Peakhurst Public School P&C Association
ABN: 28 229 177 830

General Meeting Minutes

Monday 26 October 2026
Meeting times: 7:05 PM – 9:05 PM
Gumbaya Centre / Online via Zoom

Chairperson: Emma T
Minutes recorded by: Emma T
Present: Mrs Bentley, Mrs Wilson, Mrs Zreik, Emma T, Ashwin L, Gayanthi K, Rosie L, Hayaat C, Moussa C, Emma Z, Nicole L, Karen H, Brielle B
Apologies: Nil

Item	Discussion & Decisions	Action / Owner
1	**Welcome, Attendance & Apologies** • Attendance sign-on was circulated. • Nil apologies	Emma T
2	**Confirmation of Previous Meeting Minutes** • The previous minutes were discussed. The chair asked for objections; none were raised, and the minutes were stated to be signed off.	Emma T
3	**Principal's Report** • Father's Day stall: The school thanked P&C volunteers for the successful stall. • Premier's Reading Challenge: 241 students (65% of the school cohort) completed the challenge. • Infrastructure: Painting of A Block commenced, covering administration, Gumbaya and Stage 3 classrooms, including walls, ceilings, doors and timber surfaces. Stage 3 classes will be temporarily relocated as required. Painting of the front office is scheduled for the first week of school holidays. • NSW public schools Student Code of Conduct: Mrs Bentley provided an update on the NSW Department of Education's revised Student Code of Conduct. A short informational video was presented to P&C members outlining expectations for students to be respectful, responsible and safe. Members were advised that the Code of Conduct had been communicated to staff and students, and that from 2027, parents/carers and students will be required to acknowledge the Code annually. The school is aligning its Positive Behaviour for Learning approach and reviewing its Behaviour Support and Management Plan for 2027. • NAPLAN: The school presented Year 3 and Year 5 results, with the following percentages at Strong or Exceeding proficiency (reading; writing; grammar and punctuation; spelling; numeracy): Year 3 — 57.4%, 64.1%, 50.0%, 62.9%, 61.1%; Year 5 — 62.3%, 68.9%, 67.4%, 68.8%, 58.3%. Approximately 11% of each cohort was exempt, affecting comparisons. Staff identified unfamiliarity with the online testing format and timed writing as factors, particularly for Year 3. The school will strengthen familiarity with the NAPLAN platform at the beginning of 2027. • Learning improvement: Reading and vocabulary instruction has been a strategic focus, supported by external strategic support and teacher professional learning. Year 3 Term 3 check-in reading results were reported as above the state average. Year 5 Strong/Exceeding results were reported as having increased by 16% compared with the prior year. Numeracy, including place value and number, is a further professional learning priority. Department-mandated writing professional learning is scheduled for the first 2027 school development day. • World Teachers' Day: 30 October 2026; families will be invited via the parent portal to prepare thank-you cards. School administration and learning support staff are organising a morning tea. • 2027 enrolments: Kindergarten transition commenced; 42 kindergarten enrolments were reported, with two classes provisionally anticipated. Families of Kindergarten–Year 5 students were asked via the parent portal to advise if children would not return in 2027. Staffing and class structures cannot be finalised until enrolments and funding are confirmed.	Mrs. Bentley
4	**President's Report** • Charity/not-for-profit status: The President is investigating registration to access discounted services and potential donation-related benefits. P&C Federation NSW supplied a Certificate of Incorporation indicating incorporation in 2010; the Association's ABN, registered in 2007, does not currently reflect incorporation. An ATO change-of-registration-details process is underway to update the authorised contact and establish whether the existing ABN can be amended; a new ABN and related banking implications may otherwise need consideration. • Records and branding: A consolidated P&C Google Drive and filing structure is being developed to preserve records, templates and governance documentation. P&C branding and logo assets are being organised for ongoing use.	Emma T - follow up with ATO and continue organising P&C records.

