

Braeside Primary School P&C Association
General Meeting Minutes
24th June 2025

HELD: Braeside Primary School

Meeting Opened: 6:30 pm

ATTENDANCE: Gemma Trolove, Matthew Trolove, Emily Rowley, Asher Tussler, Gabrielle Power, Katrina Power, Christine Mills, Ella Maesepp, Sandy Thill, Killie Cowcill, Donna Shepherdson, Morgan Dezotti, Kym Shephard, Cassie Townsend-Crisp

APOLOGIES: Kristy Phillips, Carol Power, Nicole Long

ITEMS	ACTION
<p>1. Confirmation of Minutes of Previous Meeting</p> <p>1.1. Resolution: That the minutes of the previous General Meeting of Braeside Primary School P&C Association on the 6th of May 2025, be taken as read and confirmed as a true and accurate record.</p> <p>Moved: Katrina Power Seconded: Sandy Thill CARRIED</p>	
<ul style="list-style-type: none">• Business Arising from Previous Minutes:• Rotary Group donated 2x IBC loads of wood for free – Storage transferred to Great Southern Fuel Supplies. - x1 remaining• Katanning Show- Potential to organize the sale of show bags in 2025 as fundraising or strawberries and cream sales. – Revisit next meeting. <p><u>Motion request:</u></p> <p><u>Due to the recent resignation of 2024 President, Sandy Thill; Motion to remove all signatories on all bank accounts and internet banking accounts, except Gabrielle Power and Gemma Trolove. Please add Asher Tussler on all banking accounts and internet banking accounts for the purpose of viewing ONLY for Braeside Primary School Parents and Citizens:</u></p> <ul style="list-style-type: none">• BSB: 036153 ACCOUNT: 186074• BSB: 036153 ACCOUNT: 186082• BSB: 036609 ACCOUNT: 021244• BSB: 036153 ACCOUNT: 223373 <p><u>Moved:</u> Jo Matthewson <u>Seconded:</u> Cassie Townsend-Crisp <u>CARRIED</u> (Y)</p> <p style="text-align: center;"><u>MOTION APPROVED</u></p> <p style="text-align: center;"><u>*TO BE ACTIONED OVER SCHOOL HOLIDAYS</u></p> <ul style="list-style-type: none">• Cross Country singlets alteration – COMPLETED. 1/3 Small, 1/3 Medium & 1/3 left as large.• Request for P&C to consider, discuss and potentially fund the purchase of P&C specific shirts or vests for ease of identification at future public fundraisers. - REVISIT NEXT MEETING	

- Request for P&C to fund the purchase of 1-2 lockable storage cupboards for use as extra storage for uniform shop.
- SELF INSTALL LOCK.
- Library request for 2025
- Follow up with Sue Anderson. Potential to remove partition wall to re-open library space.
- RE: Library space/layout – suggested bumble bee to revamp library to create a more welcoming space.
- REVISIT TERM 4
- Lora Flora: School Mural Opportunity – Find space & measure. Chat with Rochelle & liaise with high school art students.
- REVISIT TERM 4

DONATION REQUEST:

Applicant: Cleaner – Zuria & Gardener – Dave

Application Date: 27/02/2025

Request for: Removal of gravel & rocks at the front of the car park/BUR building.

Amount Requested: \$200.00

Date of Event: RYAN JULIUS to send quote

Rationale: It's been there since ages. It's too hard to dig out and we just need it removed to make the area look nice & tidy.

APPROVED **(N)**

- DONNA TO SUBMIT A NEW REQUEST AT NEXT MEETING.

DONATION REQUEST:

Applicant: Rachelle Newman

Application Date: 04/04/2025

Request for: Payment to cover costs of Live Music incursion from MUSICA VIVA – "Water Rhythms"

Amount Requested: \$10.50 per child (\$1323.00)

Date of Event: 28 May 2025

Rationale: Its part of the music program! All-inclusive for all students & parents welcome for the live performance.

*Woodanilling PS joining.

