



Mundijong Primary school

AGENDA & MINUTES

P&C - General meeting

Date: Friday 24.10. 2025

Time: 3:15 PM

Attendees: Tieralee Johns, Melanie Hauwert, Flora Boyle, Amanda McGarry, Luke Bradley, Karen Morrison, & Sam Murphy, Xaviera Perkins, Amy Thomas, Emily Hedges & Guest Petra Longworth

Apologies: Claire Norton, Tennille Klatt, Natasha Claridge, Lyndal Maroney and Lacey Stevens

AGENDA	Presenter	Meeting minutes
President Address	Amanda McGarry	Open Meeting 3.18 Welcome 1 parent observer/guest Role Call attendance and apologies Term 2 minutes available if needed Open actions: attached with new actions to address 2025 rolling into 2026.
Principal Report	Luke Bradley	Student Numbers Current at 255 however 2026 projected- 280+ - o 31 Kindy- aiming for 40 – 2 Kindy classes noncompulsory after 40 - o 50 Pre Primary enrolments - o New transportable coming over the holidays for the Early Childhood area. Unfortunately, not purpose built. Important Date for term: • Summer Carnival 14-11 • Kindy Café Friday Week 6, 7 and 8. will include some new PP kids P&C information (Amanda normally attends) • Volunteer morning tea day Friday 5-12 • Christmas Concert Thursday 11-12 • Year 6 Big Day Out Friday 12-12 • Reports out- Monday 15-12 • Graduation and Awards Presentation Wednesday 17-12 Adventure World • Rewards Day Thursday 18/12 – Dunk Take contributed for teachers and older students.

		Staffing 2026 A few new teachers. Going through the recruitment process at the moment. Mr. Bradley will advise update at graduation changes. Class Lists Up on the last day. There is a relatively high chance that these will change by the time we start in 2026. If changes are required, updates will be available the day before school returns Monday 2nd February 2026 Will do a social media post on Mundijong PS page.
Finance	Amanda McGarry	General - \$9,352.72 Canteen - \$21, 173.07 Uniform - \$8637 – Permapleat brought uniform - o Pending invoices – Amanda will confirm with Lyndal before Week 5 of term 4. - o President review of adding Secretary to Finance but will review for 2026 AGM.
Contribution	Amanda McGarry	Discussed end of year school contribution at \$20,000 but this will support to progress with school projector & AV system for canteen assembly area. Will review progress in 2026 AGM date. Mr Bradley will review second quote. Amanda speak to Lyndal - \$20,000 to school Confirmed graduation bears have arrived, and this is an ongoing tradition for P&C with enough bears for 2026, will carry this over for 2027 onwards. Dunk Tank – Only year 6 & teachers (Motion approved of \$1090 Xaviera & Mel). Xaviera to review fun activity for Kindy & Preprimary (Motion approved of \$1000 Kindy or PP) (Tee & Mel) Christmas Raffle – Amanda will get donations
Event Term 4	Amanda McGarry	Term 4 Neon Glow Disco Amanda making progress over school break but advise updates to committee on social FB group, all agree on DJ deposit of \$650. photo booth at \$700 and \$301 for games, decorations to date. - o Disco Permission Slips – Susan collects and then Amanda will create sign in & out register - o Create a volunteer register (include decorating, food preparation, making lolly bags) - o Make prize packs - o Decorate from lunch – confirmed Mr Bradley will have canteen area made available.

- Confirmed Kindy & PP parents are welcome to stay if choice to do so
- Donation of 200 beef sausages, from British sausage company for meal option, Amanda to review additional sausages, sauces and buns once confirmed on numbers
- Additional \$50 for decorations Xaviera to arrange (motion approved Mel, Tee & Amanda)
- Mr Bradley/School will get Gas bottle changed
- Popcorn machine hire \$80 (motion approved Xaviera, Mel & Tee)
- Agree on ticket of \$10 per child with return based on 230 kids attending \$2300 - made clear end of year is not fundraising P&C motion this is not a fundraiser event.
- \$2500 Disco budget (Karen, Mel & Xaviera)
- Xaviera to action on creating a what to wear flyer for social media post.

General Business	All	AGM Date - Week 3 Friday 20th February 2026 Canteen Closed – Friday 21st November access at 12
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ACTIONS – Refer to action register attached to email.

