

## Swanbourne Primary Parents and Citizen Group

### P&C Meeting – Minutes of Meeting

Wednesday 25th March 2026 6.30pm

Swanbourne Primary School – Staff Room

Attendees		Apologies
Holly Nicholls – President	Sarah Ward	Jo Newhouse - Principal
Kerry Mahoney – Vice President		Hayden Scott – Treasurer
Gabriela Grimaldo Arreguin – Secretary		Sonja Sippe – Events
Bec Robson- Deputy Principal		Kate O’Keeffe – Fathering Project
Lori Willis – Manager Corporate Services		Lisa Rossiter – Canteen
Jacki-Lee Munckton – Board		Kate Wilson – Grounds
Grace Jones – Environmental		Courtenay Burwood – Comms & Community
Lily Owenell (New member)		
Caroline Falconer		

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

Meeting Commenced: 6.30pm

Quorum Formed

New members Lily and Carololine joined and paid membership. Holly welcomed all attendees, noting the meeting follows the swimming carnival held earlier in the day.

#### Item 2. Minutes of Previous Meeting

*Minutes from the AGM meeting held 11th March 2026 were confirmed as read and accurate (with minor tweaks noted to action item allocations) by Kerry Mahoney. Seconded by Holly Nicholson; members supported.*

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

Action Item	Who	Status
Courtenay to meet with Lori and Jo re: Mathletics contract review	Courtenay Burwood	Courtney chatted with Lori? – partial
Jo to push Mathletics usage with teachers	Jo Newhouse	Completed – teachers emailing re: Mathletics
Add decodable readers and oval fence to wish list	Holly / Jo	Completed – on wish list
Check trade pricing for crushed limestone through Luke	Courtenay Burwood	Carry forward

Follow up with ELC contractors re: sand pit	Kerry Mahoney/ Courtenay Burwood	Completed – invoice paid by Hayden
Send Public School Review domain info with meeting notes	Jo Newhouse	Completed – sent via board
Submit evidence blurbs/quotes for school review by end of term	All	Ongoing – posted to P&C chat
Send shade grant info (up to \$100K) to Jo	Josh Varleri	Clarification needed – possibly Josh/grants
Reconcile committed funds with Gabi and confirm budget	Hayden Scott	Completed
Finalise venue catering costs, ticket pricing for Met Gala	Sonja Sippe	Completed
Source 3 high-value auction items for Met Gala	All	Ongoing – items coming in
Submit Fathering Project funding request	Kate O’Keeffe	Pending – date finalised, request to come
Scotch College boys veggie pod assembly	Kate Wilson / Caroline	Completed – all pods built
Progress heavy motor playground quotes	Kate Wilson / Holly Nicholls	Not yet started – carry forward
Send newsletter/comms invite for new P&C members	Courtney Burwood	TBC
Contact James Diamond (magician) for Met Gala	Holly Nicholls	Completed – out of price range
Chase outstanding bonds from chair hire (2025)	Hayden Scott	Completed

#### Item 4. Correspondence

- Westpac bank statement
- WACSSO Committee – email calling for nominations for representatives
- Invoices from school
- Letter for Jacki-Lee (to be delivered)
- Mother’s Day fundraiser offer (spam)
- Drayson and Breton bricks contact

#### Item 5. President’s Report

Holly provided the following updates:

##### **Veggie Pods:**

All veggie pods have now arrived and been built, with a huge thank you to Caroline Falconer and Kate Wilson who spent many hours assembling them in the hall (with a toddler in tow). Teachers are going to love them. The wooden ECE pods have also arrived and will be assembled at the upcoming busy bee.

##### **AFL Footy Tipping:**

Josh launched his AFL footy tipping competition, with 46 people buying in. The P&C receives one-third of the proceeds. Older kids are getting involved and managing their own tips, which has been a lovely community engagement.

##### **Hot Cross Bun Drive:**

Kerry and Mel (Culley's Bakery) running the Hot Cross Bun drive. Orders close Friday, pickup next Thursday. This is a fundraiser. Extra buns will be available for sale on the day. Kerry to send a reminder tomorrow.

### **Scholastic Book Club:**

The first book club order was huge, earning the school ~\$700 in reward points being directed towards decodable readers and library books. Holly noted that not all parents are aware this is a fundraiser and encouraged visibility.