APPROVED **(Y)** N

- **AWAITING INVOICE.**

Moved: Gemma Trolove

Seconded: Gabrielle Power

CARRIED

2. Correspondence:

2.1. Correspondence In:

- Churchill Knight: Woolworths Katanning
- Emily Rowley – Canva & Hot Lunch
- Braeside Primary School
- Christine Mills: Boniface
- WACSSO
- Foodbank
- Smart Gift Ideas – Father's Day
- School Fun Run
- Innovative Blinds WA

<ul style="list-style-type: none"> - LW Reid - KROS Katanning - KREAC <p>2.2. Correspondence Out:</p> <ul style="list-style-type: none"> - Churchill Knight: Woolworths Katanning - Emily Rowley – Canva - Braeside Primary School - Christine Mills: Boniface - WACSSO - LW Reid - Foodbank - KROS Katanning <p>Moved: Asher Tussler Seconded: Katrina Power CARRIED</p>	
<p>3. Principal’s Report: MOVED TO GENERAL BUSINESS.</p> <p>Moved: Gabrielle Power Seconded: Gemma Trolove CARRIED</p>	
<p>4. President’s Report:</p> <p>Hi Everyone,</p> <p>We are pretty much halfway through the year already. What a wonderful term it has been. Lots of changes, kids fed with breakfast club going strong, and those hot lunches coming out like hot cakes.</p> <p>A big thank you to every single volunteer this term. Nothing goes unnoticed. Well done!</p> <p>Enjoy the school holidays and we look forward to seeing you all again early next term.</p> <p>Moved: Matthew Trolove Seconded: Katrina Power CARRIED</p>	
<p>5. Treasurer’s Report:</p> <p>Closing Balance as at 23/06/2025 for P&C General Meeting:</p> <ul style="list-style-type: none"> • Boniface Fund: \$ 440.70 • Working Account: \$ 10,220.71 • Uniform Account: \$ 4,887.90 • Reserve Account: \$ 17,813.81 • 2025 Year 6 Account: \$ 3,125.43 <p>*Reports attached at end.</p> <p>Moved: Asher Tussler Seconded: Emily Rowley CARRIED</p>	
<p>6. Canteen Committees Report:</p> <ul style="list-style-type: none"> • Request to purchase a temperature gauge for pie warmer. P&C to fund. APPROVED • Request to purchase oven mitts for use in canteen. P&C to fund. APPROVED 	

<p>FINANCIAL MOTION:</p> <p>Applicant: Emily Rowley Application Date: 24/06/2025 Request for: Payment to cover costs Commercial Toaster- TT-300E Two Slice Conveyor Toaster Amount Requested: \$819.46 Date of Event: BEFORE 2024/2025 EOFY Rationale: Commercial toaster can be purchased using the funds raised from Term 2, 2025 Hot Lunches.</p> <p style="text-align: center;">APPROVED Y/N</p> <ul style="list-style-type: none"> Hot Lunches – 2 per term for term 3 & 4. School Based. Faction Athletics carnival- Sausage Sizzle & Bake sale. 19/09/2025 – Revisit next meeting. Additional volunteers are required in order to proceed. <p>*Report attached at end.</p> <p>Moved: Gemma Trolove Seconded: Asher Tussler CARRIED</p>	
<p>7. Uniform Committee's Report:</p> <ul style="list-style-type: none"> Open days for 2025 will continue to be Assembly Mondays, 2:30 – 3:00pm. Inventory stock take to be conducted prior to end of term 2. <p>Moved: Gabrielle Power Seconded: Asher Tussler CARRIED</p>	
<p>8. Yr. 6 Camp / Graduation Committee:</p> <ul style="list-style-type: none"> 2025 Yr6 Class Parent Representative: Sian Anyon & Killie Cowcill Term 4 Fundraising ideas: Icy pole Fridays to resume in Term 4, 2024 & Term 1, 2025. 03/08/2025 – Sausage Sizzle (School Organised) CURRENT: Cadbury Fundraiser (School Organised) Potential for "Cheesy's" Lunch fundraiser (suggested by school) - Matter raised regarding cross contamination for dairy anaphylaxis within school - Revisit next meeting <p>Moved: Gemma Trolove Seconded: Katrina Power CARRIED</p>	
<p>9. Grant Committee Report:</p> <p>What do we want to fund?</p> <ul style="list-style-type: none"> Water Fountains for Junior Block and EY area: - Donna to source quotes. Early Years Playground refurbishment: SAND COMPLETED Pre-Primary outdoor blinds. – Peter Squibb. Gabby to follow up over holidays. P&C have requested an ongoing wish list to be provided from the school for an ongoing fundraising incentive. – Next Meeting <p>Moved: Matthew Trolove Seconded: Katrina Power CARRIED</p>	