5	**Treasurer's Report** • Opening cash balance reported as approximately $54,600; bank balance as at meeting date approximately $57,100. • Uniform shop receipts for August–September: $755. • Father's Day receipts approximately $4,300, purchases approximately $3,700; surplus stated as approximately $550 (figures rounded). • Disco-related expenditure was discussed; approximately $540 was subsequently referenced in the event discussion • Annual P&C insurance paid was approximately $2,700.	Ashwin L
6	**Uniform Shop Report** • A recent second-hand uniform shop wasn't well attended. Low stock was reported in size 4 and larger sizes, including 10 and 12. A further donation request will be publicised. • Another uniform shop session is planned for the week of the meeting, subject to volunteer availability and school activities. • Non-school-uniform clothing donated to the shop was removed from sale; some items were retained by the school for student needs or donated elsewhere.	Emma T - request stock donations and coordinate future shop opening.
7	**Business Arising from Previous Meeting** • Breakfast club proposal: Other schools have volunteer-run arrangements. Discussed possible local food donations, use of the school kitchen, food handling requirements, WWCC screening and Year 5/6 student leader participation under adult supervision were discussed. Volunteer capacity remains the main constraint. The group agreed to investigate feasibility, with a possible 2027 start. • Air conditioning payment and installation: The school advised that the air-conditioning project had received required sign-off, with installation now anticipated during the summer school holidays rather than in Term 4. EdConnect advised use of a credit-card-based sundry payment link for smaller payments; options for transferring a larger P&C contribution (approximately $20,000 was discussed). Kathie is liaising with EdConnect. Ashwin will enquire with Westpac about a one-off bank cheque. • Assembly awards notification: The school advised that advance parental notice for routine merit, sport, SRC and mathematics awards is not feasible. It will endeavour to notify families about bronze/silver/gold awards, special awards and relevant student leadership badges.	School/P&C - investigate breakfast club feasibility. Kathie/school - clarify EdConnect payment procedure and Ashwin L – investigate bank cheque option.
8	**Claudine's Uniform Shop – Online Ordering** • Claudine's proposed a refreshed online uniform ordering platform with photographs of products. Members expressed support in discussion. Voted to go ahead with no objections.	Emma T/committee
9	**School Disco – 27 November 2026 (6:15 pm – 8:30 pm)** • Superstars Disco: Preparations are progressing. Decorations, wristbands and ice blocks have been purchased. Glow accessories order discussed and will progress. • TryBooking ticket sales are live; ticket price stated as $11. • A promotional flyer and QR code will be finalised and distributed through the school and P&C channels. Volunteer recruitment and duty allocation (including entry, sales and supervision) will follow previous arrangements.	Emma T/P&C - finalise event planning, ticket communication and volunteer roster.
10	**Pie Drive Fundraiser** • Pie and Donut Drive: Approximately 77 orders were mentioned (count to be checked). Order forms are being collated by class. Final quantities and the supplier tally are to be reconciled before payment by bank transfer. • Emma Z will confirm Loftus Pies' delivery time and access via the Bonds Road car park, notify school office staff. • Committee will organise bags and volunteers, and coordinate sorting and classroom distribution. • Delivery Friday 6 November 2026; will distribute by the end of the school day.	Emma Z / Ashwin L - confirm orders, payment, delivery and distribution before 6 November.
11	**Fundraising & Event Ideas** • 2027 LEGO building competition: Members supported developing an at-home school-holiday building competition with a set submission day, size restrictions, stage/age-group judging and a possible exhibition. A $2 fixed entry fee was decided in discussion after considering higher amounts. The Gamesmen was identified as a potential sponsor, prize/voucher donor and judge. Timing, rules, prizes and sponsorship are to be confirmed before promotion. • P&C sponsorship: Sponsorship for P&C events and promotional recognition through the P&C section of the school newsletter, P&C social media and potentially approved temporary school-fence signage was discussed. Mrs Bentley advised that any signage must be approved and written records should make clear sponsorship belongs to the P&C rather than the school. A time-limited sponsorship package/tiers were proposed for further development. • Future fundraising: A possible fruit/mango box fundraiser was raised for later consideration for fundraising. Discussion around fruit fundraiser in Term 1 of 2027.	Emma T/P&C - develop LEGO event details, approach The Gamesmen and investigate time-limited sponsorship.
12	**Kindergarten Transition Day** • Kindergarten transition promotion: Emma T prepared a handout introducing the P&C activities and volunteering opportunities. Handout for incoming families. Members were asked to review the draft before printing. P&C representation and promotion at transition day activities were discussed. Emma T, Emma Z, Rosie L & Nicole L will be in attendance.	Emma T / committee - approve and print P&C introduction flyer and coordinate kindergarten transition day engagement.

