

Swanbourne Primary Parents and Citizens Group

P&C Meeting – Minutes of Meeting

Wednesday 6th May 2026, 6.30pm

Swanbourne Primary School – Staff Room

Attendees		Apologies
Holly Nicholls – President	Jo Newhouse - Principal	Hayden Scott – Treasurer
Kerry Mahoney – Vice President	Bec Robson- Vice Prinicipal	Sonja Sippe – Events
Courtney Burwood – Comms & Community	Lori Willis- MCS	Caroline Falconer
Gabriela Grimaldo Arreguin – Secretary	Lisa Rossiter – Canteen	
Josh Valeri - Grants	Kate O’Keefe- Fathering Project	
Grace Jones – Environmental	Kate Wilson – Enviromental	

Item 1. Welcome, Apologies & Membership

Meeting commenced: approximately 6.36pm

No new members this meeting. Holly welcomed all attendees.

Item 2. Minutes of Previous Meeting

Minutes from the meeting held 25th March 2026 were confirmed by Gabriela Grimaldo Arreguin and seconded by Holly Nicholls. Members supported.

Item 3. Business Arising from Previous Minutes

Action Item	Who	Status
Check trade price for crushed limestone through Luke	Courtenay Burwood	Carry forward
Submit evidence blurbs for public school review to Joe	All	Completed
Attend school review on Wednesday 29th April	Holly, Courtney, Kate O’K, Kate W, Kerry	Completed
Centralise all meeting minutes and funding requests on shared drive	Kerry / Courtenay	Completed
Upload previous year’s meeting minutes to drive and website	Kerry / Lori	Drive done; website TBC
Extend Met Gala ticket sales to alumni and broader community	Holly / Sonja/Bec	Completed
Confirm Met Gala ticket price	Sonja Sippe	Completed
Source old school photos for 25-year tribute	Joe / Lori	Completed- no using as in central storage
Follow up with Colin Barnett re: speaking at Met Gala	Holly Nicholls	Completed – unavailable
Query Mr Clarke about bands for Met Gala	Holly Nicholls	Completed – decided no (logistics)

Set up raffle for Met Gala tickets (\$10 per entry)	Sonja / Kerry	Done – draw held this meeting
Kate O’Keeffe to submit Fathering Project funding request	Kate O’Keeffe	On pause – Gecko Sports event moved to 16th May
Progress heavy motor playground quotes with alternative providers	Kate Wilson / Holly	Not started – carry forward
Lil to get formal painting quotes and prepare funding request	Lil / Kerry	In progress – contractors slow to respond
Lock in May 2 Saturday busy bee	Holly / Kate	Completed
Kate Wilson to share veggie pod soil data for busy bee	Kate Wilson	Completed
Investigate deductible gift receipt (DGR) status with Dave	Kerry	Spoke to Lily – carry forward
Confirm Lapathon date July 31 with school calendar	Holly / Jo	Completed – July 31 confirmed
Email Marianne with approved decodable readers funding request	Kerry	Completed – half ordered, books arriving
Eliza to take over frozen sandwiches	Holly/Bec	In progress – will take over when stock runs out
Explore general Square account for Year 6 events	Kerry Mahoney	Completed – Year 6 category allocated
Ask staff if interested in Met Gala	Joe / Bec	Completed

Item 4. ACNC Compliance Update

Gabi raised an issue regarding, confusing, recent communication from the Department of Local Government, Industry Regulation and Safety (LGIRS); West Australian Council of State School Organisations (WACSSO) and the Australian Charities and Not-for-profits Commission(ACNC) and compliance across all 3 bodies. Swanbourne Primary P&C and approximately 150–200 other school P&Cs were flagged on a watchlist due to a *miscommunication* between ACNC and LGIRS bodies. The key points:

- The flagging was partly due to previous years’ reports not being submitted with sufficient enough detail – particularly around allocation of expenditure to specific events and fundraisers.
- When Hayden and Gabi attempted to compile the 2024 report, they struggled to track some transactions and find supporting documentation from prior years.
- Hayden (as an accountant) has since completed the necessary reporting, properly allocating income and expenditure to specific events.
- All expenditure – even small items like chocolates – must be allocated to a specific cost account/event recorded in the minutes.
- Kerry has created a digital funding request form (Google Form) that automatically sends to the treasurer and the submissions auto-populate a spreadsheet for tracking.
- The ACNC portal registration was set up under the secretary email address, but it needs to be linked to individual personal email addresses for each office bearer (president, secretary, treasurer, VP). This is a security and continuity requirement.
- Gabi has already updated the charity info and registered herself as the current secretary.

- The broader issue was subsequently clarified – ACNC sent a follow-up communication indicating the mass flagging was an error caused by miscommunication between departments. However, the improvements to record-keeping and communication processes remain important.