10. Fundraising Committee Report:

- 2025 Fundraising Ideas – (Discussion floor open):
 - Wood Raffle x2 – 01/06/2025 \$440.70 raised.
Potential dates for next raffle: 19/07/2025, 26/07/2025 or 02/08/2025
- Gabrielle to finalise.
 - Krispy Kreme – APPROVED
- Start date? NEXT MEETING
 - Mega Raffle – APPROVED
-PRIZES, TICKETS, REGISTRATION, CASH PRIZES
- Next Meeting
- Design a Brick – Gabby to create flyers. MASS advertising necessary.
Deputy to send information through department email. DATE?
PATH TO BUS SHELTER & BUS STOP
- Gabrielle to provide more details at the next meeting.
- Car Battery fundraiser –
~~BATTERIES NO LONGER AVAILABLE.~~

Moved: Matthew Trolove

Seconded: Asher Tussler

CARRIED

11. General Business:

- Fountains: Donna – REVISIT NEXT MEETING
- Ongoing funding request for 2025: LOW TOX OPTION?? – Emily Rowley
Dishwashing tablets for Canteens
P&C to fund throughout year.
Executive committee member to purchase and be refunded by P&C.
- Spaghetti Toasties – CANCELLED by vote.
- Proposed Restructure of Breakfast Club:

New routine for mornings:

- Students arrive from 8.10 onwards
- Ms. Shep is on duty from 8.10.
- All students come to the undercover area with their bags (and not to the classrooms)
- Breakfast club volunteers begin cooking toast at 8.15 and serve with mixed toppings on trays which are on the tables. We did talk about doing individual serves which will also work so long as there is a surplus of toast and students do not have to wait.
- Juice is in cups pre poured.
- Students sit at tables and eat toast.
- Breakfast club is complete by 8.30
- At 8.35 Ms. Shep has a quick talk to them and then releases them to class.
- Ms. Shep will make any extra breakfast needed for latecomers.

Reason behind this change:

- Students are arriving between 8.35 and 9.10 am as they have not finished eating breakfast. Instructional time starts at 8.55. This time is Literacy block starting with reading. If our students cannot read, they will find all other subjects difficult.

- I would like students to arrive at class at 8.35 to read to the teacher or EA (as some of our students do not have the opportunity to read to anyone at home) and then prepare themselves for instructional time at 8.55 when Literacy begins.

Points raised by members:

- Bus arrival times and children missing out.
- Student Number variations: between 84-135 students recorded weekly. This could drastically increase our wastage and also potentially leave many children without breakfast.
- We need to have accurate proof of numbers and provide those numbers to the organisations that donate to breakfast club.
- Children not being allowed to be on school grounds prior to 8:30am as per the school rules/website
- Students missing out of the social aspect of Breakfast club including learning to place orders, use of manners, patience and the building confidence.
- Food Health concerns regarding the leaving out of food during warmer months.
- Creating a longer school day.
- **FURTHER DISCUSSION TO FOLLOW**

Moved: Matthew Trolove

Seconded: Katrina Power

CARRIED

12. Other Business:

• **WACSSO CONFERENCE 2025** – 23-24/08/2025

Attendees: Gemma Trolove, Gabrielle Power & Asher Tussler

- **REGISTRATIONS NOW OPEN**

- **\$945.00 cost to P&C**

FINANCIAL MOTION:

Applicant: Executive Committee

Application Date: 24/06/2025

Request for: 2025 WACSSO Conference Attendance

Amount Requested: \$945.00 *Estimated

Date of Event: 23-24/08/2025

Rationale: P&C to cover the out-of-pocket costs of Ticket & Registration fees for attendees to attend the 2025 WACSSO Conference.

