



# Scarborough Primary School P&C

An Independent Public School

60 Hinderwell Street, Scarborough WA 6019

Phone 9222 9200

Email [scarboroughprimarypc@gmail.com](mailto:scarboroughprimarypc@gmail.com)

## Minutes of General Meeting 5<sup>th</sup> November 2025

**Held:** In the SPS Meeting Room

**Meeting Opened:** 5:38pm

### ITEMS

Items	Action
<b>1. Attendance:</b> Sarah Quantock (SQ), Peter Williams (PW), Ele Fazio (EF), Teneke Spencer (TS), Rachel Doohan (RD), Dorali Estevez (DE), Carrie McIntosh (CM), Julia Koehn (JK), Pahnia Baldwin (PB), Mel Fogarty (MF), Carolyn Etter (CE), Siobhan (Sibs) Boffey (SB)  <b>Apologies:</b> Phil Critchley (PC), Johnny Kyi (JK), Tarryn Sheffield (TSh)	
<b>2. Confirmation of Minutes of Previous Meeting</b>  Resolution: That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 8 <sup>th</sup> September 2025 be taken as read and confirmed as a true and accurate record.	Motion carried
<b>3. Business Arising from Previous Minutes</b>  3.1 School Disco Feedback -  <b>Did not discuss.</b>  3.2 Christmas Tea Towels - (Update from EF) <ul style="list-style-type: none"><li>P&amp;C offered to order tea towels for teachers at cost price (\$8.50)</li><li>EF had a request from a parent requesting to pay on Friday (ordering closes Thursday). Confirmed with SQ that they did not require financial support.</li><li>221 tea towels sold so far, not including the orders for teachers at cost price.</li><li>Orders were placed using the bundle option. E.g. sold 8 bundles of 5.</li><li>Tea towels will need to be delivered before end of year.</li><li>Distribution options discussed. Determined that P&amp;C will bag and provide to classes.</li></ul> 3.3 Colour Run - (update from TS) <ul style="list-style-type: none"><li>Scheduled for 12 December 2025.</li><li>So far we have raised \$1400, from approx 23 kids</li></ul>	  3.1 Nil  3.2 SQ to provide list of teachers who have ordered tea towels to EF.  P&C to bag and provide to classes. Volunteers will be required.  3.3 Purchase icy poles

