

MINUTES

Newborough Primary School P&C Inc

General Meeting – 12/05/2025 7:00pm-8:00pm

1. Welcome and Acknowledgement of Country	Jodie
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2. Attendance and Apologies	Georgia
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Present: Jodie P, Andrew S, James D, Georgia B, Denise J, Karen T, Matt B, Carly F, Eve C, Jess B.

Apologies: Laurie M, Laura H, Tanya C, Lee W, Jade F, Andrew M, Chenoa W, Ash B

3. Approval of previous minutes	Jodie
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From General Meeting 26/03/2025

Approved without amendment.

4. Follow up from previous minutes

P&C Banner update (Jess/Ash)

Jess has received the files required for printing the banner. There is no rush on this as no upcoming events scheduled where banner would be used.

Shade sails (Andrew)

Order for replacement shade sail has been placed. It will be manufactured and placed in storage until scheduled install later in the year. Shade sails historically were taken down to minimise damage due to vandalism, now minimises wear over winter. Dates this is done are flexible, so can push back if it stays hotter for longer.

5. Reports

5.1 Principal's report (Denise J):

Denise provided information about the School Business Plan, which is currently in draft form. Ideally all P&C proposals and expenditure requests will align with the Business Plan, so the school community is working towards common goals.

Additional report items as tabled below:

Election Promise - Funding Update

I have reached out to Stuart Aubrey and the DOE WA about the \$4.5m election promise and what happens next. Please note, it is likely, that this money will not come to the school. The DOE WA will liaise with the school and contractors about what has been decided and when the works will happen.

The school outlined its wish list to Stuart before the election. We asked for a rebuild. Stuart came back saying we would not get a rebuild but he had secured \$4.5m for "upgrades". This will include reverse cycle air conditioning to all areas of the school (this is also dependent on our power capacity being determined and upgrades required by Western Power).

Other wish list items included upgrades to the administration building including the installation of a universal access toilet, various upgrades to the Kindy area, laying of new soft fall in the junior area, attention to the overall appearance of the school, and possible upgrades to the staging in the undercover are to name a few.

We have heard that we have been selected in Round One of the schools cooling program and the DOE WA is currently doing a "desktop" analysis of our needs. No other information about costs or what else has been earmarked has been communicated to the school.

Staffing Update

This term we welcomed new staff to the school and said a goodbye for now to some others. I am aware that there has been concern in the community with such a significant number of staff changes in the past year. I can assure the P&C that

The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.

all reasons are legitimately due to moving closer to home or for reasons of a personal nature. Although I acknowledge this is quite new to Newborough, staffing is an issue across most schools at the moment and staff are taking up opportunities as they arise that were not previously available. Changes in staff tend to go in waves every few years before the staffing settles again for an extended period of time.

5.2 President's report (Jodie):

Apologies for missing last meeting. Looking forward to working together with school to do what is best for the students and improve the school environment.

5.3 Newbros (report tabled by Georgia in Andrew Ms absence):

The Newbro Dads group have had a quiet start to 2025, having had 2 Dad catch up sessions so far. At the last catch up we discussed proceeding with a movie night and pizza night as we move into the cooler months. Proposed dates will be discussed soon and a proposal sent to the school for approval/discussion.

Thank you to the dads who have helped out with the two election sausage sizzles this year.

Again since last P&C meeting the school garden remains a priority but no further action has been taken to date. The cooler weather will help generate some more enthusiasm from the dad group.

Finally I would like to confirm the camp out date to be secured in the school calendar.

The following dates are suggested as options:

Preferred: Sat 29th & 30th November

2nd option: Sat 22nd & 23rd November.

Discussion:

Saturday 29th & 30th November confirmed for the school camp out.

There are students keen to join the gardening club. This will start once garden beds have been prepared.

5.4 Canteen (Georgia/Jodie):

Canteen Kings have been informed of events that may result in reduced orders (e.g. camp, winter carnival) and are still happy to run on those days.