### **Met Gala Ball:**

Work continues on the gala ball – covered in detail later in the meeting.

### **Board Meeting Takeaways (Monday):**

- Road safety: Another serious incident – a van clipped a cyclist near school. Continue safety conversations in cohorts and classrooms.
- The Ride to School initiative was very positively received – aim to make it an every-term event.
- Petrol prices and potential increased ADF deployments may impact the community – be mindful and respectful in cohort chats.
- Walking school bus initiative from last year to be revisited (covered under Other Business).

## **Item 6. Principal's Report**

Joe provided brief dot-point updates:

- Year 6 Student Leadership Conference – students loved it and returned with great ideas.
- Harmony Day – parent Amanda Hearn organised a multicultural event for Year 5/6 where parents cooked traditional food and wore traditional dress. It was incredible and the plan is to expand it school-wide next year. Discussion about promoting traditional dress more broadly (not just orange) for future years.
- Swimming Carnival – fantastic day with strong participation. Jacob did a wonderful job organising. Staff and parents were fantastic.
- Road Safety – reminded parents about the incident. Teachers spoke to students about road safety. Discussion about: the school being audited on crosswalk usage in coming months, the need for additional crossings, writing to council/transport, and the dangers of early-morning speed. Several parents expressed concern about near-misses.
- Public School Review – not too late to submit feedback. Joe nominated the following P&C members for the review day (Wednesday 29th April): Holly (President), Courtney (VP), Kate O'Keeffe (Fathering Project), Kate Wilson (Grounds), and Kerry.

## **Item 7. Treasurer's Report**

Hayden not present.

Kerry presented the financials he sent through.

Current account balance: \$51,686 (as at 25th March 2026).

\$900 in merch sold today at the swimming carnival.

Outstanding invoices totalling ~\$9,285 including: last year's and the year before graduation books, blue folders/library book bags, and corrugated raised garden beds (\$2,300).

Query raised: City of Nedlands surveillance fee appears on Hayden's spreadsheet – unknown item, Kerry to follow up.

Voluntary contributions are still being collected. Many parents paid via book list. Decided not to do a push as they are voluntary.

### **Audit Readiness (Kerry):**

Kerry raised concerns about paper trail and audit readiness given the P&C's growing financial activity. She has created a digital funding request form and a centralised Swanny Hub on the Share Drive for all documents. Request made for all previous meeting minutes (8 sets from last year) to be uploaded. Minutes can also be hosted on the school website via Laurie. All members reminded CC Secretary (Gaby) President (Holly), Treasurer (Hayden) Vice President (Kerry), on any funding requests or financial communications.

## **Item 8. Sub-Committee Reports**

### **8.1 Social & Fundraising – Met Gala Ball Update**

Sonja is not present. Holly and Kerry presented her notes and the financial breakdown.

- Currently at 90 tickets sold of a 150-person target.
- Multiple unforeseen venue costs emerged (dance floor hire, caterer surcharge, etc.) – big learning curve.
- Dan and Emma Ferguson have provided alcohol at incredible wholesale prices with a buyback arrangement on unconsumed stock. This significantly improves the event's financial outlook.
- Final ticket purchase deadline needs to be confirmed for catering numbers.
- Raffle proposed: \$10 per entry to win 2 ball tickets – helps accessibility and generates additional funds.
- Plan to extend ticket sales to alumni families, grandparents, and broader Swanbourne community in the coming weeks.
- Single ticket promotion discussed – many people attending solo or in groups. Messaging to make clear it's not a "couples" event.
- A Higher Society gifting tall tables and decor – just need to cover delivery (~\$400, looking for ute volunteers instead).
- Strong auction items coming in. Working on: Chris Shellabear (grandparent/ex-alumni, Shellabear Real Estate) as auctioneer. Feelers out for Colin Barnett to speak (opened the school 25 years ago).
- 25-year Swanbourne tribute being put together – Bec/Lori to look for archived school photos on the share drive.
- Entertainment: Hattie/Freeze Frame Opera contributing. Mr Clark's band suggested.
- J confirmed the \$2,000 refundable bond already paid.

Projected surplus at 150 people: ~\$3,076 (not including auction items or refundable bond). With auction and raffle, the total could reach \$5,000–\$6,000+.