Key Takeaway:

All communications involving financials, quotes, or decisions must CC the secretary, president, vice president, and treasurer email addresses to maintain a clear paper trail. This applies to everyone on the P&C or anyone volunteering.

All documents need to be stored on the Google share drive.

Item 5. President's Report

Holly provided updates on key activities since the last meeting:

Veggie Pods:

Kate Wilson independently managed the veggie pod project during her maternity leave – a major achievement. Pods have been built, distributed, and are now in use across the school. Allocation: one pod per class for Years 4–6, some shared between classes for lower year groups, and smaller pods for Kindy and Pre-Primary. Kate pre-made seed packs with different seasonal varieties for each class, with extra seeds for ongoing planting. Older students (including Year 4) have been actively engaged in potting and watering, with teachers using the pods as a reward activity.

Holly noted that if any teachers find the pods burdensome, the P&C can coordinate parent helpers. There is also a concern about pods being neglected over time. Kate still needs to build an irrigation system to connect the beds for school holiday watering, but this is not urgent during winter.

Hot Cross Bun Drive:

The last day of Term 1 hot cross bun drive generated \$1,122 gross. The bill from Mel (bakery) came in at approximately \$750. Mel was extremely generous in donating extras to sell on the day.

Footy Tipping:

The AFL footy tipping competition is underway. Weekly winners receive \$30, transferred by Hayden to the reference on the tipping registration. Some participants have not yet deposited their entry fee. Holly to email Hayden with the names of non-depositors. End-of-year prizes to be calculated once all deposits are confirmed. Holly to set up a WhatsApp group for the tipping competition.

Item 6. Principal's Report

Jo provided the following updates:

Interschool Swimming Carnival:

Students placed second overall (North Cott took first). All teachers and attendees noted our students' outstanding sportsmanship – cheering on their own schoolmates and competitors from other schools. A very moving and respectful occasion.

ANZAC Day Assembly:

Nick Kemp expertly facilitated the ANZAC Day assembly alongside defence students. The piper was particularly moving. A fabulous job and made the Swanny Community proud!

Year 3 Excursion – Perth Hills Discovery Centre:

Year 3s attended the Nearer to Nature program, participating in an Aboriginal cultural excursion with hands-on group activities. Organised by Selena and Grant. A regular and popular highlight for Year 3.

Mother's Day Morning Teas:

Early childhood Mother's Day morning teas underway across Kindy and Pre-Primary classrooms, with serenading, nail painting stations, and hair stations. A much-loved tradition with significant effort from the teachers.

Public School Review:

The school review was completed the previous week. Strong participation from P&C members. Noted a strong sense of connection, purpose, and collaboration among the P&C, the board, and the broader parent community. The experience was overwhelmingly positive for all involved.

Upcoming Events:

- Eagles (AFL) visit this Friday – running sessions with select classes. Possibility of getting items signed for the Met Gala auction.
- Year 3 assembly next Friday – creative program linking with STRIVE values.

Risk Monitoring – Bikes and Parking:

Joe raised ongoing safety concerns:

- Parents riding bikes through school grounds: At least one parent is repeatedly riding through the car park area, which is distracting and dangerous for children and drivers. Joe has spoken to the individual directly. All P&C members asked to gently reinforce the message if they see it happening – community peer support rather than relying solely on staff.
- Discussion about whether a parent bike parking zone on the other side of the school would remove the incentive to ride through. To be considered as part of any future painting/grounds work.
- Kiss and drop compliance: Jo has printed windscreen stickers with polite reminders (e.g., "Thank you for using the crosswalk"). Volunteers to distribute them.
- TransPerth bus stop: Parents are parking in the designated bus stop at the top car park and leaving their vehicles. An excursion bus recently became deadlocked with a TransPerth bus for approximately 10 minutes. This is a serious safety risk. Jo putting reminders in the newsletter.
- Idea floated for parent volunteers to help with kiss and drop duty – making it a fun, community activity rather than purely enforcement. To be explored.

Item 7. Treasurer's Report

Hayden not present. He advised he would provide a detailed report. The balance provided with the meeting minutes was noted as:

Current account balance: \$49,554.99

Most Met Gala ball expenses have been paid and final invoices processed. Ticket sales are now closed at 147 tickets sold. From this point, all income (auction, cash bar, wine wall, wine pool, raffle) represents profit. The P&C is in the green.

Item 8. Sub-Committee Reports

8.1 Met Gala Ball – Final Preparations

Raffle Draw:

Only 7 raffle tickets were sold in total. Those names were written on post its and put in to a box at the meeting tonight and Lori drew the winning ticket – Kate Wilson! Kate will receive 2 tickets to the Gala ball.

