

Braeside Primary School P&C Association
 General Meeting Minutes
 26th February 2026

HELD: Dome Katanning

Meeting Opened: 7:17 pm

ATTENDANCE: Emily Rowley, Cassie Townsend-Crisp, Ashleigh Edwards, Kristy Phillips, Sandy Thill, Christine Mills, Asher Tussler, Gemma Trolove, Gabrielle Power, Jason Allen, Ella Maesepp, David Potter

APOLOGIES: Caroline Power, Katrina Power, Donna Shepherdson, Allan Matthewson, Chloe Mills, Matthew Trolove, Damien Power, Tyler Rowley, Matt Rowley,

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 25th of November 2025, be taken as read and confirmed as a true and accurate record.</p> <p style="text-align: right;">Moved: Emily Rowley Seconded: Sandy Thill CARRIED Y</p>	
<p>2. Business Arising from Previous Minutes:</p> <ul style="list-style-type: none"> • Library request for 2025 <ul style="list-style-type: none"> – 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 NEXT MEETING <p style="text-align: right;">Moved: Asher Tussler Seconded: Cassie Townsend-Crisp CARRIED Y</p>	
<p>3. Correspondence:</p> <p>3.1. Correspondence In:</p> <ul style="list-style-type: none"> - LW Reid - Christine Mills - Braeside PS - WACSSO <p>3.2. Correspondence Out:</p> <ul style="list-style-type: none"> - LW Reid - Chris Mills - Braeside PS <p style="text-align: right;">Moved: Gabrielle Power Seconded: Jason Allen CARRIED Y</p>	
<p>4. Principal's Report: CARRIED FROM AGM HELD ON 26/02/2026:</p> <p>Non-attendance. No report provided to committee.</p> <p style="text-align: right;">Moved: Asher Tussler Seconded: Gemma Trolove CARRIED Y</p>	

5. President's Report: CARRIED FROM AGM HELD ON 26/02/2026:
PRESENTED BY FORMER PRESIDENT: ASHER TUSSLER

Just wanted to say a huge thank you to Gemma, Gabby & Matt. A lot of work was put in last year and it doesn't go unnoticed. Blood, sweat and tears to get everything up to date. So, thank you! We will miss you and the kids at school but we shall see you around the town.

Another thank you, thank you for letting me be President last year. I am looking forward to seeing what we do and raise next for our school. Thank you.

I also have a donation of \$200.00 on behalf of the Boomerang Op Shop to go towards our Breakfast Club Program.

Also, Welcome to the new members and congratulations to the new committee. Bring on 2026!

Moved: Gemma Trolove **Seconded:** Asher Tussler **CARRIED Y**

6. Treasurer's Report: CARRIED FROM AGM HELD ON 26/02/2026:

Closing Balance as at 26/02/2026 for P&C General Meeting:

- Boniface Fund: \$733.85
- Working Account: \$9,385.48
- Uniform Account: \$9,948.44
- Reserve Account: \$17,850.54
- Year 6 Account: \$0.00

*Reports attached at end.

Moved: Asher Tussler **Seconded:** Gemma Trolove **CARRIED Y**

7. Canteen Committees Report:

- Ongoing funding request approved for 2026: APPROVED
LOW-TOX Dishwashing sheets for Canteen
P&C to fund throughout year.
Executive committee member to purchase and be refunded by P&C.
- Faction Athletics carnival- Sausage Sizzle. REVISIT NEXT MEETING
- SPEAK WITH KPS REGARDING HOSTING A SAUSAGE SIZZLE FUNDRAISER AT EACH OTHERS SCHOOL. This allows parents/volunteers to focus on their own kids at their schools Athletics Carnival
- **Breakfast Club:**
 - Food Safety Officer to be appointed for 2026.
 - Food Safe Handling courses to be completed by all volunteers in 2026.
 - NO LONGER REQUIRED FOR BREAKFAST CLUB VOLUNTEERS
 - REQUIRED FOR HOT LUNCH VOLUNTEERS
 - All Certificates must be emailed to braesidepnc@outlook.com
- SCHOOL CANTEEN/KITCHEN NOT REGISTERED

