

# HILLARYS P&C

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## TERM 3 GENERAL MEETING- AGENDA

Date: 04 August 2025

Time: 7-8pm

Location: Hillarys Primary School Library

*Victoria Volonta*

11/04/2025

Victoria Volonta (Chairman)	Shaun Swanepoel	Eloise Ashman
Kate Brennan	Sean Christie	Corrine Lewis (Online)
Jade Smithdale	Amy Brown	Michelle Michin
Chloe Morris	Heather Satinover	Denise Dewing
Trevor Mitchel	Wanda Vanzelli	

**Apologies:** Julia Jensen

ITEM	DESCRIPTION	ACTION BY	DATE
1.	<b>Confirmation of Minutes of Previous Meeting</b>		
	General Meeting 12/05/2025 Read and confirmed as true and accurate. Motioned/seconded.	ALL	
2.	<b>Correspondence</b>		
3.	<b>Reports</b>		
3.1	President's Report- See attached	Victoria	
3.2	Treasurer's Report- See attached	Chloe	
3.3	Principals Report -See Attached	Trevor	
4.	<b>General Business</b>		
4.1	Kindy Shade sails- There is a cost associated with pulling the shades down and putting it back up. Suggested they remain up for this season and next year we discuss how this will be funded or potential for parent volunteers/busy bee rather than pay a provider.		
4.2	Car Bay Raffle- The raffle will be arranged and selected this term for use next term. *Contact Tennile to inform her* Set up raffles on flexischools. 1 bay near KINDY/PP, 1 bay in top carpark.		
4.3	Bank Accounts After much discussion and having spoken to Waccso the guidance is that funds be moved into the general P&C account so that money can be used to benefit the school/kids.  <b>Motion:</b> that the funds from the canteen be moved to the account and close both other accounts. <b>Actioned:</b> Approved by all	Motion passed	

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4.4	<p>P&amp;C Debit Card</p> <p><b>Motion:</b> for the approval of a debit card attached to the P&amp;C general account for approved spend.</p> <p><b>Actioned:</b> Approved by all</p>	Motion passed	
4.5	<p>Parent Survey</p> <p>Good amount of feedback. A theme is around more community involvement, parent only nights like quiz night, and things for the kids 'just for fun'.</p> <p>A summary is to be created to send to wider school community.</p>	Wanda	
4.6	<p>Voluntary contribution</p> <p>50% of respondents from the parent survey agreed that an increase is appropriate. Having researched other schools and received voice of the community. Noting it remains voluntary, an increase of \$10 per child be proposed to the school board.</p> <p><b>Motion</b> That the voluntary contributions amount be increased to \$30 per child per year.</p> <p><b>Actioned:</b> Approved by all</p>	Motion passed	
4.7	<p>Disco-</p> <p>Run through of the night.</p> <p>Michelle to send email to admin (First aid, Keys, lights, hi vis, tables, school security number etc)</p> <p>As of 4/08/2025 K-YR2 158 YR3-YR6 135</p> <p>A cash float, running total, bags- Kate &amp; Jade</p>	Michelle	
4.8	<p>Lapathon-</p> <p>Run through of event, map and sign up sheet for volunteers.</p> <p>Prizes- vouchers and ask which retailers/ food vendors will donate.</p> <p>Sean- DJ bring speakers and Spotify playlist.</p>	Wanda	
4.9	<p>Sport carnival- 5<sup>th</sup> September</p> <p>Children to bring packed lunch, no lunch orders.</p> <p>Coffee van and bake sale. Organise a signup sheet for parent volunteers and donations</p>	Chloe	
4.10	End of Year Activity	Move to next meeting	
4.11	Staff appreciation day- term 4	Move to next meeting	
4.12	Bricks	Move to next meeting	
4.13	Harlod Garden Grant?	Move to next meeting	
4.14	<p>Family support fund</p> <p>This fund is to support the attendance of students who are not able to pay for items like external excursions. Champion and Lowes are generous. Families to be identified by school and identities confidential.</p> <p><b>Motion:</b> that the amount for a family support fund be set at \$1000</p> <p><b>Actioned:</b> Approved by All</p>	Motion passed	

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<b>5</b>	<b>New Business</b>		
<b>5.1</b>	Picture Plate Fundraiser. Heather to start organising and send out information by end of term.		
<b>6</b>	<b>Next Meeting/Closure</b>		
6.1	Next general meeting will be held Term 4		

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## PRESIDENTS REPORT

“Exciting to have so many new families participation in the P&C – great to have the community engagement.