Canteen roster is becoming harder to fill each term and is currently being propped up by a small group of parents who take on multiple shifts after repeated unsuccessful calls for volunteers. This will lead to volunteer fatigue and isn't sustainable. The canteen will cease to operate on Tuesdays unless commitment from a wider group of parent volunteers occurs. The **following actions will be taken before the next P&C meeting**, and a decision made then:

- Roster for Term 3 to be opened early and a QR code generated for sharing with school community.
- Denise will communicate with school community via flier/assembly that roster must be filled to keep canteen opening on Tuesdays
- Sharing of info via WhatsApp groups as usual
- Communication that extended family members (e.g. grandparents) can help in canteen if they have a Working With Children Check and fill in a volunteer declaration. P&C can cover costs of WWCC if that is a barrier.

6. Finances	Andrew S
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6.1 Treasurer's report (Andrew S):

As tabled (attached)

6.2 Financial motions:

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School disco expenses- \$750 to secure booking (\$250 already paid). **Approved.**

7. General business

7.1 Building and Grounds Committee update (Georgia)

Update tabled by Georgia (attached) and information collected by survey shared.

7.2 School Business Plan (Denise)

Included within Principal's Report.

7.3 School Building Fund proposal (Andrew)

Tabled by Andrew. **Information will be taken to School Board** by Denise for further discussion before a decision is made.

7.4 Mulberry Tree Communications (Jodie)

Area Manager for Mulberry Tree Childcare & Kindy (operating the onsite OSHC) has expressed interest in involvement in upcoming events or fundraisers, with a focus on supporting the school and wider community and building stronger relationships.

8. Expenditure proposals

8.1 Early Childhood (Pre-primary) outdoor blinds (revisit with additional info from Denise)

Concerns that the quoted price seems high for what would be provided. Denise will investigate if this project needs to go through Programmed, or more quotes can be sought.

8.2 Interschool shirts (revisit proposal from last meeting with additional info from Tash Tench)

\$4800- approved to replace interschool shirts. Denise and Tash Tench will shortlist designs for students to vote on.

8.3 Outdoor Seating (**pending quote from Felton and another company specific to school)

Quote from Felton received, additional quotes pending. To be discussed next meeting

8.4 Decodable readers

\$5000- Approved to support purchase of reading intervention resources for older students

8.5 Stage (preliminary discussions)

Photos will be sought of example of stage envisaged, so that price estimates can be sought before discussing this project further.

9. Fundraising/Planned events

9.1 Upcoming Events

Trivia night- **Jodie will contact Scarborough Sports Club** to see what dates are available to book for Term 3.

Jodie will head up **sub-committee** to meet prior to next P&C meeting. James, Andrew S will join- P&C members not present may also be interested.

Next P&C meeting: Wednesday Week 8, Term 2 18/06/2025

Treasurer's Report - 12th May 2025

Period covered 18 March 2025 to 5 May 2025

Notable Updates

- A strong reminder to all P&C members to always be on the lookout for scams. There have been a recent instance of executive members receiving emails from scammers impersonating other members. Please don't hesitate to call up and question anything odd, especially regarding anything financial.
- The P&C's Australian Business Register (ABR) name change is complete. It now correctly matches our WA Association name: "Newborough Primary School Parents and Citizens' Association Incorporated".
- The approved short-term Loan of \$1,560.00 from P&C to Netball was repaid on 7 April.
- The three Containers for Change bins have arrived and have been placed around the school. \$55.40 in refunds so far.
- Looking at historic financial records, Interschool faction shirts were last purchased by P&C in 2015.
- The P&C currently has two 3-month term deposits.
 - #1 recently matured gaining \$404.60, next maturity date is 24 Jul 2025.
 - #2 maturity date is 5th June.
- Thank you to all the Volunteers and sponsors for the easter raffle, raising \$895.25
- Thank you to the Election BBQ Volunteers for the 2026 Year 6 camp, raising \$2,745.12

Recent Events

Event	Revenue	Expenses	Profit
Easter Raffle	\$ 1,371.40	\$ 476.15	\$ 895.25
Federal Election Sausage Sizzle	\$ 3,639.57	\$ 894.45	\$ 2,745.12

