

Peakhurst Public School P&C Meeting Minutes

Date: 18/05/26

Time: 7pm

Location: Gumbaya Centre and online via Zoom link

Attendees: Mrs Kristy Bentley, Mrs Carla Wilson, Mr Jack McGaughey, Emma T, Ashwin L, Brielle B, Gayanthi K, Rosie L, Kylie C, Emma Z, Nicole L

Apologies: NIL

Chairperson: Emma T

Minute taker: Brielle B

Meeting opened: 7:05pm

Item	Discussion	Actions
	<p>Principal's Report</p> <p>As we commence our meeting, I would like to acknowledge the Bediagal People, the traditional custodians of this land which we meet today. I pay my respect to the Elders past, present and emerging of the Dharug and Eora Nations. Thank you to Mrs Wilson and Mr McGaughey who is here tonight. Mr McGaughey is our Assistant Principal K-2 and the lead teacher of 1/2M.</p> <p>Thank You</p> <p>Thank you to our P&C and Mrs Dalton for organising another successful Mother's Day Stall this year. The event had an impressive array of gifts to choose from, ensuring that every student found something special for their loved ones. What made the day even more memorable was the enthusiastic participation of so many volunteers, whose willingness to lend a hand made the entire process run smoothly and efficiently.</p> <p>Assets Review</p> <ul style="list-style-type: none"> • Storm water drainage – The work is complete and handover is occurring tomorrow morning. • Demountable classrooms – Demountable classrooms belong to the DoE. There will be a removal of the half-sized demountable next to the Quiet Area & Bronze Class, and the two on Greenlands Pde currently used for Band and Dance. <p>High School Students</p> <ul style="list-style-type: none"> • Ongoing issues with some high school students and their behaviour on PPS grounds. 	

	<ul style="list-style-type: none"> ○ Entering school grounds before 3.20pm through the car park gates when after school programs staff are driving in – not permitted. ○ Accessing student toilets – not permitted. ○ Approaching PPS students not related to them – not permitted. <ul style="list-style-type: none"> • Currently working closely with the high school executive staff to assist in ensuring our school premises are a safe place to be in the afternoon. • To encourage swift collection of siblings and departing school gates, we will be aiming to close Greenlands Ave and Kinder Bailey Pde gates by 3.30pm moving forward. <p>Student Behaviour at PSSA</p> <ul style="list-style-type: none"> • Privilege to represent the school at PSSA. • GRPSSA has a Player Code of Conduct – expected behaviour from players. • Coaches/Referees are volunteer teachers, doing their best. • School’s reputation in disrepute will lead to game suspensions or removal from the team. <p>Student Online Access</p> <ul style="list-style-type: none"> • Increase of reports of students engaging in negative behaviour online or accessing inappropriate content online outside of school hours. • Incidents occurring online can be reported to the school to assist in addressing the matter. • Naming people (staff, students and community members) and posting images without consent can be reported to police. • PPS Focus Newsletter provides parents and carers with online usage support Online Safety page. <p>Bonds Road Pedestrian Crossing</p> <ul style="list-style-type: none"> • Community reports of students crossing Bonds Rd when the red man is flashing, leading to them still crossing when traffic lights turn green. • Students are running from the school gate diagonally across Bonds Rd towards the pedestrian crossing when they hear the beeping or see people crossing. • Last week Mrs Wilson and I supervised this area and witnessed students engaging in these behaviours. • Proposal for P&C and school staff to work together to seek pedestrian fencing outside the school gate towards the traffic lights to eliminate the students running across the road. 	
	<p>President’s Report – Emma T</p> <p>Easter raffle</p> <ul style="list-style-type: none"> • Easter raffle was considered very successful and raised strong funds for the P&C. 	

- There was discussion around whether future raffles should:
 - limit students to one prize each, or
 - allow multiple wins.
- It was agreed that future raffles should have rules decided beforehand and potentially included as a disclaimer on raffle tickets.

Financial outcome

Budget: \$1,000

Total money spent: \$0

Total money raised: \$1,476.20

Profit: \$1,476.20

Mother's Day Stall

- Mother's Day stall received overwhelmingly positive feedback from staff, volunteers and families.
- Strong volunteer turnout was highlighted as a major reason for success:
 - volunteers could help children individually select gifts;
 - students had more support and interaction;
 - overall process ran smoothly.
- Discussion suggested that the larger room/location used this year made displays more visible and inviting compared with previous years.
- Positive comments were received regarding:
 - quality of gifts;
 - gift presentation;
 - organisation;
 - volunteer support.
- Feedback is to be collected to improve future stalls, particularly Father's Day.

Financial outcome

Budget: \$3,500

Total money spent: \$3,343.20

Total money raised: \$4,393

Profit: \$1,046.80

New square account

- Existing Square account was linked to a previous member's personal details.
- A new Square account has now been established under P&C details and linked to the new bank account.
- Existing Square readers are old first-generation devices with minor issues, which has caused issues during events.
- Members discussed using phone tap functionality instead of readers, but agreed physical readers were more practical during large events.
- Members discussed the purchase of the following:
 - 2 new Square readers

