

MEETING MINUTES

Meeting Type: General Meeting

Date : 18.03.2026

Chairperson: Rosie Hatswell

Time: 7.00pm

Minutes Recorder: Ashleigh O'Neill

Present	Kristy Harrison, Celia McCarthy, Katie Langeweg, Rosie Hatswell, Saori Matsuo, Jessica Louise Darling, Ashleigh O'Neill, Andrew Hobson, Emma Pavlenko, Tina Darling, Janelle Brogna, Natalie Elliot
Apologies	Susan Field
Non-financial members	-
New Members	-
Resignations	-

No.	Item	Action / Resolution
1.0	General	
1.1	Welcome & Apologies Board thank you from Kelly Maher for support of Angkor event, and request to borrow EFTPOS terminal for on the day purchases.	- P&C members have no objection to Board borrowing EFTPOS equipment for the night of the event.
1.2	Confirmation of previous minutes: Minutes of Interim Meeting held Wednesday 18 February 2026 are a true and correct record.	<i>The NPS P&C adopt these minutes</i> Moved: Emma Pavlenko Seconded: Jessica Louise Darling
2.0	Reports	
2.1	Treasurer's Report	<i>The NPS P&C adopt these reports as tabled</i> Moved: Saori Matsuo Seconded: Katie Langeweg
2.2	Correspondence Report: not provided by Secretary	ACTION: Ashleigh O'Neill to prepare and issue with meeting minutes, for endorsement at next meeting.
2.3	President's Report	<i>The NPS P&C adopt these reports as tabled</i> Moved: Janelle Brogna Seconded: Emma Pavlenko
2.4	Principal's Report	
2.5	School Board Rep. Report	
2.6	Scholastic Book Club Report	
2.7	Building & Grounds Report	

No.	Item	Action / Resolution
2.8	Road Safety Committee Report: <ul style="list-style-type: none"> - <i>Update on ride to school event provided. Saori secured \$100 voucher from Woolworths, and fruit donation from Benara Fresh.</i> 	P&C members approved the funds of up to \$50 to be spent at Woolworths for additional breakfast supplies. ACTION: Saori & Rosie to purchase all supplies for ride to school event 20.03.26
3.0	Business Arising from previous minutes	
3.1	Digital communications & Social media (<i>EP & AO</i>): <ul style="list-style-type: none"> - <i>Facebook page and Instagram pages now linked. Generally from Week 1 Term 2, all new posts will be on new Social media pages, and Private Facebook group will not be used.</i> - <i>Term 2 planner for social media posts: Posts generally will be scheduled ahead of time to improve efficiency. Ad-hoc posts or reminders can be done as needed.</i> 	ACTION: Schedule a post into the Facebook group in the coming weeks to advertise the swap to the public page, and ensure all in the Facebook group follow the correct page. ACTION: Emma, Ashleigh & Rosie to plan social media calendar for all known posts in Term 2, and begin scheduling in School Holiday break.
3.2	Calendar of events updated <ul style="list-style-type: none"> - <i>Kristy provided additional dates for inclusion at meeting; Ashleigh to add and reissue calendar of events with minutes of the meeting.</i> - <i>Earth day: While no event is planned, P&C could advertise the sustainable initiatives at NPS. For example can collections, recycling, worm farm etc.</i> 	ACTION: Social media post to be put together for Earth Day. ACTION: Rosie to check with Aaron if he is still able to collect and empty Containers for Change bins on behalf of the P&C.
3.3	Fundraising & Infrastructure Priorities – 2026 (<i>All</i>) <ol style="list-style-type: none"> 1. <i>Amber-Jade Sanderson has requested the P&C / School provide a list of 3 infrastructure priority projects.</i> 2. <i>Fundraising Objectives for 2026 to be set</i> <p><i>Discussions are ongoing: it was agreed that at the next meeting P&C will continue discussions.</i></p>	P&C members to continue discussions at next meeting. Ongoing. ACTION: Building and Grounds to meet and propose a list for Amber-Jade Sandersons request.
4.0	New Business	
4.1	Mother's day planning (RH): <ul style="list-style-type: none"> - <i>Rosie confirmed raffle prizes are coming together. Forms for sending home with tickets to be put together in next couple of weeks for distributing.</i> 	ACTION: P&C to collate any donations for raffle and advise Rosie for inclusion in prize list. Ashleigh to update forms and send to Rosie for printing / distributing.
4.2	Faction Carnival planning (RH / CM): <ul style="list-style-type: none"> - <i>'Jacked up coffee' has been booked in. Kristy noted as per last year - teachers orders planned for 8am, and then open to public after.</i> - <i>'Lady Bee Ice cream' van has been booked for end of the day.</i> - <i>Bake Sale: to go ahead.</i> - <i>Food Trucks to be arranged this year to serve school visitors (not students). Rosie has coordinated with two food truck vendors, and they confirm they are available.</i> 	ACTION: Ashleigh to update subway forms and send to Rosie for printing / distributing. ACTION: Rosie / Celia to confirm with food vendors. ACTION: All to discuss / coordinate bake sale items.

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	<ul style="list-style-type: none"> - Subway orders to serve Students lunch: A cost of \$9 per student was agreed for sandwich, cookie and drink. Ashleigh to update form and send to Rosie. - Faction colour items sale: leftover stall stock to be offered for sale at a pop-up stall in Week 1 of Term 2. Thursday 23rd April during running club (AM), and Friday 24th before school. 	<p>ACTION: Pop up stall for coloured items to be coordinated for the 23rd & 24th April.</p>
4.3	<p>P&C Signage: (RH)</p> <p>Rosie Requested funds to purchase new banners for the P&C for use at events.</p>	<p>P&C members approved the funds of up to \$400 to be spent to purchase P&C banners.</p> <p>ACTION: Rosie to source supplier & arrange to order.</p>
4.4	<p>Colour Run planning (CM)</p> <ul style="list-style-type: none"> - Lady Bee Icecream van and foam cannon booked in for the day. - Water connection will need to be reviewed, and new hoses / fittings will be needed for this year. 	<p>ACTION: Rosie to reach out to Ross Realty to request sponsorship for the event.</p> <p>Planning ongoing.</p>
4.5	<p>Assembly day coffee van: (EP)</p> <p>The P&C endorsed a coffee van to be invited to the school grounds on assembly mornings. Emma / Ashleigh to investigated options for local companies.</p>	<p>ACTION: Emma / Ashleigh to investigate options.</p>
4.5	<p>Grants:</p> <ul style="list-style-type: none"> - Perth Airport grant is currently open. Ashleigh to arrange for submission in coming days, to support new sporting equipment (potentially new heavy duty soccer goal for the oval). - Bendigo Grants: AO to investigate further. 	<p>ACTION: Ashleigh to lodge Perth Airport Grant form, and investigate Bendigo grants process / dates.</p>
4.6	<p>Noranda PS Vouchers (SM)</p> <ul style="list-style-type: none"> - Saori suggested option to provide small vouchers for P&C events as a thank you to volunteers. - CM noted possibly not permitted under the WACCSO regulations / P&C Constitution. 	<p>ACTION: Ashleigh & Saori to investigate whether this would be possible within the P&C constitution.</p>
5.0	Next Meeting	
5.1	Meeting Closed 8.20pm	
5.2	Next Meeting to be Week 3 Term 2; 06.05.26	

END OF MINUTES