



SHELLEY PRIMARY SCHOOL

PARENTS & CITIZENS ASSOCIATION INC.

Monota Avenue, SHELLEY WA 6148

MINUTES OF GENERAL MEETING Tuesday 17th March 2026 Staff Room, Shelley Primary School

1. OPEN, WELCOME & APOLOGIES

Rod Y opened the meeting at 7:05pm.

In attendance: Trevor P, Agnes C, Shalini V, Rod Y, Chenoa, Danae B, Louise F, Lijun, Fiona S, Louise B, Felicity B, Erica W, Colleen

Apologies: Kiran R, Erica W and Dee S, Simeran C, Eddie, Linley

2. MEETING COMMENCED 7:07 PM

Confirmation of previous minutes from meeting 16 February 2026.

3. GENERAL BUSINESS

Motions to be passed:

The following motions were passed:

"The Shelley Primary School P&C will give \$5,000 in traditional funding to Shelley Primary School for 2026."

3.1 \$50,000 – used towards items from 2025 including sound system for undercover area. The School will transfer the money to us and we will transfer back. Already invoiced.

3.2 Year 6 events and gift – move movie night to combine with Camp out. June, mid term 3 and Halloween something.

3.3 School Calendar – as above

3.4 Subcommittee terms of reference – Shelley Primary School P&C Association INC Fundraising Sub Committee and Shelley Primary School P&C Association INC Canteen sub-Committee were accepted.

3.5 P&C events calendar and attaching insurance to these events.

It was confirmed that each event organised by Shelley Primary School P&C Association Inc will fall under the P&C's current insurance coverage, provided the events comply with the standard P&C guidelines and are sponsored by the Shelley Primary School P&C.

- 3.6 *Storage Room – canteen and P&C is sorted.*
- 3.7 *Vice President/WACCSO Liaison Report*
- *We now have a handbook regarding roles and responsibilities.*
 - *WACCSO governing body for P&C in WA.*
 - *Using HR support service to tidy up Canteen contracts etc.*
 - *Advertising P&C day is 22nd May.*
 - *Promoted Fresh Snap – shared with Canteen and Carolina looking into it.*
 - *Online training on Monday 23.03.2026 regarding Governance.*
 - *Need to update office bearers and provide with information by April. Provided information regarding different types of fundraising ideas.*
- 3.8 *Shortlist 2026 Goals –*
- *Playground outside of library*
 - *Filtered water taps*
 - *Put it out into the school if anyone has knowledge/experience in applying for grants*
 - *Amanda Spencer Teo to hopefully organise 18 trees one for each room.*
 - *Music Program for Literacy. Rod and Danae may meet with the organiser to discuss further to see if the P&C can contribute and cover.*
 - *Dependent on costs of playground and chaplain. Trevor to get prices.*
- 3.9 *Lawn Care –*
- Motion raised:** *“The Shelley Primary School P&C to provide up to the amount of \$1,200 to cover expenses for lawn care in 2026.”*
- 3.10 *Communication of P&C Activities – continue what we are currently doing.*

4. **Reports:**

4.1 **President’s Report:**

- Thanks to Danae and Year 6 for FFN. A great success and congratulations to all involved.
- Setting up committees to ensure that we ready to go for 2026.

4.2 **Principal’s Report**

- See attached report.

4.3 **Treasurer’s Report**

- Only 216 families paid voluntary contributions. Run the same as the school did or theirs in term 2
- Bank fees of around \$2,000 per year. Rod and Agnes to look into it.
- Canteen stock prices \$3,000 over same time last year and sales went down. May need to look at raising costs on items when the switch to winter prices in Term 2.
- Shared bank statements. We have money to help the school. Balance of \$66,000.

4.4 **Canteen Report-**

- Very busy this term. Changed up with swimming in the beginning.
- Interest form volunteers but still in need of more help if possible.
- Looking for secretary
- 11 birthday orders already
- Staff shirts ordered by Louise.
- Sushi day coming up
- Need a new casual staff member
- Laptop needs to be replaced. Trevor looking into it.
- New drink range – Chill
- Looking into Fresh Snap

4.5 School Board –

- Postponed 2nd meeting. Due in the next few weeks.
- Going through governance training and ensuring that everyone is
- 2026 Workplan being done at the moment
- Vacancy for board member at the moment. Ready to advertise for position.

4.6 Fundraising Report-

- Had first sub committee meeting. Colleen will co-ordinate with year groups to support and help with what the event has looked like in the past
- Term 1 easter raffle and organised by Pre-Primary
- Mother's Day stall in week 3 of term 2.
- Thanks to Madelena for organizing easter raffle
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5. Correspondence

- None

6. Other business

- Year 6 money raise for gift to school in 2025. Nothing as yet but gets done the following year. Had discussions about what they would like to be.

7. Next meeting: Tuesday 5th May 2026 at 7:00pm in the Staff Room

Meeting closed 8:35pm