	<ul style="list-style-type: none"> ○ 2 charging docks ● Approximate cost: \$248 <p>APPROVED</p> <p>P&C Storage room</p> <ul style="list-style-type: none"> ● Significant cleanup undertaken in storage room. ● Large amount of old stock and unused materials removed. ● Storage concerns identified: <ul style="list-style-type: none"> ○ gift stock stored in cardboard boxes; ○ exposure to dust, spiders and pests; ○ difficult organisation for volunteers and office staff. ● Large plastic tubs purchased and labelled by gift category greatly improved organisation. ● Office staff appreciated being able to quickly locate and distribute stock. ● Members discussed the purchase and reimbursement of the following: <ul style="list-style-type: none"> ○ reimbursement for tubs already purchased; ○ approval to purchase additional tubs for Father's Day stock. <p>APPROVED</p> <p>Reimbursement/P&C Expenses</p> <ul style="list-style-type: none"> ● Discussion around reimbursements highlighted personal purchases already made by committee members (cleaning products, subscriptions etc.). ● All reimbursement requests APPROVED. 	
	<p>Treasurer's Report – Ashwin L</p> <p>Financial Overview</p> <p>Treasurer reported finances are improving and not remaining stagnant.</p> <p>Current financial outcomes:</p> <p>Mother's Day</p> <ul style="list-style-type: none"> ● Budget: \$3,500 ● Income: \$4,393 ● Expenditure: \$3,343.20 ● Profit: \$1,046.80 <p>Easter raffle</p> <ul style="list-style-type: none"> ● Budget: \$1,000 ● Income: \$1,476.20 ● Profit: \$1,476.20 ● No expenditure due to all prizes being donated. <p>Uniform shop</p>	

	<ul style="list-style-type: none"> • Revenue February–May: \$2,285.97 <p>Treasurer also advised work is continuing to finalise previous financial records and close out prior-year documentation.</p> <p>New Debit Card/Petty Cash Proposal</p> <p>Proposal discussed:</p> <ul style="list-style-type: none"> • Creation of a debit sub-account with: <ul style="list-style-type: none"> ○ maximum \$500 balance ○ attached Visa debit card <p>Purpose:</p> <ul style="list-style-type: none"> • Smaller purchases • Online purchases • Faster purchasing for events <p>Examples discussed:</p> <ul style="list-style-type: none"> • Father’s Day stock purchases • Event supplies • Cleaning items <p>Controls discussed:</p> <ul style="list-style-type: none"> • Receipts mandatory • Monthly reconciliation • Two-person approval process remains <p>APPROVED</p> <p>P&C accounts (old and new)</p> <ul style="list-style-type: none"> • New official P&C bank account established. • Motion approved to transfer all funds from the old account to the new account. • Old account approved for closure once transfer is complete. • New square account/payment systems to be linked to the new account. 	
	<p>Uniform Shop Report – Emma T</p> <ul style="list-style-type: none"> • Uniform shop continues to perform strongly. • Approximately \$789 raised in one session • High attendance and long queues reported. <p>Discussion points:</p> <ul style="list-style-type: none"> • Strong appreciation for second-hand uniform donations. • Need to better advertise uniform donations. <p>Issues identified:</p> <ul style="list-style-type: none"> • Non-school branded clothing found among stock. 	

	<ul style="list-style-type: none"> • Non-school items being separated and donated to places like Vinnies. 	
	<p>Father's Day Planning Discussion identified that planning should begin immediately.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Suppliers already have Father's Day stock available. • Previous committee planning documents/calendar available. • Mother's Day planning began later than ideal and committee wants earlier preparation moving forward. <p>Budget discussion:</p> <ul style="list-style-type: none"> • Previous figures varied around: <ul style="list-style-type: none"> ○ \$3,500-\$4,000 <p>Action:</p> <ul style="list-style-type: none"> • Form planning group/subcommittee. • Begin sourcing and purchasing. <p>Nicole L volunteered/was nominated to lead.</p>	
	<p>Disco Planning Further planning/details still to be discussed.</p>	
	<p>Pacman World Record update No substantial discussion or updates. Harper M is currently awaiting to hear back from relevant parties.</p>	
	<p>P&C Funding Priorities – School needs and potential projects</p> <ul style="list-style-type: none"> • Discussion around school priorities and where future P&C funds may be directed. • Air-conditioning for the school hall was raised as a significant priority. • COLA discussed as a potential future project. • Committee discussed balancing funding between immediate school needs and long-term projects. • Further consideration to continue as funding becomes available. 	
	<p>Fundraising/Event Ideas</p> <ul style="list-style-type: none"> • Winter Warmer • Grandparents Day • Mother/Father's Day morning teas • New backdrop for events 	
	<p>Other business - Attendees are welcome to ask questions or raise other topics</p> <p>Volunteers PSSA</p> <ul style="list-style-type: none"> • Parents interested in assisting with PSSA were advised that a valid Working With Children Check (WWCC) is required. 	

	<ul style="list-style-type: none"> • Volunteers may assist teachers with supervision and general support but cannot undertake refereeing or official duties on the field. • Action: Interested parents to obtain a WWCC and contact the school regarding volunteer opportunities. • <p>Ethics Teachers</p> <ul style="list-style-type: none"> • Ethics teaching continues to rely on volunteers, and recruitment remains difficult. • The need for both additional volunteer teachers and an Ethics Coordinator was discussed. • Currently, Ethics is only being offered to Stage 3 students. <p>Action: Explore opportunities to promote volunteer recruitment.</p> <p>Crossing Guard</p> <ul style="list-style-type: none"> • Concerns were raised about parents using nearby residential driveways to turn around during pick-up and drop-off times, creating safety risks for pedestrians. • The school will continue to work with Council regarding traffic and road safety concerns around the school. <p>Action: School to issue reminder communications and contact Council regarding ongoing concerns.</p> <p>Comms around assembly changes</p> <ul style="list-style-type: none"> • Clarification was provided that assemblies are open to all families who wish to attend. • Information regarding assembly attendance is communicated through the school calendar and parent communications. • <p>Eco Kids</p> <ul style="list-style-type: none"> • Eco Kids did not operate in Term 1 due to staff leave. • The program is expected to recommence in Term 2, with Expressions of Interest being distributed. <p>Action: Continue promotion of the program through classroom teachers.</p>	
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Next Meeting:	TBA
Meeting Closed:	8:35pm