InitialLit brand class packs. To cover 8 classes would require approximately 2 sets of 6 packs = ~\$15,000. The school librarian (Bec) has been purchasing new and secondhand decodable readers but classroom sets are needed for take-home reading programs. Jacki-Lee reiterated from experience that decodable readers were treated as a critical priority when last requested ~8–9 years ago.

### **3. Oval Fence**

Quote received: ~\$19,000 for 90 metres of black PVC-coated chain link fencing with pedestrian gate and lawnmower access gate (1.5m height). Would allow permanent community access to the oval without waiting for students to vacate. Must go through Programmed contractors, though alternative quotes can be sought and submitted for approval. Discussion about electronic gates (not currently included). Black selected for aesthetic reasons over silver.

### **4. Oval Surface (Limestone)**

Water Corp has completed sewer line works and will supply crushed limestone to a dollar value (to be confirmed, may not cover the full stretch). Council has offered manpower assistance with machinery for spreading and compacting. A fixed car park cannot be installed due to Aboriginal heritage listing, but the fence and crushed limestone are classified as removable and therefore permitted. Courtenay offered to check trade pricing through Luke's contacts to see if the dollar value can stretch further.

### **5. ELC Sand Pit**

An additional quote of \$13,500 has been received for sand cleaning/replacement in the ELC sand pit. The original playground contractor's sand allocation only covered the 15 cubic metres along the concrete path, not the sand pit itself. Discussion about whether the contractor had adequately communicated the scope. Courtenay offered to follow up on the contractor's obligations. The option of topping up with fresh sand rather than a full replacement was also discussed.

### **6. ELC General Update**

New grass has been laid but coincided with a bore water pipe failure (80mm pipe inside 100mm pipe split). Grass needs to reach shin height before the area can be reopened. Holly expressed frustration at the cycle of band-aid fixes in the ELC and flagged the idea of forming a dedicated ELC subteam to drive a cohesive plan forward.

### **Public School Review:**

Scheduled for Week 2, Term 2. Reviewers assess the school across 6 domains. P&C input invited, particularly in Relationships & Partnerships, but also Learning Environment, Leadership, and Student Progress & Achievement. Members are asked to submit short blurbs, quotes, and examples of student success by end of term. Some P&C members will have the opportunity to meet with reviewers (~30 min conversation). Jo will attach domain information to his report for distribution.

Community feedback: Parents are showing strong appreciation for run clubs, mini Olympics, mini games, and Wednesday morning swimming sessions. These will be captured for the school review evidence.

Jacki-Lee noted she has a shade grant application (up to \$100,000) that can be submitted through the department.

Hayden reported that last year the P&C raised just over \$50,000 through fundraising. Lapathon was the highest earner by far, followed by Quiz Night. BBQs, bake sales, and the double election all contributed well. The double election was a one-off bonus not available in 2026.

Current account balance: \$96,817.

Estimated committed funds: ~\$20,000 (to be reconciled with Gabby for any items not yet communicated). Additional committed amounts include \$22,000 for the Met Gala, plus hardship fund, veggie pods, and shirts.

Long sleeve shirt invoice has been paid to the school via Lori. Gabby to approve the reimbursement.

Campout came in under budget at \$788 spent against the funding request.

Membership fees paid by bank transfer: members should include their name on the transfer. No receipts required.

Courtenay flagged WACSO compliance: no restrictions on P&C spending for fundraising events as long as approval is in place. Key threshold to monitor: bank balance must stay under \$150,000 or additional reporting is triggered. Courtenay recommended maintaining audit-ready records given the P&C's growing financial activity.

## Item 9. Sub-Committee Reports

### 9.1 Social & Fundraising – Met Gala Ball

Sonja provided a high-level update on the Met Gala Ball:

- Date secured: Friday May 15 (cleared of conflicts, after Mother's Day).
- Venue maximum capacity: 250.
- Format: Cocktail-style food, welcome drink included in ticket, cash bar.
- Ticket sales: Early bird to existing community first, then alumni families and grandparents, then broader if capacity allows.
- Auction: 3 high-value items (black tie style). Candace working on a Crown weekend. All members asked to keep feelers out.
- Entertainment: DJ (venue has in-house option to compare), magician James Diamond recommended, photo booth with GIF capability. Fog machine discussed.
- \$2,000 bond paid on the venue. Some outstanding bonds from 2025 chair hire companies still being chased.
- Sonja to speak to venue re: catering costs and finalise ticket pricing.

### 9.2 Environmental

Nothing to report this evening.

### 9.3 Grounds

Kate Wilson not present; updates provided by others.

Veggie Pods: Kate Wilson and Caroline Falconer assembled 3 of 11 veggie pods this week (took several hours for 3). Plan for remaining 8 to be assembled Friday afternoon with Scotch College boys arriving at 2pm (1 hour window before OSH Club). Need dad supervisors – Josh noted. Production line approach recommended. Pods to be stored behind the stage until soil is sorted. Each classroom will receive one.