Bank Account Summary

Account Name	BSB	Account Number	Balance
Transaction	036-027	579280	\$ 18,942.23
Netball	036-027	821049	\$ 4,807.02
Newbros	036-027	821057	\$ 3,573.01
Debit Card	036-027	821030	\$ 500.00
Term Deposit #1	036-027	834317	\$ 50,893.59
Term Deposit #2	036-027	838684	\$ 40,382.68
Total			\$119,098.53

Funding Approved / Held

Initiative	Amount	Status
Basketball Hoop	\$ 600.00	Disbursed
Wellness Room – Part 1	\$ 3,000.00	Disbursed
Wellness Room – Part 2	\$ 1,000.00	Disbursed
Wellness Room - Ottoman	\$ 3,100.00	Disbursed
Kindy Toy Storage	\$ 500.00	Disbursed
Banksia Broadcast	\$ 500.00	Disbursed
Library Books – Young Fiction	\$ 5,000.00	Disbursed
Year 6 Camp 2026	\$ 2,745.12	Funds Held
Tree Planting	\$ 600.00	Funds Held
Shade Sails	\$ 6,303.00	Awaiting Final Invoice

Overall Financial Position

P&C currently has \$91,070.38 to spend on initiatives after approved funding and \$10,000 cash reserve considered.

Financial Motions

1. Approval sought to pay \$1000.00 in total to Complete DJ Group Pty Ltd for the School Disco in September (of which a \$250.00 deposit has already been paid).

Profit and Loss - Term 2 Week 3 Meeting

Newborough Primary School Parents and Citizens' Association Incorporated For the period 18 March 2025 to 5 May 2025 Accrual Basis

	18 MAR-5 MAY 2025	YEAR TO DATE
Trading Income		
202 - P&C Contribution Levy	88.00	6,868.00
205 - Uniform Sales - Direct	-	683.13
206 - Uniform Sales - JFE Consignment	184.42	1,531.84
210 - Fundraising Revenue - General	5,042.47	9,312.68
212 - Fundraising Revenue - Containers for Change	55.40	55.40
220 - Netball Revenue	7,260.73	7,260.73
230 - P&C Membership Revenue	1.00	12.95
Total Trading Income	12,632.02	25,724.73
Cost of Sales		
302 - Merchant Fees	84.89	199.73
340 - Cost of Goods Sold - Fundraising	894.45	2,399.14
350 - Cost of Goods Sold - Uniforms	184.42	1,531.84
351 - Canteen Purchases	-	54.00
Total Cost of Sales	1,163.76	4,184.71
Gross Profit	11,468.26	21,540.02
Other Income		
270 - Interest Income	404.60	1,276.27
Total Other Income	404.60	1,276.27
Operating Expenses		
400 - Donations to School	13,700.00	19,070.54
410 - Fundraising Expenses	1,241.15	1,476.15
419 - General Expenses	286.00	286.00
426 - Meeting Expenses	-	156.47
428 - Shade Sail Expenses	-	7,238.00
430 - Netball Expenses	3,460.45	4,230.18
435 - Newbros Expenses	-	293.10
450 - Subscription Expenses	105.00	224.99
490 - Prior Year Adjustments	-	758.55
Total Operating Expenses	18,792.60	33,733.98
Net Profit	(6,919.74)	(10,917.69)

Balance Sheet - Term 2 Week 3 Meeting

Newborough Primary School Parents and Citizens' Association Incorporated

As at 5 May 2025

Accrual Basis

5 MAY 2025

Assets

Bank

600 - Transaction Account	18,942.23
606 - Debit Card Account	500.00
620 - Newbros Account	3,573.01
630 - Netball Account	4,807.02
650 - Term Deposit #1 - 3 Months	50,893.59
655 - Term Deposit #2 - 3 Months	40,382.68
Total Bank	119,098.53

Current Assets

633 - Uniform Stock on Hand	11,293.60
Total Current Assets	11,293.60

Fixed Assets

607 - P&C Fixed Assets	1,307.90
Total Fixed Assets	1,307.90

Total Assets	131,700.03
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Liabilities

Current Liabilities

800 - Accounts Payable	7,053.00
Total Current Liabilities	7,053.00

Total Liabilities	7,053.00
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Net Assets	124,647.03
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Equity

900 - Retained Earnings	135,564.72
Current Year Earnings	(10,917.69)
Total Equity	124,647.03



Proof of account balance

NEWBOROUGH PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED
178 NEWBOROUGH ST
KARRINYUP, WA, 6018
AU

Account balances

The account balances shown are for selected accounts as at the report creation date.