Thanks to our wonderfully committee who set up the pizza day and who are planning for the disco at the end of the week.

Thanks to the school community who continue to provide generous donations for the disco. Welcome back to Mr Mitchell and thanks to Kristie for the great partnership over the last 2 terms.”

Victoria Volonta  
P&C President

## TREASURERS REPORT

8:31 PM  
03/08/25  
Accrual Basis

### Hillarys Primary School P&C Association Inc Profit & Loss January 1 through August 3, 2025

	<u>Jan 1 - Aug 3, 25</u>
Ordinary Income/Expense	
Income	
400000 - Income	
404 - Locavora	564.00
Total 400000 - Income	<u>564.00</u>
Total Income	<u>564.00</u>
Net Ordinary Income	<u>564.00</u>
Net Income	<u><u>564.00</u></u>

8:33 PM  
03/08/25  
Accrual Basis

### Hillarys Primary School P&C Association Inc Balance Sheet As of August 3, 2025

	<u>Aug 3, 25</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
101 - Society Cheque Acct	21,396.69
Total Chequing/Savings	<u>21,396.69</u>
Total Current Assets	<u>21,396.69</u>
<b>TOTAL ASSETS</b>	<u><b>21,396.69</b></u>
<b>LIABILITIES</b>	<u><b>0.00</b></u>
<b>NET ASSETS</b>	<u><b>21,396.69</b></u>
<b>EQUITY</b>	
32000 - 900000 - Retained Earnings	20,792.69
500 - 300000 - Opening Bal Equity	40.00
Net Income	564.00
<b>TOTAL EQUITY</b>	<u><b>21,396.69</b></u>

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8:26 PM  
03/08/25  
Cash Basis

## Hillarys Primary School Parents & Citizens Association Inc. Profit & Loss January 1 through August 3, 2025

	<u>Jan 1 - Aug 3, 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
106 - Easter Raffle (2016 fundraising co-ordinator Maryanne Wakefield)	1,000.00
107 - Election Day BBQ (2019 fundraising co-ordinator: Jackie Lock)	5,184.49
107 - Election Day CakeStall (2016 fundraising co-ordinator: Michelle Illari)	909.40
113 - Entertainment Book	98.00
122 - Cash for Cans	10.10
123 - Brick Paving Fundraising (2024 New School Paving Fundraiser)	1,520.00
400 - DONATIONS RECEIVED	25.60
500 - Voluntary Contributions	6,416.50
950U - unidentified other	1,757.36
Pizza Lunch	2,856.00
<b>Total Income</b>	<u>19,777.45</u>
<b>Gross Profit</b>	19,777.45
<b>Expense</b>	
301 - DONATION to HPS	18,072.20
850A - P&C admin supplies	15.00
850B P&C Workshop	51.50
850FR - Fundraising Expenses	324.72
850W - WACSSO Registration fees	1,670.50
Uncategorised Expenses	4,531.04
<b>Total Expense</b>	<u>24,664.96</u>
<b>Net Ordinary Income</b>	-4,887.51
<b>Other Income/Expense</b>	
<b>Other Income</b>	
950B - Interest Income	15.74
950M - P&C Membership Fees	22.00
<b>Total Other Income</b>	<u>37.74</u>
<b>Other Expense</b>	
850B - Bank Fees	42.33
850E - Reimbursement nonCurrent	697.64
<b>Total Other Expense</b>	<u>739.97</u>
<b>Net Other Income</b>	<u>-702.23</u>
<b>Net Income</b>	<u><u>-5,589.74</u></u>

8:27 PM  
03/08/25  
Cash Basis

## Hillarys Primary School Parents & Citizens Association Inc. Balance Sheet As of August 3, 2025

	<u>Aug 3, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
01C - CBAcheque (Cash At Bank)	29,667.15
01S - CBA savings (Cash at Bank)	11,199.41
<b>Total Chequing/Savings</b>	<u>40,866.56</u>
<b>Total Current Assets</b>	<u>40,866.56</u>
<b>TOTAL ASSETS</b>	<u><u>40,866.56</u></u>
<b>LIABILITIES</b>	<u>0.00</u>
<b>NET ASSETS</b>	<u><u>40,866.56</u></u>
<b>EQUITY</b>	
Opening Bal Equity	34,034.88
Retained Earnings (Undistributed earnings of the business)	12,421.42
Net Income	-5,589.74
<b>TOTAL EQUITY</b>	<u><u>40,866.56</u></u>

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## PRINCIPALS REPORT

### **P and C Report – Principal – Week 3 Term 3, 2025**

#### **Staffing and 2026 Enrolments**

Staffing and enrolment processes for 2026 are well under way with an anticipated enrolment survey for parents. Anticipated enrolments determine the staffing levels for a school.