### **8.2 Year 6**

Placeholder added to the agenda for Year 6 fundraising updates. Year 6 finances tracked separately through Square. Kerry has set up a dedicated Year 6 category. Discussion about whether Year 6 committee members can access Square – to explore a general account option.

### **8.3 Environmental**

Caroline is present but not much to report except for the raised garden. Gaby noted that Environmental and Uniforms were the only sub-committees that responded to her pre-meeting request for updates.

## 8.4 Grounds – Operation Four Square (Lil)

Lily Ownell presented a proposal to address the underutilisation of the brick-paved area near the Year 2/4 classrooms and the declining physical activity levels among older girls at lunchtime.

### The Problem:

Year 4+ girls increasingly “walk around” at lunch rather than playing. Boys dominate the oval and four square courts. Research cited from WA Nature Play and the West Australian: boys spend 2–3x more time in vigorous activity during school breaks; 88% of teenagers using sport/recreation facilities are boys; up to 90% of Australian girls aged 11–17 don’t meet recommended physical activity levels.

### The Proposal:

Paint the brick-paved area with colourful four square and basketball courts using cool-toned colours. This would reduce heat (the area reached 57°C under a marquee last year), create inviting play spaces, and encourage active play – particularly for girls. Jules (landscape architect) confirmed cooler colour palettes would help with heat. Tennis balls donated (200 from Alan Park). Could also extend to the handball area under the covered area outside the hall.

### Cost Estimates:

- Option 1 (Professional): Corey and Alex – ~\$1,000/day x 1.5 days + materials. Approximately \$1,500 labour + ~\$1,000 materials.
- Option 2 (Parent Busy Bee): High-pressure hose, acid wash, paint and rollers. Save ~\$1,500 on labour.
- Paint: VersaFlex (Inspirations brand) with P4 slip-rating additive for safety. Extremely durable (vehicle-grade). One coat is likely sufficient.

Next steps: Lil to get a formal quote and work with Kerry on a funding request. If the professional quote is too high, combine with the May 2 busy bee.

Enthusiastically received by all present. Lori confirmed no structural or department barriers.

## Item 9. Funding Requests

### 9.1 Met Gala Ball – Event Production: \$11,320

Covers: bar staff and bar license (\$2,145), pianist (\$250), lights/dance floor/security (\$1,925), DJ (\$2,000), catering deposit (\$5,000). Immediate outlay of \$9,389.50.

*Moved by Kerry Mahoney; seconded by Holly Nicholls. Members supported.*

### 9.2 Met Gala Ball – Alcohol: \$5,000

Based on 150 attendees with a buyback arrangement (only pay for what is consumed). Includes sparkling, white, red wine, gin, and beer. Revised upward from initial estimate of \$3,217 to allow buffer for additional bottles. Dan and Emma Ferguson supplying wholesale.

*Moved by Holly Nicholls; seconded by Gabriela Grimaldo Arreguin. Members supported.*

### **9.3 Decodable Readers: \$7,500**

Approved as the first half of the \$15,000 total required. This allows the school to begin purchasing and rolling out the program immediately. The remaining \$7,500 to be fundraised through the Lapathon and wish list donations. The school is also contributing through their English budget.

*Moved by Kerry Mahoney; seconded by Holly Nicholls. Members supported.*

## **Item 10. Wish List**

The teacher wish list was reviewed. Total estimated cost: ~\$28,000. With the decodable readers approved separately (\$7,500 tonight), the remaining items total approximately \$13,000:

- Soccer goals: \$772
- iPads (5 units): \$3,000
- Waffle blocks: \$550
- Drying racks (3): \$300
- Dash robots (5 units): \$4,000
- Dash robot mats (3): \$2,200
- Giant portable chess set + 4 sets: TBC
- Lego Education for Lego Club: \$2,000

Basketball hoops (ECE, \$500) removed from the list after discussion – mounting requires structural work and there is no suitable wall. Cannot be freestanding on sand.

Plan: Kerry to set up a donation page on the Square website where community members (including grandparents) can donate to specific items (\$5, \$10, \$20, \$50 options). Remaining items to be funded through the Lapathon and ongoing fundraising.

Lapathon confirmed for Friday 31st July (Term 3, Week 2). To be positioned as “raising funds to fulfil the wish list.” Coincides with the Kaboom incursion (during school hours), Lapathon in the afternoon.