Account name	Available Balance	Current Balance
Westpac Community Solutions One 036-027 579280	\$18,942.23	\$18,942.23
Westpac Community Solutions One 036-027 821030	\$500.00	\$500.00
Westpac Community Solutions One 036-027 821049	\$4,807.02	\$4,807.02
Westpac Community Solutions One 036-027 821057	\$3,573.01	\$3,573.01
Term Deposit 036-027 834317		\$50,893.59
Term Deposit 036-027 838684		\$40,382.68
Accounts total	\$27,822.26	\$119,098.53

Things you should know

1. This report displays Westpac branded accounts available through Online Banking and selected by the user for display. It may not include all accounts held with the Westpac Group. The report is correct at the time it is generated. Westpac does not accept any liability for you relying on this report.
2. All amounts, including foreign currency accounts, are in AUD unless specified.
3. Account balances may not include pending transactions and pre-authorisations awaiting final approval. The balance may also exclude cheque payments awaiting clearance.



Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY
SCHOOL PARENTS AND
CITIZENS' ASSOCIATION
INCORPORATED
178 NEWBOROUGH ST
KARRINYUP, WA, 6018
AU**

Account/Card number
036-027 821057

Account opened:04-Jul-2024

Transactions

This statement covers transactions from 18-Mar-2025 to 05-May-2025

Current balance: \$3,573.01

Date	Description	Withdrawal	Deposit
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Things you should know

1. This interim statement shows only those transactions that have been processed and may not include intraday transactions.



Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY
SCHOOL PARENTS AND
CITIZENS' ASSOCIATION
INCORPORATED
178 NEWBOROUGH ST
KARRINYUP, WA, 6018
AU**

Account/Card number
036-027 821049

Account opened:04-Jul-2024

Transactions

This statement covers transactions from 18-Mar-2025 to 05-May-2025

Current balance: \$4,807.02

Date	Description	Withdrawal	Deposit
01 May 2025	DEPOSIT DLGSC 224366		\$110.00
17 Apr 2025	DEPOSIT DLGSC 223603		\$1321.00
07 Apr 2025	WITHDRAWAL MOBILE 1076783 TFR Westpac Com Netball Loan Repay	-\$1560.00	
07 Apr 2025	WITHDRAWAL-OSKO PAYMENT 1071594 Perth Netball Association Newborough PNA Netball Fees P2 00012470 06 APR 2025	-\$1560.00	
07 Apr 2025	DEPOSIT ONLINE 2073590 TFR Westpac Com PlayHQ NetballFees		\$5895.70
01 Apr 2025	WITHDRAWAL-OSKO PAYMENT 1028222 K Barnes KidSport voucher refund KidSport voucher refund	-\$109.97	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1951763 ID Athletic Pty Ltd Netball Uniforms 25351	-\$769.73	
27 Mar 2025	DEPOSIT-OSKO PAYMENT 2984307 Zoe A Hadley-Hawley Piper shorts		\$22.00
21 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1854718 Gray-Nicholls Sports Pty Ltd Netball Equipment & Uniforms 1441281	-\$340.45	
21 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1083547 Perth Netball Association 00012470 NEWBOROUGH NETBALL	-\$1560.00	
21 Mar 2025	DEPOSIT ONLINE 2850553 TFR Westpac Com Loan from P&C		\$1560.00
19 Mar 2025	DEPOSIT-OSKO PAYMENT 2673524 HAYLEY UNDERDOWN Netball shorts Matilda Underdown shorts		\$22.00

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Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY
SCHOOL PARENTS AND
CITIZENS' ASSOCIATION
INCORPORATED
178 NEWBOROUGH ST
KARRINYUP, WA, 6018
AU**