Meeting Closed: 4:08pm

Next Meeting: AGM Date - Week 3 Friday 20th February 2026

Action # Area/Topic Responsible 1 Responsible 2			Mundijong P&C Committee action log					
			Source	Action Breakdown	Due Month	Status	Update	
22	Canteen	Secretary	ALL P&C	P&C Committee Term 2	Canteen volunteers follow up on food handling training courses and agreement to reimburse from Committee. Have received Flora for saving.	Nov-25	Open	Will follow up Canteen volunteers for food handling courses for secretary filing reference, agree would look well when we have shirt or food safety inspector come. Have received Flora and Lacey to date, still looking through previous emails. Will review again and email P&C committee for updated WACSSCO training
28	Event - Disco				Update from 20.05 term 2 meeting: •Disco – Glow and Fluro theme •Noll as a fundraiser •Slushy machine to include into planning Progress since September and carry across to term 4 meeting Agree on theme for Neon Glow Disco, Amanda making progress over school break but advise updates to committee on social FB group, all agree on DJ deposit of \$450, photo booth at \$700 and \$301 for games, decorations to date. Spoken about donation from British sausage company for 200 beef sausages, will speak about numbers in term 4 meeting to review any additional sausages or buns needed.			Updated actions for Disco open: oNo Canteen on Friday 21.11 which is disco date will require social media post. oDisco Permission Slips – Susan collects and then Amanda will create sign in & out register oCreate a volunteer register (include decoraing, food preparation, making jolly bags, prize packs) oDecorate from lunch – confirmed Mr Bradley will have canteen area made available. oConfirmed Kindy & PP parents are welcome to stay if choice to do so oAmanda to review additional sausages, sauces and buns once confirmed on numbers oAdditional \$50 for decorations Xavier to arrange (motion approved Mel, Tee & Amanda) oMr Bradley/School will get Gas bottle changed oPopcorn machine hire \$60 (motion approved Xavier, Mel & Tee) oXavier to action on creating a what to wear flyer for social media post. oAgree on ticket of \$10 per child with return based on 230 kids attending \$2300 – made clear end of year is not fundraising P&C motion this is not a fundraiser event. \$2500 Disco budget (Karen, Mel & Xavier)
		President	ALL P&C	P&C Committee Term 4		Nov-25	Open	
								Contributions/wish list items - sporting equipment seems to be continued to advise there may be grants the school can apply for, would like to ensure this is something followed through with for 2026 as the school is growing wish list item has been put on hold for cricket pitch/sporting equipment/outdoor seating.
31	General Business - Wish List	President	ALL P&C	P&C Committee Term 2	*School Projector & AV system •Upgrade outdoor court - there is potential to get a grant through the school as P&C can't currently apply, revisit in Term 3 meeting. •Sports Equipment – Mr Bradley advised there is potential for the school to apply for grants but will revisit, Tee mentioned there is a need to upgrade atleast the soft dodge balls. •Upgrade cricket pitch on oval •Shaded Outdoor seating – Action to follow get a quote to review Term 3	Dec-25	Open	School Projector and AV system have been a bigger push with agreement in Term 4 meeting - \$20,000 contribution motion approved by all P&C for this so Mr Bradley to advise where this progresses to, AGM meeting would like an update on this.
32	General Business	President	ALL P&C	P&C Committee Term 4	*Need to review AGM and Office Bearer positions – put expression of Interest to current committee members.	Dec-25	Open	Have agreed AGM will be Week 3 Friday 20th February 2026 Do social media posts so will remain as open action to ensure continually push for committee members from Nov 25 to Feb 26.
24	General Business	President	ALL P&C	P&C Committee Term 2	*Discussion with Ideas for Parent, Teacher and Committee social activities include: •Paint & Sip •Bogan Bingo Amanda will review options to use the community centre and costs, potential for committee to do a fundraiser to save some costs overall.	Feb-26	Open	Review opportunity to carry this across to 2026 and start with new committee and parents event to set and support for 2026.
17	Finances	President	Treasurer	P&C Committee Term 2	1 - Approved to add Secretary to Bank accounts. 2 - Get a bank card for canteen, saves Treasurer needing to reimburse volunteers purchasing out of stock foods. 3 - Review of account managing down to two account instead of 3, currently set as general, uniform and canteen.	Feb-26	Open	Still 3 accounts set as general, uniform and canteen, will review this for new AGM term 1 2026 as treasurer and president positions become available, not sure about uniforms staying on as Permopled are taking most new orders. Will extend action out to February 2026
23	General Business	Secretary	ALL P&C	P&C Committee Term 2	Tee will work with Amanda and Susan on this •Feedback on promoting social media page and FB banner with QR code •Feedback on advertising P&C committee members in school newsletter "who we are" outside of the committee.	Feb-26	Open	2025 has been a massive year and term 3 was the biggest, will propose this for 2026 AGM committee - TJOHNS to action and support.
33	General Business	Principal	ALL P&C	P&C Committee Term 4	Kindy Café Friday week 6,7 & 8 will include some PP new students, PC President Amanda will support attention to committee	Dec-25	Open	
34	Contribution	Principal	ALL P&C	P&C Committee Term 4	Rewards Day - will be Thursday 18/12. P&C Dunk Tote contributed for teachers and older students. Action - to review reward option for Kindy & PP students and update Mr Bradley.	Dec-25	Open	Dunk Tank (Motion approved at \$1090 Xavier & Mel) Xavier to review fun activity for Kindy & Prep/primary (Motion approved of \$1000 Kindy or PP) (Tee & Mel)
35	Contribution	Principal	ALL P&C	P&C Committee Term 4	Graduation and Awards Presentation Wednesday 17-12 - Graduation Bears are ready to be handed out on behalf of committee.	Dec-25	Open	
36	Event - Christmas Raffle	President	ALL P&C	P&C Committee Term 4	Amanda reviewing options for end of year Christmas Raffle, started to get donation/gift idea and will provide updates to P&C group chat for any support needed.	Dec-25	Open	
37	General Business	Canteen Manager	ALL P&C	P&C Committee Term 4	Review of Canteen Stock and prepare last weeks menu to ensure ready for lead up to holidays. Canteen P&C group chat have agreed to action week 31.10.2025	Dec-25	Open	