<ul style="list-style-type: none"> • Potential for Lunches to be prepared out of Fresh Start Café - REVISIT NEXT MEETING <p>Moved: Asher Tussler Seconded: Gabrielle Power CARRIED Y</p>	
<p>8. Uniform Committee’s Report:</p> <p>Uniform Shop Open Day for 2026: 30/01/2026</p> <ul style="list-style-type: none"> - Not conducted by P&C. - Receipts have been issued with notification made to those incorrectly charged. - Term 1, 2026 ordering should have been received. - New stock take to be conducted. <p>Moved: Gabrielle Power Seconded: Emily Rowley CARRIED Y</p>	
<ul style="list-style-type: none"> • Yr. 6 Camp / Graduation Committee: • 2026 Yr6 Class Parent Representative: TBA • Would the 2026 Year 6 Camp/Graduation Committee like to become a sub-committee of the P&C? Agreement in forming a sub-committee will allow your group to utilize our insurance for fundraising outside of the school, access to a dedicated bank account and support from the P&C Executive Committee and volunteers. - REVISIT NEXT MEETING <p>Moved: Gabrielle Power Seconded: Jason Allen CARRIED Y</p>	
<p>9. Grant Committee Report:</p> <ul style="list-style-type: none"> • Textured surface painting in the Junior block hallways to minimize slippery surfaces and to bring colour back to the Junior Block. - REVISIT NEXT MEETING • Water Fountains for Junior Block and EY area: TO BE INSTALLED • Pre-Primary outdoor blinds. - REVISIT NEXT MEETING • P&C have requested an ongoing wish list to be provided from the school for an ongoing fundraising incentive. - REVISIT NEXT MEETING • Early Childhood Requests to P&C 2025: <ol style="list-style-type: none"> 1: Removal of unsafe nature play in EY area. – Morgan’s Husband will coordinate the EY clean up. 2: Extension of existing cycle track. 3: Cubby to be repainted/varnished. – Morgan to contact Katanning Mens Shed for cubby and kitchen restoration. **Morgan to enquire regarding safety inspection. 4: Potential to re-install cargo nets. 5: Installation of cemented river with rocks. - INSTALLED <p>** SCHOOL COMPLETING INSPECTIONS</p> • West Coast Fever Netball Primary School Carnival: Sandy Thill <ul style="list-style-type: none"> - Bus to Albany - Look into Community Grants - Highschool owns their own bus – look into potential to hire - Enquiring on bus transport quotes - Finalising student numbers <p>Moved: Gabrielle Power Seconded: Sandy Thill CARRIED Y</p>	

10. Fundraising Committee Report:

- 2026 Fundraising Ideas – (Discussion floor open):
 - Cadbury Fundraiser
 - Strawberries & Cream
 - Car Batteries
 - Mega Raffle
 - Krispy Crème
 - Mother’s Day/Father’s Day
 - Easter Raffle - **ACTIONED**
- Design a Brick – MASS advertising necessary.
Deputy to send information through department email. DATE?
PATH TO BUS SHELTER & BUS STOP
-Donna to provide update. - **REVISIT NEXT MEETING**

Moved: Asher Tussler **Seconded:** Ashleigh Edwards **CARRIED Y**

11. General Business:

- Solvency Statement:
P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED:
Applicant: Gemma Trolove
Application Date: 26/02/2026
Request for: Braeside Primary School Parents and Citizens Association President, EMILY ROWLEY, sign a positive solvency declaration on behalf of the executive committee to be presented with the 2026 annual financial statement of the P&C.

Moved: Gemma Trolove **Seconded:** Gabrielle Power **CARRIED Y**

- P&C Handover to new Executive Committee: 2-week timeframe
Including all hand over materials, physical and intellectual property of the P&C, passwords and accounts.
- WACSSO Membership
- Bank Account Signatories

P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED:
Applicant: Gemma Trolove
Application Date: 26/02/2026
Request for: "That A) EMILY ROWLEY, DOB 24/02/1984 as President and; B) SANDY THILL, DOB 15/06/1988 as Vice-President and; C) JASON ALLEN, DOB 10/12/1988 as Secretary and; D) CASSIE TOWNSEND-CRISP, DOB 27/10/1989 as Treasurer of the Braeside Primary School Parents and Citizens Association Inc., be appointed authorised signatories of the P&C accounts, including the bank accounts:
1) Westpac Community Solutions Cash Reserve BSB:036-153 ACCT:186082 held with Westpac
2) Westpac Community Solutions One BSB:036-153 ACCT:186074 held with Westpac
3) Westpac Community Solutions One BSB:036-153 ACCT:223373 held with Westpac
4) Westpac Community Solutions One BSB:036-609 ACCT:021244 held with Westpac
Moved: Asher Tussler **Seconded:** Cassie Townsend-Crisp **CARRIED Y**

P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED:

Applicant: Gemma Trolove

Application Date: 26/02/2026

Request for: That KATRINA POWER, DOB 20/08/1997 as Executive Member/Uniform Shop Coordinator of the Braeside Primary School Parents and Citizens Association Inc. be appointed an additional authorised signatory of the P&C, including the bank accounts:

1) Westpac Community Solutions Cash Reserve BSB:036-153 ACCT:186082 held with Westpac

2) Westpac Community Solutions One BSB:036-153 ACCT:186074 held with Westpac

3) Westpac Community Solutions One BSB:036-153 ACCT:223373 held with Westpac

4) Westpac Community Solutions One BSB:036-609 ACCT:021244 held with Westpac

Moved: Asher Tussler Seconded: Cassie Townsend-Crisp CARRIED Y

Moved: Gabrielle Power Seconded: Jason Allen CARRIED Y

12. Other Business:

- Square Website – APPROVED for Uniform Shop, canteen & fundraiser online ordering system. - REVISIT NEXT MEETING
- CCTV Cameras for school grounds for school security and student safety. - WILL BE TAKEN TO SCHOOL BOARD MEETING - REVISIT NEXT MEETING
- Christine Mills: Can supplies be purchased for an emergency food hamper for families by myself/admin and be reimbursed from the Boniface Care Funding?
- DENIED by vote.
- Many resources available to help families with emergency food hampers.
- Please discuss with Emily Rowley regarding potential FoodBank assistance.

Moved: Asher Tussler Seconded: Gabrielle Power CARRIED Y

13. Next Meeting: The next General Meeting will be held on **TBA 2026 @ TBA pm** at: venue TBA.

Meeting Closed: 8:12 pm

BRAESIDE P&C TRESURERS REPORT

AS AT 26/02/26

GEMMA TROLOVE TREASURER BRAESIDE P&C

Account totals:

General Acc: \$9,385.48
 Uniform Shop: \$9,948.44
 Yr 6 Fundraising: \$0.00
 Reserve: \$17,850.54

Boniface:

Our Boniface sits in the uniform account. I deposited a Cheque from Anglican Church for \$500.00 for Boniface in January. Boniface current balance as of today is \$733.85.

P&C Fundraising:

All money for 2025 Mega Raffle has been deposited, unfortunately I missed the banks Christmas hours' notice and these remaining funds were deposited in January 2026. I have a full Mega Raffle report so we can see all the details together. Mega Raffle raised \$4,020.49 profit.

Yr 6 Fundraising:

Yr 6 Fundraising account to \$0.00 ready for 2026 Year 6 class to use if they wish to be a sub-committee of the P&C.

Donations In:

- \$100.00 – Bakehouse Boutique: Mega Raffle Sponsorship
- \$500.00 – Anglican Church Boniface
- \$14.00 – 2025 Members Contributions

Money Out:

- \$1980.00 – Ryan Julius Rock Stream Work
- \$540.21 – LW Reid SI1077492

Braeside P&C 2026

Balance Sheet as of January 2026							Closing Balance Current Month January 2026
					2025 FY Closing Balance	Closing Balance Previous Month December 2025	
Current Assests							
	Cash In Bank (General P&C Account)				\$ 9,162.72	\$ 9,162.72	\$ 10,726.42
	Cash in Bank (Uniform Shop)				\$ 6,536.50	\$ 6,536.50	\$ 9,347.50
	Cash in Bank (P&C Reserve Account)				\$ 18,349.96	\$ 18,349.96	\$ 17,850.54
	Cash in Bank (P&C Yr6 Fundraising Account)				\$ 67.00	-	-
	Cash In Hand (Petty Cash Uniform Shop)				\$ 265.00	\$ 265.00	\$ 265.00
	Stock on Hand (Uniform Shop)				-	-	-
	Total Current Assets				\$ 34,381.18	\$ 34,314.18	\$ 38,189.46
Current Liabilities							
					\$ -	\$ -	\$ -
	Total Liabilities				\$ -	\$ -	\$ -
	Net Assets				\$ 34,381.18	\$ 34,314.18	\$ 38,189.46

