



Scarborough Primary School P&C

An Independent Public School

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Minutes of General Meeting 29th July 2026

Held: In the SPS Meeting Room

Meeting Opened: 6:13pm

ITEMS

Items	Action
1. Attendance: Phil Critchley (PC), Ele Fazio (EF), Carolyn Etter (CE), Tarryn Sheffield (TSh), Rachel Doohan (RD), Mel Fogarty (MF), Teneke Spencer (TS), Julia Koehn (JK), Siobhan Boffey (SB) Apologies: Pahnia Baldwin (PB), Sarah Quantock (SQ) Tahlia Wade (TW)	
2. Confirmation of Minutes of Previous Meeting Resolution: That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 24 th June be taken as read and confirmed as a true and accurate record.	Motion Carried
3. Business Arising from Previous Minutes 3.1 Scitech Event MF's provided full notes. Various items: • Pizza orders to be in by 9/8 - to PH by 10/8 - ACTION EF to collate numbers from MSC & send to MF to send to Pizza Hut. • ACTION TSh to pick up items from Doubleview IGA on 14/8 to take to Scitech. • Need ice for the beer as Scitech isn't able to store drinks in a fridge. ACTION MF – Wine to be delivered to JK house as she can store the bottles in a fridge/coolbox. JK to also bring the soft drinks/juice boxes (currently in school canteen fridge). • MF to collect beers and re-delegate if she's not attending on the night. • MF to draft a pre-event info email (including BYO wine keepy cup & stubby holders). • SB & MF to keep eye on tickets as licence is limited to 250 – also to see if have the availability to sell tickets on the door. • MF to confirm with Scitech we're having tuck shop, bar etc in same space rather than coming back out to ticketing area for tuck shop.	

- **EF** to print off pizza orders so can tick people off when they come & show their orders for collection.
- **CE** to ask if uniform shop volunteers can assist in remaining 2 roles for tuck shop.
- **SB** to supply easels, **TSh** to put a price list together & **EF** to laminate (to put on easels).
- **MF** to create a Scitech whatsapp group for all volunteers.
- **EF** to purchase ice.
- **MF** to re-do the itinerary for the night & re-issue.
- Note: Contact from IGA wishes to meet up – **MF** to organise with either EF or RD

3.2 End of T2 Sausage Sizzle Rundown

All sausages sold. Ran out of bread. Success - \$500 approx profit.

3.3 Containers For Change

EF put bin bag in the bin and ready to go.
RD to wait on reply from CfC.
Will also be used at Farmers Market weekly.

3.4 Farmers Market Fundraising

FM Update:

- CoS still approving various items but got the OK for 12th Sep to launch. Lots of vendors on board.
 - TS spoke to Stuart Aubrey – notification to go out next week to local residents then letterbox drop August time. SA advised to make it a broader geographic drop & has offered to pay for printing for flyers.
 - School paying \$5k of car park modifications. P&C to pay \$20,800. It benefits the school also – gardener, access for school.
- Fundraising:

- Tote bags to sell at launch. SB suggested to look at Kindred Creative who do screen printing. Need delegates to order, sell etc. TS has 2 x quotes – they both offer 120 supply now, then more at a later date (after launch date. Most orders take 10-12 weeks). **SB** happy to coordinate this. Sell to the school community before the launch date.
- Bake Sale – Marketlife looking into where we stand with the making & selling of food. Not looking likely – probably too difficult re: food hygiene.

3.5 Lawn Bowls Event

- Scarborough is cheaper. This is adults only event. Consensus go for Scarborough.
- TSh advised the ticket to include something else e.g. a drink, raffle ticket etc.
- Voted 22/11 (Sunday).
- Theme? (suggest 'S' (for Scarborough) theme) and 'best dressed' with a prize and a raffle? Easy money-maker for raffle.

3.3 ACTION - Confirm with Peter Williams if a Yr 6 or someone is bringing bin out on a Thursday for lunch.

3.5 ACTION - **PC** to go back to Scarborough & confirm date & time

3.6 Christmas Gift - Cookbook • CE been researching this – see attached notes. Agreed a lot of work for a recipe book – park it for next year. • Farmers Market tote bag could be used for this. • Decided we don't need to have a specific Christmas 'gift' this year. 3.7 A.I. Info Night SQ not in attendance.	and follow through on offers.
4. General Business 4.1 Undercover Notice Board SQ not in attendance. This noticeboard cover has been removed. EF to discuss with Ricky in the office. 4.2 Brighton Rd Crossing Still with Main Roads. 4.3 Colour Run Look into other companies.	4.3 ACTION - MF to investigate some options.
5. Reports 5.1 Treasurer's Report – See attached report. \$50k in bank (\$70k minus Farmers Market car park modifications). Brought in \$3.5k so far this year in fundraising. 5.2 President's Report – See attached report. 5.3 Principals report - SQ not present. 5.4 Canteen Committee's Report - All going well. Volunteers in place & running smoothly. TS suggested looking into getting our canteen up and running again – doesn't have to be an employee, just someone with an ABN. Something to look into for next year. 5.5 Uniform Shop Report – Made \$4300 so far this year. Supplier changed ownership and orders are coming in multiple deliveries and being invoiced for every separate delivery, rather than a full order in one. Resolution: That the attached reports be adopted.	
6. Correspondence:	

6.1 Correspondence In 6.1.1 Streets Alive Grant – This round is \$100k. Closes on 11/9 so may be too much to tackle in short time. RD happy to keep an eye on the next round. Resolution: That Correspondence In be received as per attached list. 6.2 Correspondence Out Resolution: That Correspondence Out be received as per attached list.	
7. Other Business Note: Candice from Healthways to come to a meeting Term 4 – REMINDER MF	
8. Date of next Meeting: Tuesday 15th September 6pm	
9. Meeting closed: 7:59pm	