### **Deductible Gift Receipts (DGR):**

Kerry raised the possibility of obtaining DGR status so donors (particularly business owners) could claim tax deductions. The P&C is a registered charity but does not currently have DGR status. Kerry to investigate the application process with Dave Owenell. If achievable, this could significantly boost end-of-financial-year donations.

## **Item 11. Other Business**

### **11.1 Parent Busy Bee – Saturday 2nd May**

Date locked in. A whole-of-community morning event combining multiple projects:

- Fill and plant all veggie pods across the school (Kate Wilson has soil data).
- Build and install ECE veggie pods (Kindy and Pre-Primary parents).
- Potentially paint four square courts and bike racks (if Lil's professional quote is too high).
- Paint bike racks in faction colours (to support Ride to School initiative).
- Sausage sizzle and secondhand clothing drive alongside the busy bee.
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Lori submitted a grant for soil but it won't be reviewed until June – so we proceed without it. Soil previously approved and quoted by Kate Wilson. Soil is a body mix requiring masks.

Need to confirm school access on a Saturday with Lori.

### 11.2 Frozen Sandwich Program

Eliza Maasdorp has offered to take over the frozen sandwich program for children who come to school without lunch. Currently managed by Bec. Bec to let Eliza know when current stock runs out so she can take over.

### 11.3 Ride to School / Walking School Bus

Ride to School: Lori registered the school with YouRide (nationwide initiative tracking bikes, scooters, cars). Aim to make it an every-term event. Bike racks to be painted in faction colours to support the initiative.

Walking School Bus: School insurance does not cover liability for this activity. WACSSO coverage is a grey area as it's not a formal school event. YouRide also does not accept responsibility. Discussion about waivers and personal liability. Gaby offered to research the legal and insurance options and report back at the next meeting. Kerry sends her over the information, she has the hooters and vests from the program sponsor City of Nedlands Council.

### 11.4 Square Account / Year 6 Access

Discussion about whether Year 6 committee members can access the P&C Square account for their events. Decided to keep the current arrangement for now (Kerry manages) and explore a general account with limited permissions. Two-factor authentication issue on the account was resolved.

## Item 12. Closure

Meeting closed: ~8.30pm

Next meeting: Wednesday 6th May 2026, 6.30pm – School Staff Room

## Action Log

Action Item	Who	Status
Check trade pricing for crushed limestone through Luke	Courtenay Burwood	Carried forward
Submit evidence/blurbs for Public School Review – email to Joe	All	By end of term
Attend school review day Wed 29th April	Holly, Courtney, Kate O'K, Kate W, Kerry	
Query City of Nedlands surveillance fee with Hayden	Kerry Mahoney	

Centralise all meeting minutes and funding requests on Share Drive	Kerry / Gaby	
Upload previous year's meeting minutes to drive and website	Kerry / Lori	
Extend Met Gala ticket sales to alumni and broader community	Holly / Sonja	
Confirm Met Gala final ticket purchase deadline	Sonja / Holly	
Source old school photos/videos for 25-year tribute	Bec / Lori	
Follow up with Colin Barnett re: speaking at Met Gala (via Anna)	Holly Nicholls	
Ask Mr Clark about his band for Met Gala entertainment	Holly Nicholls	
Set up raffle for Met Gala tickets (\$10 per entry)	Kerry Mahoney	
Kate O'Keeffe to submit Fathering Project funding request	Kate O'Keeffe	Carried forward
Progress heavy motor playground quotes with alternative providers	Kate Wilson / Holly	Carried forward
Lil to get formal painting quote and prepare funding request	Lily / Kerry	
Lock in May 2 Saturday busy bee – confirm school access	Holly / Kerry / Lori	
Kate Wilson to share veggie pod soil data for busy bee	Kate Wilson	
Investigate deductible gift receipt (DGR) status with Dave	Kerry Mahoney	
Set up wish list donation page on Square website	Kerry Mahoney	
Confirm Lapathon date July 31 with school calendar	Holly / Jo	
Email Marianne with approved decodable readers funding request	Kerry Mahoney	
Research walking school bus insurance/liability options/ Kerry to send her over the info provided	Gaby/ Kerry	For next meeting
Eliza Maarsdorp to take over frozen sandwiches	Bec	When stock runs out
Explore general Square account for Year 6 events	Kerry Mahoney	
Ask staff if interested in Met Gala tickets	Jo / Bec	