Account/Card number
036-027 821030

Account opened:04-Jul-2024

Transactions

This statement covers transactions from 18-Mar-2025 to 05-May-2025

Current balance: \$500.00

Date	Description	Withdrawal	Deposit
11 Apr 2025	WITHDRAWAL MOBILE 1136561 TFR Westpac Com Easter Raffle coin	-\$506.40	
11 Apr 2025	ATM DEPOSIT HANDYBANK KARRINYUP CD 24699228 11/04/25		\$506.40
27 Mar 2025	EFTPOS DEBIT 0345444 WARRRL\ 27/03 Card No. ~036059	-\$286.00	
27 Mar 2025	DEPOSIT ONLINE 2391622 TFR Westpac Com CFC Bin Reimburse		\$286.00

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Westpac Community Solutions One Statement of recent transactions

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SCHOOL PARENTS AND
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INCORPORATED
178 NEWBOROUGH ST
KARRINYUP, WA, 6018
AU**

Account/Card number
036-027 579280

Account opened:03-Mar-2015

Transactions

This statement covers transactions from 18-Mar-2025 to 05-May-2025

Current balance: \$18,942.23

Date	Description	Withdrawal	Deposit
01 May 2025	WITHDRAWAL WESTPAC MERCHANT FEES 24892358FEE 001556	-\$24.75	
28 Apr 2025	DEPOSIT-OSKO PAYMENT 2847097 JENNIFER FRANKLIN JFE March uniform sales 27 APR 2025		\$184.42
22 Apr 2025	PAYMENT BY AUTHORITY TO XEROAUSTRALIAPTY XeroAUINV_S9GWN8Co	-\$52.50	
17 Apr 2025	WITHDRAWAL-OSKO PAYMENT 1124157 Slicerz Election BBQ Supplies 03/05/2025 QUOTE00213	-\$894.45	
11 Apr 2025	WITHDRAWAL-OSKO PAYMENT 1904838 Complete DJ Group Pty Ltd School Disco Deposit 16568.1	-\$250.00	
11 Apr 2025	ATM DEPOSIT HANDYBANK KARRINYUP 2 11/04 0401218463		\$310.00
11 Apr 2025	ATM DEPOSIT HANDYBANK KARRINYUP 2 11/04 0401218463		\$200.00
11 Apr 2025	ATM DEPOSIT HANDYBANK KARRINYUP 2 11/04 0401218463		\$190.00
11 Apr 2025	ATM DEPOSIT HANDYBANK KARRINYUP 2 11/04 0401218463		\$165.00
11 Apr 2025	DEPOSIT ONLINE 2136562 TFR Westpac Com Easter Raffle coin		\$506.40
09 Apr 2025	DEPOSIT-OSKO PAYMENT 2527230 WA RETURN RECYCLE RENEW LTD 220404788		\$0.20
09 Apr 2025	DEPOSIT-OSKO PAYMENT 2521235 WA RETURN RECYCLE RENEW LTD 220404845		\$0.10
08 Apr 2025	DEPOSIT-OSKO PAYMENT 2895477 WA RETURN RECYCLE RENEW LTD 220404749		\$25.60
08 Apr 2025	DEPOSIT-OSKO PAYMENT 2859948 WA RETURN RECYCLE RENEW LTD 220404337		\$19.70
08 Apr 2025	DEPOSIT-OSKO PAYMENT 2758230 WA RETURN RECYCLE RENEW LTD 220403869		\$3.80