Heavy Motor Playground: Existing playground is 25+ years old with subsiding platforms and reported injuries. Forpark (original installer, lifetime warranty) quoted ~\$120,000 but the proposed designs were considered underwhelming and geared towards younger children. Looking at alternative providers (e.g.

Funky Monkey) for better design options. Softfall surface (mulch vs rubber) also needs consideration. Process: get design/quote from preferred provider, write a brief, then submit through Programmed contractors for tendering. Kate and Holly to collaborate.

Apartment Interface: Research ongoing with Dan regarding slope and drainage levels near the apartment boundary. The retaining wall foundation extends metres down (car park underneath, reinforced). Option being explored to remove the slope and level the area rather than remediate.

NDIS Funding: Hayden asked about government funding for playground equipment supporting students with disabilities. Confirmed the school receives teaching resourcing but no specific allocation for physical infrastructure like sensory swings.

## 9.4 Fathering Project

Kate O’Keeffe reported:

- Membership renewal after end of Term 1. Funding request to be submitted for next meeting.
- Mel Wolfenden confirmed as point of contact again for 2026.
- Aim to better integrate Fathering Project resources into classrooms (Harmony Day, Anzac Day, etc.).
- Term 2: Burgers, beers and guest speaker (Thursday night). Topics considered include mental health and physical activity, and emotion coaching for dads. Will be put to the dads for preference.
- Term 3: Off-site dad and kids activity (hiking, mini golf, car rally – to be decided by dads).
- Term 4: Campout again (100% vote in favour).
- Newsletter push needed for new and Kindy dads to sign up. Check if QR barcodes are still up around the school.

## 9.5 School Board

Jacki-Lee reported:

- New members for 2026: Josh, Claire Spencer, Natalie Briskie. Holly remains on the board.
- Jane Wyndham serving as vice chair.
- Good AGM at end of last year; farewelled some board members.
- 2026 focus: strategy, governance, and supporting the leadership team.

## Item 10. Funding Requests

No funding requests received for this meeting.

## Item 11. Other Business

### 11.1 AGM – 2026 Office Bearers and Election

Roles reinstated for insurance, legal, and charitable registration purposes:

Role	Name
President	Holly Nicholls
Vice President	Kerry Mahoney
Communications & Community	Courtney Burwood
Treasurer	Hayden Scott
Secretary	Gabriela Grimaldo Arreguin
Environment & Grounds	Kate Wilson
Canteen Coordinator	Lisa Rossiter
Uniform Shop Coordinator	Narelle
Fathering Project Coordinator	Kate O’Keeffe
Events & Fundraising Coordinator	Sonja Sippe

Holly noted she is committed for one more year as President and flagged 2027 as a succession year. Grace Jones was acknowledged for her service in the Environmental role.

Outstanding roles: Grants/Sponsorship person (Josh offered to review opportunities given his government tender experience), Partnerships support for Courtenay, and Mental Health lead (Candace stepping down – suggested this sits under the VP role for now).

### 11.2 Executive Members (Voting Rights)

Seven executive members confirmed for decision-making between meetings:

1. Holly Nicholls
2. Courtenay Burwood
3. Jacki-Lee Munckton
4. Lisa Rossiter
5. Kate O’Keeffe
6. Jules Robinson
7. Josh Valeri

### 11.3 Community Feedback

Strong positive parent feedback noted regarding run clubs, mini Olympics, mini games, and Wednesday morning swimming sessions. Described by parents as rare and phenomenal. To be captured as evidence for the Public School Review.

## Item 12. Closure

Meeting closed: 8.00pm

Next meeting: Wednesday 25th March 2026, 6.30pm – School Staff Room (Swimming Carnival day)

## Action Log

Action Item	Who	Status
Courtenay to meet with Lori and Jo re: Athletics contract review and options before May renewal	Courtenay Burwood	
Jo to push Athletics usage with teachers and provide utilisation figures before May	Jo (Principal)	
Add decodable readers and oval fence quotes to school wish list document for next meeting	Holly / Jo	
Check trade pricing for crushed limestone through Luke's contacts	Courtenay Burwood	
Follow up with ELC playground contractor re: sand pit scope and obligations	Courtenay Burwood	
Send Public School Review domain information out with meeting notes	Jo (Principal)	
Submit evidence blurbs/quotes for Public School Review by end of term	All	
Send shade grant information (up to \$100K) to Jo	Jacki-Lee Munckton	
Reconcile committed funds with Gabby and confirm full budget	Hayden Scott	
Finalise venue catering costs, ticket pricing, and budget for Met Gala	Sonja Sippe	
Source 3 high-value auction items for Met Gala	All	
Submit Fathering Project funding request for next meeting	Kate O'Keeffe	
Scotch College boys veggie pod assembly – Friday 2pm (need dad supervisors)	Kate Wilson / Josh	
Progress heavy motor playground quotes with alternative providers (e.g. Funky Monkey)	Kate Wilson / Holly	
Send newsletter/comms invite for new P&C members and available roles	Courtney Burwood	
Contact James Diamond (magician) for Met Gala entertainment quote	Holly Nicholls	
Chase outstanding bonds from chair hire companies (from 2025)	Hayden Scott	