<ul style="list-style-type: none"> <li>• Will need volunteers and water guns on the day.</li> <li>• Discussion around whether we want to have icy poles. Decision – Yes. Cost ~\$100.</li> <li>• PW and SQ to be slimed?</li> </ul> <p>3.4 Sustainable Garden Immediate Options - (update from MF)</p> <ul style="list-style-type: none"> <li>• MF sent email to Nikki requesting her wish list of garden items.</li> <li>• MF noted how the P&amp;C previously discussed temporary options for the garden. Would the P&amp;C consider giving the garden club a certain amount of money to buy a few items and portable pots so the kids could take home over the holidays.</li> <li>• P&amp;C committed to spending some money this year.</li> </ul> <p><b>Vote:</b> P&amp;C to provide \$1000 to Nikki to buy gardening items for temporary garden. Motion Passed.</p> <ul style="list-style-type: none"> <li>• SQ said Nikki could probably do it in the next couple of weeks. Nikki will do the shopping then invoice the school.</li> <li>• P&amp;C can include in the newsletter in week 6 or 8.</li> <li>• SQ mentioned that the new garden could consider including a worm farm. PB mentioned that City of Stirling can set up a worm farm for you.</li> </ul> <p>3.5 Chess Club Update - (update from MF)</p> <ul style="list-style-type: none"> <li>• This conference room is fine to hold chess club.</li> <li>• \$180 per child per term. Fee reduces if more than 20 children sign up.</li> <li>• Company requires a contract from school to use the space and confirm there is no hire cost. SQ noted it should be free, maybe \$1. P&amp;C are happy to cover the \$1 if it is required.</li> <li>• Program will run after school, for years 2-6.</li> <li>• Bookings are managed through their website.</li> <li>• Discussion around duty of care requirements for children attending between end of school and start of chess club. It was determined that a P&amp;C member could volunteer to take the kids to chess club. Parent escort needs to have a Working with Children Check.</li> <li>• Session runs for 1 hour. Start time not confirmed but 3:15pm was suggested.</li> <li>• MF would like the day locked in so they can put details out this year to get people signed up.</li> <li>• Need to understand what the room set up they need.</li> <li>• Minimum 10 students. A maximum of 20 was suggested given the room size (noting that price reduces if more than 20 students)</li> </ul> <p>3.6 Stargazing Event - (Update from TS)</p> <ul style="list-style-type: none"> <li>• Available dates - 21 February or 22 February 2026. Preference for Saturday, therefore 21 February.</li> <li>• Costs \$2,200, but currently only need a \$200 deposit.</li> <li>• Intended to be a free event for family and kids covered by the P&amp;C, but there is an opportunity for fundraising on the night. For example. General Public allow you to pre order pizza and P&amp;C would get some money (\$5) per pizza.</li> <li>• PW suggested this could be combined as the the welcome BBQ given it's so early in the year.</li> </ul>	<p>3.4 MF to liaise with Nikki about shopping.</p> <p>Include details in newsletter (week 6 or 8)</p> <p>3.5 MF to email SQ to request a contract for the use of space.</p> <p>SQ to prepare contract. MF to confirm day with company and what room set up they require</p> <p>3.6 TS to request invoice from company.</p> <p>MF to pay deposit once invoice is received.</p>
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<ul style="list-style-type: none"> <li>• The company suggest people come an 1-1.5 hour before where they provide some information, then set the telescopes up.</li> <li>• It will be weather dependent - cloud cover, can be an issue. But it was considered that it's still worth continuing with the event.</li> </ul> <p><b>Vote:</b> To pay \$2,200 to cover the cost of the stargazing event. Motion Passed.</p> <p>3.7 Pedestrian Crossing Update - (Update from TS)</p> <ul style="list-style-type: none"> <li>• Type A (lollypop funded) and B application went in last week.</li> <li>• Shane Pope from City of Stirling is backing everything we asked for. SQ noted that Stuart Aubrey will also endorse.</li> <li>• Count will now be conducted. Message about the count went out in WhatsApp groups requesting people use the suggested crossing.</li> <li>• SB contacted Stuart Aubrey about the School Bike Bus as they were getting complaints from drivers.</li> <li>• Lots of people in the community are supportive of the crossing.</li> </ul> <p>3.8 MSC and Yr6 Graduation Event (update/request CM)</p> <ul style="list-style-type: none"> <li>• End of year dinner is booked for 13 December for parents and students.</li> <li>• CM asked whether the tickets and payment could be managed through MSC?</li> <li>• Tickets are \$45 and will cover DJ, caterer and venue.</li> <li>• Discussion around whether the cost will be covered exactly? What happens if there is excess or insufficient funds? CM said she would manage if the money is short.</li> <li>• Tash to get in contact with Ele to put the info on MSC</li> </ul> <p>3.9 Farmers Market</p> <ul style="list-style-type: none"> <li>• CF went to the Farmers Market Grant Workshop.</li> <li>• MF will help with the grant writing</li> <li>• Grant due in 6 weeks from tomorrow.</li> <li>• P&amp;C will need a sub-committee for the farmers market.</li> <li>• Markets will be held weekly.</li> <li>• JK asked whether students could have a stall and sell things. TS noted that it needs to be fresh produce.</li> <li>• We need a WA Farmers Market Association membership which is \$50. P&amp;C noted happy to pay for this. (no vote needed for that value)</li> <li>• Need a bank account - We use the canteen.</li> <li>• We will need someone experienced who can pay the farmers market manager. Option to use a third party to manage.</li> </ul>	<p>3.7 Nil</p> <p>3.8 EF to update MSC with ticket details. P&amp;C pay vendors</p> <p>3.9 TS to prepare grant application. MF to assist. Grant closes 6 weeks from tomorrow.</p>
<p><b>4. General Business</b></p> <p>4.1 Wine Fundraiser - (update from EF)</p>	<p>4.1 Nil</p>