Attendees include: Gemma Trolove, Gabrielle Power & Asher Tussler

APPROVED **Y** **N**

• **Request:** Kym Shephard

Discussion regarding a Busy Bee to tidy garden spaces within the school. Date to be decided and listed in school newsletter prior to end of term 2.

• **Request:** Donna Shepherdson

Assistance to dig a firepit in the sensory garden for NAIDOC week.

- **Matthew Trolove volunteered to assist.**

• **Breakfast Club:**

- Food Safety Office to be appointed

- Food Safe Handling courses to be completed by volunteers.

Moved: Asher Tussler

Seconded: Gemma Trolove

CARRIED

13. Next Meeting: The next General Meeting will be held on 29/07/2025 @ 6:30pm in the Braeside PS Staff Room.	
Meeting Closed: 7:55 pm	

BRAESIDE P&C TRESURERS REPORT

AS AT 24/06/25

GEMMA TROLOVE TREASURER BRAESIDE P&C

Account totals:

General Acc: \$10,220.71

Uniform Shop: \$4,887.90

Yr 6 Fundraising: \$3,125.43

Reserve: \$17,813.81

Boniface:

Our Boniface sits in the uniform account. Boniface remains at \$440.70

P&C Fundraising:

Our wood raffle went well, with Katanning Rotary Club donation the wood we made \$559.84.

Thanks to all our volunteers that braved the weather to sell raffle tickets. We have one more load of wood from Katanning Rotary Club that we can sell this winter.

Yr 6 Fundraising:

Yr 6 Mother's Day Raffle made \$1563.17. This brings their current total in the bank to \$3125.43

Donations In:

-\$1000.00 – Cheque KREAC Donation Breakfast Club

Money Out:

-\$47.50 – Emily Rowley – Reimbursement Hot Lunch 16/5/25

-\$10.00 - Emily Rowley - Reimbursement Oven Gloves Canteen

-\$8.00 - Emily Rowley - Reimbursement Temp Checker Zanyacs

-\$14.99 - Emily Rowley - Reimbursement Oven Thermometer Canteen

-\$136.28 - Emily Rowley - Reimbursement Hot Lunch 16/5/25

-\$123.20 - Emily Rowley – Reimbursement Hot Lunch 30/05/25

-\$35.00 - Emily Rowley – Reimbursement Hot Lunch 30/05/25

-\$ 165.36 - Emily Rowley – Reimbursement Hot Lunch 13/06/25

-\$165.36 - Emily Rowley – Reimbursement Hot Lunch 13/06/25

-\$3011.97 – LW Reid Invoice

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Canteen
DATE:	23 rd June 2025
PREPARED BY:	Emily Rowley

POINTS OF INTEREST	
1. Our first hot lunch had 68 people having Nuggets, Party Pies and Sausage rolls	
2. Our second hot lunch had 67 people having chicken & beef burgers	
3. Our third hot lunch had 57 people having baked spuds or pasta	
4. Currently we have had orders from 83 people for the hot lunch tomorrow which includes Kindy and is Nuggets, Party pies and sausage rolls again	
5. Our profit so far is around \$900 before adding tomorrows hot lunch	
6. Next term will see hot lunches changed to twice a term and move to Mondays (dates TBC)	
7.	
8.	
9.	
10.	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	Refer to Gemma for figures
• FUNDS REQUIRED	To purchase commercial toaster (Refer to Gabby for quotes)
ITEMS FOR AGENDA	
• FOR DISCUSSION	Possibility of looking into an ordering app for hot lunches
• FOR APPROVAL	Commercial Toaster – To approve the purchase before EOFY.