13	**Other Business** • P&C communications: Members supported starting a fresh opt-in P&C WhatsApp group after the next AGM in 2027 to ensure active participants choose to join and are current 2027 members. • Square payment reader: Members supported leaving a spare, clearly labelled P&C Square reader at the school office for future P&C purchases, provided office staff are willing to use the P&C account and receive instructions. • Speech competition certificates: A concern was raised about an apparent missing finalist certificate from the previous year. The school explained current certificate arrangements. Mrs Bentley to follow up on certificate for 2026 finalists. • Year 6 farewell: A request was made for the P&C to again contribute towards the Year 6 farewell DJ and photo booth, with last year's contribution described as approximately $1,200. Members support was expressed and voted to support $1200 donation again this year. • ClubGRANTS/Kindergarten COLA: A potential February 2027 infrastructure grant for the Kindergarten covered outdoor learning area was discussed. Shared community use, including before/after-school care, holiday programs and other schools, may support eligibility. A possible grant range of $10,000–$200,000. Mrs Bentley received support to investigate eligibility, consult the Department's Assets team about project management and approved contractors, obtain quotes before year-end and develop a submission with Emma T. • School assemblies: Mrs Bentley outlined the K–2 assembly roster, including 6 November (KP) and 27 November (KM), and explained that the number of assemblies had been reduced to protect curriculum time. The yearly roster was reported as included in the newsletter/calendar.	Emma T - update WhatsApp group arrangements in 2027 and organize office square reader. Committee/Treasurer - confirm farewell donation authorisation. Mrs Bentley/Emma T - investigate COLA grant and quotes.
14	**Next Meeting Date** • Monday 23 November 2026, ahead of the school disco later that week.	Emma T - confirm meeting time and location and circulate details.
15	**Meeting Closure** • 9:05 PM	

Action Items Summary

Action Required	Responsible	Due date	Status
Resolve ABN incorporation/registration details with ATO; review charity pathway	Emma T	Not specified	In progress
Request second-hand uniform donations and plan next shop opening	Emma T/ Uniform shop team	Term 4	In progress
Confirm large air-conditioning payment route with EdConnect/Assets	Kathie / school	Before payment	In progress
Investigate single bank cheque option for larger P&C payment	Ashwin L	Before payment	In progress
Investigate breakfast club food, kitchen, volunteers and compliance	School and P&C	For possible 2027 launch	Investigate
Finalise disco flyer, ticket communication and volunteer roster	Emma T	Week of 26 Oct 2026	In progress
Reconcile pie drive orders; confirm supplier delivery, payment and distribution	Emma Z / Pie drive organisers	Before 6 Nov 2026	In progress
Develop LEGO competition rules; approach The Gamesmen	Emma T & Mrs. Bentley	Before end of school year, if proceeding	In progress
Investigate ClubGRANTS Kindergarten COLA eligibility, Assets requirements and quotes	Mrs. Bentley and Emma T	Quotes before end of 2026	Agreed investigation
Arrange office Square reader and instructions if staff agree	Emma T / school office	Not specified	Supported
Check outstanding speech finalist certificate enquiry	School	Not specified	For follow-up

Next meeting: Monday 23 November 2026 7:00 PM
Meeting closed: 9:05 PM