Sonya's Update (read by Holly):

The ball is 90% organised. Everything is in place bar a few details. Outstanding items:

- Dessert table – biggest outstanding item (see below).
- Final numbers to confirm with suppliers and dietary requirements to Ultima (caterer).
- WhatsApp group for attendees – done.
- Drinks logistics with Emma Ferguson – done.
- Drinks logistics with Claire Kapenkoff – TBC.
- Final run sheet – Sonya completing tomorrow.
- Set up crew – everyone needs to have their own list and run sheet.
- Venue access for set-up from 4:30pm Friday.

Dessert Table:

- Courtenay to coordinate getting the product (rocky road, chocolates, fruit, sweets).
- Lisa to set up the dessert table using her trays and cake stands.
- Holly to provide flowers for height and texture on the dessert table.
- The dessert does not need to be large – the caterer is providing substantial food including truffle fries later in the evening.

Other Ball Logistics:

- Bollards, red carpet, coat racks, LED candles (tea lights and pillars), photo booth frame and backdrop – Kerry providing/arranging.
- Tablecloths – Kerry sourcing.
- Photography – no designated photographer. All attendees asked to take photos through the night. Holly to ask Adrian about bringing his camera.
- Sponsorship poster – Holly needs confirmed list of all sponsors and logos to create the poster. Needs to be finalised before Thursday. Holly has been managing donations and will confirm what has been collected.
- Auction donations – some items confirmed but many still marked as “email sent, not confirmed.” Kerry to update the shared spreadsheet. Holly and Kerry to close out outstanding items offline.

8.2 Mathletics Review

Lori presented an update on the Mathletics subscription and usage data:

- Lori successfully negotiated the per-student price down from \$21 to \$15 per student. Further negotiation ongoing.
- Mathletics is a homework support tool, not aligned with the school's core maths curriculum. It is not used extensively during class time.
- Usage data (our school): 23% of usage occurs during school hours; 77% occurs outside school hours.
- Year group usage varies significantly: Year 1 = 34 bronze certificates, Year 2 = 52, Year 3 = 49, Year 4 = 129 (coincides with teachers actively setting tasks and the bring-your-own-device year).
- Of 72 Year 1 students, 50 had not accessed the platform at all.

Proposal:

Years 1–2 to receive Mathseeds (the junior equivalent of Mathletics, similar to Reading Eggs) at no additional cost – it is complimentary with the subscription. Years 3–6 to continue with Mathletics at the reduced rate of \$15 per student.

Estimated cost: approximately \$3,300–\$3,500 (down from \$10,700+ previously). This represents a significant saving.

Lori to email the exact cost breakdown to the vice president email and CC secretary and treasurer email. Kerry to prepare a formal funding request (~\$3,500) for sign-off at the next meeting. The subscription to be reviewed annually – if teachers are not using it, the P&C will reconsider.

8.3 EC Playground

Lori presented further quotes from a contractor who walked the early childhood playground:

- Back playground area (area with slide) proposal to convert to wood chip surfacing. This would improve winter conditions and reduce the current muddy/black dirt problem.
- Front playground (sand pit with water pump): Proposal for concrete creek/trough features to manage water runoff rather than children digging straight down to contaminated soil. The sand will never be white due to the overhead tree – this needs to be accepted.
- The back corner (retaining wall area) is classified as an “activation zone” – a separate proposal could be made for that space (e.g., four square court), but it was not included in this quote.

Courtenay offered to take a photo of the Scotch College Year 3 early learning area, which has a similar pump/rocks/sand setup that works well.

Decision: The committee will sit on this information, discuss further offline, and revisit at the next meeting with more detail on costs and scope.

8.4 Environmental Committee

Toy Recycling:

Kate proposed a toy recycling collection for this term. Collected toys will be taken to Big W, which either recycles them or repurposes the materials into new toys. The Rosary charity (wheelchair donations for children) was also mentioned as a recipient option.

- Kate to coordinate; Holly offered to make the poster; Lori to print and laminate.
- Collection in the recycling hub area.
- All donations in before the second-last Friday of term (26th June). Kate to do final collection in the last week.
- Need someone to help to take collected toys to Big W.

Let’s Grow Grant:

Josh brought up a grant opportunity for up to \$10,000 for tree planting. Lori may have already applied for a similar grant (for reticulation/pipes and fittings to support the veggie pods). Kate to check with Lori – if it is a different grant, Josh will apply. Due by 30th June.

8.5 Canteen Support

Lisa reported the canteen is operating well but remains short on volunteers. A volunteer is needed for this Friday. Holly to do a broader call out to the whole school (not just the usual cohort). Fridays are the best day for new volunteers to start, as its more hectic and allows time to learn the process.

Item 9. Funding Requests

No new funding requests were tabled at this meeting.