Braeside P&C 2026

Profit & Loss				
For Period ending January 2026				
		Jan-26	Year to Date Jan- Dec 2026	2025 FY Total
Income				
Uniform Shop		\$ 1,240.00	\$ 1,240.00	\$ 9,833.50
Member Fees 2025		-	-	-
Member Fees 2026		-	-	-
Fundraising		\$ 4,524.35	\$ 4,524.35	\$ 7,216.94
Interest		\$ 0.14	\$ 0.14	\$ 116.11
2025 Yr6 Camp Fundraising		-	-	\$ 2,934.17
2025 Yr6 Graduation Fundraising		-	-	-
Grants		-	-	-
Donations	Uniform Shop	-	-	-
	Mega Raffle	\$ 100.00	\$ 100.00	\$ 1,050.00
	Boniface	\$ 500.00	\$ 500.00	\$ 1,000.00
	KREAC	-	-	\$ 1,000.00
	KROS	-	-	\$ 1,000.00
	2024 Yr6	-	-	\$ 160.00
	WA SAP Payment	-	-	\$ 980.00
Total Income		\$ 6,364.49	\$ 6,364.49	\$ 25,290.72
Cost of Sales - Uniform				
Gross Profit		\$6,364.49	\$ 6,364.49	\$ 25,290.72
Expenses				
Uniform Shop		\$ 709.91	\$ 709.91	\$ 8,087.51
Donations Grants		-	-	\$ 6,828.86
Fundraising Expenses		-	-	\$ 2,789.53
Waccso Affiliation		-	-	\$ 925.36
WFI Insurance		-	-	\$ 500.00
2025 Yr6 Fundraising Camp		-	-	\$ 3,369.53
2025 Yr6 Fundraising Graduation		-	-	-
WACSSO Conference Fees - Gemma Trolove		-	-	\$ 15.00
WACSSO Conference Fees - Gabby Power		-	-	\$ 293.00
Commercial Toaster		-	-	\$ 819.46
Total Expenses		\$ 709.91	\$ 709.91	\$ 22,808.79
Net Profit/(Loss)		\$5,654.58	\$ 5,654.58	\$ 2,481.93

P&C Mega Raffle 2025

985 Tickets Sold

10-Oct-25	Mega Raffle Sponsorship - Tracey Schepis	\$ 300.00		
13-Oct-25	Mega Raffle Sponsorship - Great Southern Rural	\$ 100.00		
27-Oct-25	Cash Deposit - Mega Raffle Sponsorship - Fresh Start Café	\$ 200.00		
27-Oct-25	Gemma Trolove - Reimbursement of Mega Raffle License		\$ 54.50	
3-Nov-25	Tracey Schepis - Mega Raffle Tickets	\$ 50.00		
6-Nov-25	Gabby Power - Mega Raffle Tickets 511-520	\$ 50.00		
13-Nov-25	Brooke Dellacqua - Mega Raffle Tickets	\$ 50.00		
14-Nov-25	Regional Retailers - Mega Raffle Sponsorship	\$ 200.00		
17-Nov-25	Square Deposit - Mega Raffle Ticket Sales Farmers Market	\$ 49.98		
17-Nov-25	Advertiser Printer - Mega Raffle Ticket Printing		\$ 200.00	
19-Nov-25	Brooke Dellacqua - Mega Raffle Tickets	\$ 50.00		
19-Nov-25	Gemma Trolove - Mega Raffle Tickets	\$ 50.00		
19-Nov-25	Gemma Trolove - Mega Raffle Tickets	\$ 50.00		
19-Nov-25	Gemma Trolove - Mega Raffle Tickets	\$ 50.00		
19-Nov-25	Gemma Trolove - Mega Raffle Tickets	\$ 50.00		
3-Dec-25	Kerry Hartley - Mega Raffle Tickets	\$ 50.00		
10-Dec-25	Dianna Dixon - Mega Raffle Tickets	\$ 200.00		
11-Dec-25	Larissa Mcinerney - Mega Raffle Tickets	\$ 20.00		
11-Dec-25	Yeong Ming - Mega Raffle Tickets	\$ 5.00		
11-Dec-25	Brooke Dellacqua - Mega Raffle Tickets	\$ 20.00		
12-Dec-25	Siti Madision - Mega Raffle Tickets	\$ 20.00		
12-Dec-25	Kristy Phillips - Mega Raffle Tickets	\$ 15.00		
15-Dec-25	Hannah Patterson - Mega Raffle Tickets	\$ 100.00		
15-Dec-25	Gemma Trolove - Mega Raffle Tickets	\$ 20.00		
15-Dec-25	Square Deposite - Woolies Mega Raffle Ticket Sales	\$ 154.96		
16-Dec-25	Tameka Beck - Mega Raffle 2nd Prize (\$600: \$50 Donatlon & \$550 Fundraising money)		\$ 550.00	
16-Dec-25	Claire Fleming - Mega Raffle 1st Prize		\$ 1,000.00	
8-Jan-26	Cash Deposit - Bakehouse Mega Raffle Donatlon	\$ 100.00		
8-Jan-26	Cash Deposit - Mega Raffle Cash	\$ 3,870.05		
Total		\$ 5,824.99	\$ 1,804.50	\$ 4,020.49 PROFIT