<ul style="list-style-type: none"> <li>• TS organising wine fundraiser. For every bottle sold, P&amp;C get \$3.</li> <li>• Information is going out in the newsletter.</li> </ul> <p>4.2 2026 Planning - (Update from EF)</p> <ul style="list-style-type: none"> <li>• Propose to meet up off site to plan the 2026 dates and events.</li> <li>• Note: Talk about fundraising options for the stargazing event gazing at the planning meeting as this will need organising before first P&amp;C meeting next year.</li> </ul> <p>4.3 New Uniform Items - (Update from CM)</p> <ul style="list-style-type: none"> <li>• A different supplier has 'leisure pants' – like leggings for girls. Got quite good feedback from those who have tried them.</li> <li>• \$35 per legging. Minimum for 30 to order.</li> <li>• Option for a Scarborough school bag. Minimum of 20 order. 9 year guarantee. Cost unknown.</li> </ul> <p><b>Vote:</b> Try leisure pants. Motion carried.</p>	<p>4.2 EF to put a poll in the P&amp;C whatsapp chat with date options (AM and PM) for planning session.</p> <p>4.3 CM to confirm cost of school bag.</p>
<p><b>5. Reports</b></p> <p><b>5.1 Treasurer's Report – (Update from MF)</b> See attached report.</p> <ul style="list-style-type: none"> <li>• MF provided verbal update on report. Wrong report was printed.</li> <li>• Disco made approximately \$3,000</li> <li>• \$300 from Grill'd 'local matters'</li> <li>• Worker's compensation was cancelled.</li> </ul> <p><b>5.2 President's Report – (Update from EF)</b></p> <ul style="list-style-type: none"> <li>• EF provided shared presidents report.</li> </ul> <p><b>5.3 Principals report</b> Wishlist for 2026</p> <p>1. Kindy speech screening</p> <ul style="list-style-type: none"> <li>• Aim to introduce in 2026 and keep going. Opportunity for speech therapist to come in and screen the kids.</li> <li>• \$4,500 for 40 students. No out of cost to parents. Add-ons for parents at a cost.</li> <li>• Will provide support for student, parents and staff. Aims to provide early intervention for literacy support. Two speech pathologists very experienced. Provides a report for parents which can be taken to external provider.</li> <li>• Every child gets screened in kindy in term 1.</li> <li>• Small issues they can do workshops for a small fee (~\$20) where they provide tips for parents that might help resolve the issue.</li> <li>• Question - is there an expectation that we will continue? SQ advised the school is looking into some avenues for funding.</li> <li>• They won't be providing therapy so there is no conflict.</li> <li>• Optional add on (paid for parents) Kindy boost – 4 kids that they can pull out to do a session with \$650 (~\$125 for 4 speech sessions). No expectations that you have to do it.</li> <li>• Consent needs to be provided if parents want to refuse the assessment.</li> </ul>	<p>5.1 MF to provide PC with correct attachment. To be attached when Minutes are sent.</p> <p>5.2 Nil</p> <p>5.3 Option to share wellness support programs in WhatsApp groups and maybe socials.</p> <p>Include information about funding provided in future newsletter.</p>