The staffing formula is predominately enrolment based with some funded site and student-based characteristics. This leads to the funds available for staffing, which determines the number of classes for the year based on salaries available.

#### **School Budget**

Did you know that schools are required to spend 96% of the allocated budget? Approximately 90% of the budget is allocated to staff salaries across all staffing categories. Schools are expected to facilitate resource replacement programs, accommodate any changes in class sizes and or consumable resource needs from the remaining funds. The school's baseline funding is determined in late February, and the school must then work within the constraints of this funding for the remainder of the year. Any contribution the P & C can make will expedite the school's ability to meet its strategic plan outcomes. The School Board reviews both the draft and final one line budgets for each year.

#### **Fencing**

The final location of the fencing is still to be determined, and further discussion has been held back until late August. The School Board has provided the Central Office team with the school's preferred option(s).

#### **Commemorative Brick Initiative**

Thank you for your wonderful work in making this initiative come to fruition, Michelle. The pavers and P & C will be installed at the school or the school as you walk into the Administration building. Monique Sperring has organised a quote for the installation costs.

#### **2026 Funding Requests**

We do have a couple of significant items in our grounds and facilities planning which are suitable for P & C fundraising events and general support. These include the addition of marine grade flooring in our assembly area, 2 new stage panels, and air conditioning installation for the assembly area. Every student will benefit from these items, and we have quotes available for these works.

#### **P & C Survey**

Thanks to all concerned and the feedback is both productive and supportive. Well done. The feedback may be useful with informing future operations and initiatives.

#### **School Events and P & C Events**

We do our best to finalise event planning in Term 4 for the following year. As you know, schools are incredibly busy and complex environments, so planning in advance assists us with building additional predictability and calmness for the school community, and workload balance for staff. If the P & C is considering introducing an additional fun event for kids and families, introducing a 'Welcome New Families and Welcome Back to School' event in Term 1 may be worth a revisit in 2026. Of course, there needs to be an appetite for this, and a coordinator.

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## **Sports Carnival**

A reminder that our students will need a packed lunch for the Sports Carnival, so we have some needed flexibility with managing the program.

## **Staff Appreciation Day – Term 4**

The school will once again assist and support the P & C with communication via Compass for Staff Appreciation Day. Donations are processed through flexi-schools, and it's suggested that any additional funds are allocated to new books. The P & C will be able to pay the coffee van and then forward the remaining funds to the school for library book purchases. The school will promote the new book purchases in the newsletter. Can we please have an event coordinator to liaise with Monique Sperring?

## **Social Justice or School Community Support Fund**

Some families experience hardship, and this may impact their ability to fund their child's attendance at camps or special school events. It may also impact a child's booklist items, uniforms and other daily necessities. Please consider supporting the establishment of a hardship fund for these circumstances. Confidentiality and trust is paramount in these circumstances.

## **Lapathon 2025**

Thank you in advance to Wanda V who is already very busy with organising the up-and-coming lapathon.

Please reach out to her and assist in some way as teams of volunteers will be needed for pre, during and or post lapathon tasks. Lapathon donations need to be cash for P & C collection or processed directly on Flexischools.

## **Bookfair Term 3**

Marisha Kemp is coordinating an additional BookFair this term to celebrate and promote our 2025 Book Week. Please assist Marisha with volunteering some of your time to help supervise and process the stationery and book orders. Marisha will use the signup zone again for parents and friends to nominate themselves. Bookfair funds support our school's Literacy Pro program subscriptions, which benefit all students.

## **Kindergarten Shade Sails**

Thank you for making this happen, and the shade sails look amazing. We will monitor if we need to take the sails down for Winter and then reinstall them for Summer. The cost for this has not been determined at this stage, but a quote will be organised in due course.

## **Chicken Coop**

Have you seen our new chicken coop? This is the work of Ben Hooper, one of our dad's, and is certainly worthy of a School and P & C acknowledgement. Ben is also working alongside Mr Coufos and myself with commencing work in our cultural space located in the centre of the school.

Warm regards,

**Trevor Mitchell**  
Principal