Note: A Athletics funding request (~\$3,500 for 2026–27) will be prepared by Kerry and submitted for approval at the next meeting.

Item 10. Other Business

10.1 Supporting Schools Canteen Program

The P&C was invited to participate in a Supporting Schools canteen program offering grants for canteen facilities. After discussion, the committee unanimously agreed not to apply, feeling that Swanbourne is well-resourced and the grant should go to schools with greater need.

10.2 Year 6 Car Wash

A Year 6 car wash fundraiser was briefly mentioned as an idea. Details to be progressed separately by the Year 6 committee.

Item 11. Closure

Meeting closed: 8.23pm

Next meeting: Wednesday 10th June 2026, 6.30pm – School Staff Room

Action Log

Action Item	Who	Status
Check trade price for crushed limestone through Luke	Courtenay	Carried forward
Upload meeting minutes to school website	Kerry / Lori	Carried forward
Progress heavy motor playground quotes	Kate Wilson / Holly	Carried forward
Lil to get formal painting quotes and submit funding request	Lil / Kerry	Carried forward
Investigate DGR status with Dave – assign to Courtney	Courtenay / Kerry	Carried forward
All financial communications to CC secretary, president, VP, treasurer	All	Ongoing
Circulate digital funding request form on P&C page	Kerry	
Get meeting minutes out within first week after each meeting	Kerry / Gabi	Ongoing
Message Mel about collecting hot cross bun trays from outside	Kerry	
Email Hayden with footy tipping non-depositor names	Holly	
Set up WhatsApp group for footy tipping	Holly	
Follow up with Kate O’Keeffe re: Fathering Project after weekend	Holly	
Distribute windscreen parking stickers at school	Holly / Kerry / volunteers	
Put kiss and drop / parking reminders in newsletter	Jo (Principal)	
Laurie to email Athletics cost breakdown (Mathseeds Yr 1–2, Athletics Yr 3–6) to VP, secretary, CC Hayden	Lori	
Prepare Athletics funding request (~\$3,500) for next meeting	Kerry	
Take photo of Scotch College EC playground water feature for reference	Courtenay	
EC playground proposal – review at next meeting (week 8)	All	

Check if Let's Grow grant already applied for; if not, apply by 30th June	Kate/Josh	
Set up toy recycling collection – soft toys only, this term	Kate	
Make poster for toy recycling and get printed by Laurie	Holly / Kate	
Take collected toys to Big W recycling	Volunteer	Donations in by 26 June
Broader call out for canteen volunteers to whole school	Holly	
Holly to ask Adrian about photography at Met Gala ball	Holly	
Courtenay to coordinate dessert table product for Met Gala	Courtenay	
Lisa to set up dessert table at Met Gala (trays and stands)	Lisa	
Holly to provide flowers for Met Gala dessert table	Holly	
Finalise sponsor poster with confirmed donations and logos	Holly / Kerry	Before next Thursday

SWANBOURNE PRIMARY SCHOOL				
PARENTS & CITIZENS ASSOCIATION INCORPORATED				
SUMMARY OF CASH ON HAND				
18th March 2026				
General				
CASH ON HAND AT 18th March 2026				\$ 53,668.50
COMMITTED FUNDS				
	Estimate	Paid Actual	Blnc o/s	Approval reference
Swimming trials/Pool hire/Annual commitment	\$ 700.00	\$ -	\$ 700.00	
WACSSO annual subscription (Est)/includes Insurance cost	\$ 1,670.50	\$ -	\$ 1,670.50	
Shade sails-Winter storage/Annual commitment	\$ 220.00	\$ -	\$ 220.00	
Leavers bk/Annual commitment	\$ 3,100.00	\$ -	\$ 3,100.00	
Kindy dcment stchls/Annual commitment	\$ 600.00	\$ -	\$ 600.00	
Mental health activity/Annual commitment	\$ 2,500.00	\$ -	\$ 2,500.00	
Annual Admin emails	\$ 520.00	\$ -	\$ 520.00	
Hardship fund	\$ 2,000.00	\$ 2,000.00	\$ -	
Vegepods & Trolley Stand x 11 ECE	\$ 5,173.91	\$ 5,173.91	\$ -	
MetGala 2026	\$ 20,000.00	\$ 6,070.00	\$ 13,930.00	
City of Nedlands Surveillance Fees	\$ -	\$ -	\$ -	
Fathering Project Subscription	\$ -	\$ -	\$ -	
Long Sleeve Shirts	\$ -	\$ 14,873.35	\$ -	
2026 Corrogarden Raised Garden Beds	\$ 2,300.00	\$ -	\$ -	
ECE Works	\$ 55,000.00	\$ 54,443.54	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL (ESTIMATED) COMMITMENTS	\$ 93,784.41	\$ 82,560.80	\$ 23,240.50	