08 Apr 2025	DEPOSIT-OSKO PAYMENT 2711330 WA RETURN RECYCLE RENEW LTD 220403771		\$5.30
07 Apr 2025	WITHDRAWAL MOBILE 1073590 TFR Westpac Com PlayHQ NetballFees	-\$5895.70	
07 Apr 2025	DEPOSIT ONLINE 2076783 TFR Westpac Com Netball Loan Repay		\$1560.00
07 Apr 2025	DEPOSIT-OSKO PAYMENT 2475290 JENNIFER FRANKLIN Uniform sales Feb 25 06 APR 2025		\$705.48
04 Apr 2025	DEPOSIT PLAYHQ SPORTS PT 157963097-04/04/25		\$5895.70
02 Apr 2025	ATM DEPOSIT HANDYBANK KARRINYUP 2 02/04 08504		\$88.00
02 Apr 2025	DEPOSIT STRIPE STRIPE_S3DgB4RHHJ		\$0.68
01 Apr 2025	WITHDRAWAL-OSKO PAYMENT 1899635 Newborough Primary School Wellbeing Room Donation 2 NPS Donation - Wellbeing Room P2	-\$1000.00	
01 Apr 2025	WITHDRAWAL-OSKO PAYMENT 1893600 LE and JG Geary Easter Raffle Reimburse AUBW4146585 Easter Raffle Reimburse AUBW4146585	-\$241.15	
01 Apr 2025	WITHDRAWAL WESTPAC MERCHANT FEES 24892358FEE 001556	-\$59.82	
31 Mar 2025	DEPOSIT GOFUNDRAISE PTY GFRAU106184		\$3.50
31 Mar 2025	DEPOSIT-OSKO PAYMENT 2458073 WA RETURN RECYCLE RENEW LTD 220067450 30 MAR 2025		\$0.70
27 Mar 2025	WITHDRAWAL MOBILE 1391622 TFR Westpac Com CFC Bin Reimburse	-\$286.00	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1977191 Newborough Primary School Approved 2025-03-26 NPS Banksia Broadcast Donation	-\$500.00	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1975432 Newborough Primary School NPS Donation for Basketball Hoop	-\$600.00	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1974426 Newborough Primary School Approved 2024 NPS Donation Calm Room Part 1	-\$3000.00	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1965926 Newborough Primary School NPS Donation for Kindy Toy Storage	-\$500.00	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1963360 Newborough Primary School NPS Donation Wellness Room Ottoman	-\$3100.00	
27 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1961102 Newborough Primary School NPS Donation towards Library Books	-\$5000.00	
26 Mar 2025	WITHDRAWAL-OSKO PAYMENT 1268388 David Shub Safire's Zoo Payment refund	-\$20.50	
25 Mar 2025	DEPOSIT 2167481 DAVID SHUB zoo safire pukallus		\$20.50
21 Mar 2025	WITHDRAWAL MOBILE 1850552 TFR Westpac Com Loan to Netball	-\$1560.00	
21 Mar 2025	DEPOSIT Entertainment Pu COMM. 86124		\$28.00
18 Mar 2025	PAYMENT BY AUTHORITY TO XEROAUSTRALIAPTY XeroAUIINV_RxdgdiR1	-\$52.50	



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BUILDING AND GROUNDS COMMITTEE

UPDATE FOR P&C MEETING 12/5/2025

Scope and purpose



The Building and Grounds Committee is convened by the school, with representatives from the School Board and P&C, to determine and discuss priorities around improvements and maintenance of the school grounds. It is not a P&C sub-committee.

What did the survey tell us?



Only 8 responses were received, and opinions were widely varied. Air-con, Kindy playground were very important to the majority. Signage and goals were not seen as important and wouldn't be pursued at this point in time.

State election funding



It is hoped the promised \$4.5m will cover air-con, roof replacement, upgrades to administration area and some kindy upgrades.

What's in progress?

Basketball hoop installation between undercover area and junior toilet block. Calm rooms nearing completion. Ottoman seating has been ordered and toy storage is to be selected and ordered.



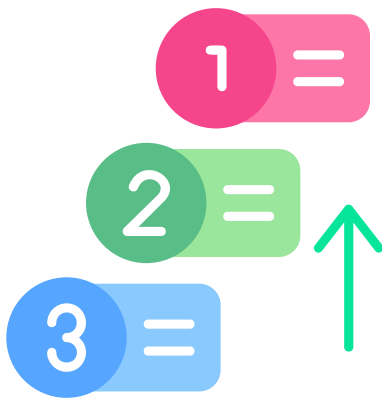
Mural proposal

The committee is not opposed to the mural, but believe it could be done in a more affordable manner with alignment to the school business plan. Better timed after anticipated building works to ensure prime and permanent location.



How will projects be selected?

Projects that align with school business plan that won't be impacted by the upgrades funded by state government. Several project have merit but best to wait (e.g. kindy area, carpet replacement)



What projects are currently top of the list?

Outdoor seating. Early Childhood area outdoor blinds. Stage for undercover area.