



Aveley Primary School P&C Association Minutes

Date	Monday 12th May 2025	Start time	6:00pm
Location	Aveley PS Staffroom	Finish time	8:00pm
Facilitator/Chair	Peta Magorian	Minute taker	Sally Hollis
Attendees	Peta Magorian, Natalie Bracegirdle, Sarah Bowden, Angela James, Sally Hollis, Vania Fontura, Janae Pritchard, Neil Hollis, Taryn Soderman and Alara Fisher		
Apologies	Simone Close, Natalie Wakefield, Sam Close, Angie Kattowitz and Kim Pieri		

Agenda Item	Discussion / Actions	Action
1. Introduction	<ul style="list-style-type: none"> Welcome Attendance & apologies See above. Any conflict of interest with tonight's agenda. 	No conflict
2. Accept Minutes	Minutes from 17th February 2025 meeting <ul style="list-style-type: none"> First, Taryn Soderman Second, Neil Hollis Minutes from last meeting were accepted as a true and accurate record.	Vote recorded
3. Issues arising from Last meeting	<ul style="list-style-type: none"> Secondhand Uniform Sales through Spriggy – No updates recorded Donation of Uniforms to Sister School – Natalie to investigate and advise Fruit Donations Advertisement to local community – Community Noticeboard on Facebook Newsletter to better communicate activities – Natalie advised school looking into updating website and changing communication platform which should incorporate P&C activity and future planned events – TBA on implementation 	Sally to reach out to IGA Aveley Natalie B to update next meeting on progress of website
4. Correspondence in	<ul style="list-style-type: none"> Bank Statements Fundraising Catalogues 	Recorded.
5. Principal's report	See attached	
6. President's report	See attached	
7. Vice President	Not provided.	
8. Treasurer's report	Bank balances are healthy due to fundraising. All outstanding payments have been finalised. <ul style="list-style-type: none"> P&C Canteen as of 11 May 2025 = \$8,388.40 P&C Bank balance as of 11 May 2025 = \$36,467.19 Audit Completed 	Peta to send copies of 2022, 2023 & 2024 audits through to Natalie for school records
9. Canteen report	<ul style="list-style-type: none"> Canteen Manager has been unable to work due to an injury. Casual team member has been covering these hours in the interim Canteen's final day will be 6th December. 	
10. General/New Business	<ul style="list-style-type: none"> Interested to get idea of uplift of school fees paid due to gift card incentive. Potential gift cards offered across different terms next time Rita Saffioti hasn't reached out about Bike Voucher for Stern P&C Day 23rd May – invites handed out by Natalie for Morning Tea Cookie Dough Collection – Address issues arising from communication that wasn't shared and a different approach to collection to streamline it Highest Seller to be awarded at next assembly – Neil to attend and present Successful Election BBQ and Mother's Day stalls. Thank you to volunteers and committee members Michelle Maynard Pre-Election Offer <ul style="list-style-type: none"> Circus Disco Friday 7th July Water, popcorn and glow stick provided Entertainment – DJ, Tumbling Team, Balloon animals and Photo booth wall Volunteers coordinated (organise duties, correspondence and roster) Ticket Sales through Spriggy Hovea Building to have lights left on. Deciding on change of pickup area. Awaiting confirmation on whether Aveley JFC will have Friday night game with lights on at Oval Ticket sales in person – potential Friday 27th June and Wednesday 2nd July – TBC based on volunteers) 	Natalie B to find out about increase in school fees paid. Peta to follow up with Rita Saffioti office about Bike Voucher. Natalie B to follow up about Election offer. Angela to organise Disco Volunteer List and call-out for more support if needed. Sally to organise logins to Angela so she can commence Fathers Day planning Natalie W to confirm



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	<ul style="list-style-type: none"> ➤ Set-up from 12pm and School to advise Osh over unavailability of undercover area ➤ School councilors can mention during assemblies • Father's Day Stall and Raffle (T3 Tuesday 2 and Wednesday 3 September Stock Order – Natalie and Angela to organise with support from Sally and Peta ➤ Raffle Donation letter – P&C members to hand out to local businesses <ul style="list-style-type: none"> • Sports Carnival (T3 Friday 5 September) - ➤ Canteen managing school lunches again? ➤ BBQ Stock ordered through canteen again ➤ Vendor Confirmation ➤ Colour Run (T3 Friday 26 September) ➤ Vendor Confirmation ➤ Volunteer coordinated, organise posters, roster and assign duties ➤ Obstacle Course, update map, order required items, look into Foam Cannon <p>Investigate access to a canteen eftpos card so we can purchase items as per agreed expenditure using P&C funds rather than seeking reimbursement and using personal money</p>	<p>Canteen assistance for Sports Carnival</p> <p>Peta to confirm Vendor confirmation for Sports Carnival and Colour Run</p> <p>Sally to research Foam Cannons for colour run</p> <p>Sally to confirm requirements via WACSSO in relation to a VISA debit card for P&C purchases</p>
11. Motions	<p>Food for Disco - \$1000</p> <p>Father's Day Expenditure agreed - \$3500</p> <p>Colour Run expenditure - \$1000</p> <p>New Printer for Canteen expenditure up to \$500 (wait for EOFY sales)</p> <p>Snacks for volunteers at Disco \$50</p>	Vote Recorded in favour for all motions.
12. Next P&C meeting	Monday 4 th August 2025	recorded


Vice President

Date 16.5.25


Principal

Date 16.5.25