<p>2.Chaplain</p> <ul style="list-style-type: none"> <li>• Currently 3 days a week, 2 days with some support. School pays \$8000 and next year the school can only support 2 days. Need up to \$10,000 to support the 3 days.</li> <li>• They would lose two of the key support programs - Buzz and Grit – if we lost that 3<sup>rd</sup> day.</li> <li>• Had the potential to participate in the swell pilot program for older kids.</li> <li>• TS noted that the parent survey voted high on the wellness support.</li> <li>• MF asked if some information went out about what the school does provide? A reminder that the school has programs. SQ noted it will go in the latest newsletter. Option to provide a screenshot on the WhatsApp groups, maybe on instagram.</li> </ul> <p>3. Lego</p> <ul style="list-style-type: none"> <li>• Miss Mead has a technology program running and has requested some money for lego supplies. Up to \$1000.</li> </ul> <p>SQ need an answer in 2 weeks but vote was undertaken at meeting:</p> <p><b>Votes:</b></p> <ol style="list-style-type: none"> <li>1. Speech program: P&amp;C provision of up to \$4,500. Motion passed.</li> <li>2. Chaplain funding: P&amp;C provision of up to \$10,000. Motion passed</li> <li>3. Lego supplies: P&amp;C provision of up to \$1000. Motion passed.</li> </ol> <ul style="list-style-type: none"> <li>• Sarah will announce the programs and acknowledge the contributions of the P&amp;C.</li> <li>• Kindy information being included in this newsletter. Maybe the week 6 newsletter. Then P&amp;C can say something.</li> </ul> <p>Upcoming Events (in the calendar)</p> <ul style="list-style-type: none"> <li>• Christmas concerts</li> <li>• Dress your ride (11 December)</li> <li>• Graduation (15 December)</li> </ul> <p><b>5.4 Canteen Committee's Report -</b> Not discussed</p> <p><b>5.5 Uniform Shop Report - (update from CM)</b></p> <ul style="list-style-type: none"> <li>• Uniform supplier are putting the fees up by 3%, which equates to roughly \$1 per item.</li> <li>• SQ will hold off on uniform info going out (contributions etc)</li> <li>• No vote needed, but no objection to raising prices for all items by \$1 in 2026.</li> <li>• Uniform shop to open on 31<sup>st</sup> Jan, just before school reopens.</li> <li>• There is an option on MSC to pick up orders on the Friday before school goes back – on MSC option.</li> <li>• CM advised that she will step down from the uniform shop role next year. DE currently helping in uniform shop. There will be a vote next year at the AGM in 2026 for the position.</li> </ul> <p><b>Resolution:</b> That the attached reports be adopted.</p>	<p>5.4 Nil</p> <p>5.5 EF to update MSC to add option to 'collect on Friday before school reopens'</p>
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<p><b>6. Correspondence:</b></p> <p><b>6.1 Correspondence In</b></p> <p>6.1.1 Leavers merchandise email from Cam Beamish contact -</p> <ul style="list-style-type: none"> <li>• SQ noted that the kids are provided with options for the leavers apparel and they choose.</li> <li>• They don't use a particular supplier.</li> <li>• Design for 2026 has already been selected.</li> <li>• Cam Beamish to advise contact to send an email to the Scarborough PS email adress and it can be forwarded to the year 6 teacher for consideration. Would be for 2027 though as 2026 already determined.</li> </ul> <p>6.1.2 ATO email –</p> <ul style="list-style-type: none"> <li>• MF advised that an email from the ATO was received about providing an activity statement due 11/11/25.</li> <li>• MF did not have enough detail and would need to liaise with TS and Alex (previous treasurer)</li> </ul> <p><b>Resolution:</b> That Correspondence In be received as per attached list.</p> <p><b>6.2 Correspondence Out</b></p> <p><b>Nil</b></p> <p><b>Resolution:</b> That Correspondence Out be received as per attached list.</p>	<p>6.1.1 EF to advise Cam Beamish contact to email school.</p> <p>6.1.2 MF to liaise with TS and Alex.</p>
<b>Other Business</b>	
<p><b>8. Date of next Meeting:</b> Wednesday 11 Feb 2026 (TBC)</p> <p>Term 1, 2026. Meeting will also include AGM.</p>	
<b>9. Meeting closed:</b> Approx 7:37pm	