



### General P&C Meeting MINUTES (Term 1, Week 3)

Bull Creek Primary School Parents and Citizens Association

*Tuesday 17<sup>th</sup> February 2026 at 6.30pm at School Library & via Teams*

#### Attendance

Present: Chair - Xuan Goode (XG – President) , Renske Ball (RB – Co Events Coordinator), Nathanael Howard (NH – Associate Principal), Anuja Das (AD – Canteen Manager), Garry Mullings (GM – Dad’s Group), Rose Ariffin (RA – Vice President/Canteen Supervisor), Lydia U (LU – Assistant Treasurer), Lisa Millar (LM – Social Media, Uniform Shop, Be You Committee), Ben Hartig (BH - Treasurer), Helen Britza (HB - Member), Sharon Marchenko (SM - Principal), Keisha Canicais (Parent), Umesh Goudaraddi (Parent), Laura Sukri (Parent), Kai Sukri (Parent),

Apologies: Monika Chang (MC), Pauline Hough (PH), Cindy Ho (CH – Co-Events Coordinator), Ivonne Whithouse (IW), Ana Haynes (AH – Book Club), Jess Stibbs (JS), Rachel King (RK), Thea O’Keefe (TO), Hariharan, Anum Noor (AN), Alison Gorman (AG - FLDC), Nadia Taurua (NT), Luke Xu (LX – Grants Committee), Casey Paterson (CP), Rupesh Kotian (RK), Hana McDonald (HM), Katharina Martin (KM), , Meagan Tolra (MT), Tahmina Anwari (TA).

**Quorum:** Quorum for a General Meeting was met.

#### Approval of Minutes

Previous minutes approved. Motioned by XG, seconded by RB. Carried.

#### Executive Reports

Discussion	Action Owner	Due Date
<b>President’s Report – XG.</b>	XG	

<ul style="list-style-type: none"> <li>• <b>New Treasurer and Secretary</b> urgently required for 2026; nominations open from now ahead of AGM on <b>17 March, 6:30 pm at the library.</b></li> <li>• <b>Welcome Picnic</b> scheduled for <b>Friday 20 February</b> with food trucks and activities; thanks to LM for organising.</li> <li>• School awarded <b>\$7,500 Your Move active transport grant</b> for new bike and scooter racks; project kickoff <b>23 February</b>; thanks to Grants team and supporters.</li> <li>• <b>Canteen freezer failure</b> over holidays due to faulty socket; food loss and extensive cleanup managed; thanks to AD, Sarah Hustwick (SH - MCS), SM, and NH; replacement freezer received and canteen is back to full operations.</li> <li>• <b>P&amp;C WhatsApp community chat</b> established; appreciation to class representatives and reminder to maintain respectful communication.</li> </ul>		
<p><b>Treasurer's Report – (BH):</b></p> <ul style="list-style-type: none"> <li>• 2025 financial year considered very successful, with <b>strong cost control</b> and <b>fundraising</b> (notably Fete and canteen).</li> <li>• P&amp;C closed the year with approximately <b>\$43,000 surplus</b> compared to start of year.</li> <li>• Majority of surplus funds now held in <b>Fixed term deposit</b> allocated for the school playground.</li> <li>• End-of-year financial statements show some <b>account movements/re-allocations</b> due to the transfer of money into the term deposit account; explaining irregular line items</li> <li>• <b>Auditor queries received</b>; Treasurer to respond.</li> <li>• Some unreconciled items in Xero noted; to be reviewed with incoming Treasurer for handover/training.</li> <li>• Canteen 2025 net profit ≈ \$17,941 (gross higher due to turnover); reflects significant sales volume from increased families.</li> </ul>	BH/LU	Next meeting

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### Committee Reports

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Discussion	Action Owner	Due Date
<b>Book club</b> – nothing reported – to review next meeting	AH	Next meeting
<b>Canteen</b> – (AD):		

<ul style="list-style-type: none"> <li>• <b>Freezer failure over school holidays</b> due to faulty power socket resulted in food loss; freezer replaced and insurance claim in progress (awaiting electrician report).</li> <li>• Recommendation to <b>check power/power boards during holidays</b> and consider clearing or redistributing frozen stock to prevent future losses.</li> <li>• <b>New menu item introduced:</b> house-made pasta salad (trialled successfully).</li> <li>• <b>Over-the-counter sales menu</b> printed and distributed to classes; copy displayed outside canteen and softcopy announced in the latest P&amp;C Whatsapp notification to assist new families.</li> <li>• <b>Canteen naming project</b> to be progressed this year with Wellbeing Committee support.</li> <li>• Staffing: request approved to employ an <b>additional all-rounder (3 hrs/week)</b> to cover Thu/Fri workload; cost ≈ <b>\$5,000/year</b>; motion carried.</li> <li>• <b>Icy pole sales cut-off</b> confirmed at ~10 minutes before bell (≈1:40 pm); shutter used to enforce.</li> <li>• <b>Financial context:</b> canteen generated ~<b>\$17,941 net profit in 2025</b>, demonstrating strong turnover and capacity to support staffing.</li> </ul>	<p>AD/RA</p>	
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<p><b>Uniform Shop – (LM):</b></p> <ul style="list-style-type: none"> <li>• <b>Back-to-school uniform sales</b> ran smoothly; majority of orders now via <b>Spriggy app (~99%)</b>, reducing admin and stock issues.</li> <li>• Uniform shop opening reduced to <b>Friday mornings only</b> due to staffing constraints; call for additional volunteer support unsuccessful.</li> <li>• <b>Faction polos delayed</b> (supplier issue and unpaid invoice resolved); stock expected soon; back-orders being tracked.</li> <li>• Current <b>jacket line discontinued</b>; new supplier (Eclipse) being assessed — better fleece-lined jackets at lower cost price.</li> <li>• Alternative <b>polo dress option</b> from Eclipse identified as cheaper than current dress; samples to be reviewed.</li> <li>• However, price of individual <b>polos</b> if obtained from Eclipse <b>would rise</b> (~\$22 → ~\$30 retail).</li> <li>• LM’s cost analysis shows <b>procuring customized uniform via Eclipse would result in similar overall cost per student.</b></li> <li>• Ongoing need to <b>order hats early</b> due to long (~3-month) lead times.</li> <li>• Proposal for XG, LM, and RA to <b>review options and negotiate with supplier</b> out of session, before any change.</li> <li>• Any supplier/design/price change will require <b>school Board approval.</b></li> </ul>	<p>LM</p>	<p>Next meeting</p>
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<p><b>Events Committee – (RB):</b></p> <ul style="list-style-type: none"> <li>• intent for <b>quieter 2026 calendar</b> due to volunteer fatigue and busy school schedule. <b>~1 event per term</b> planned for 2026.</li> <li>• Recent event: <b>Celebration Evening snack sales</b> generated <b>\$461.69 profit</b>; surplus drinks/consumables retained for future events.</li> <li>• <b>Welcome Picnic (20 Feb)</b> in planning: food trucks (ice cream, coffee; food truck TBC), volunteers arranged, simple community-focused activities; Camp Australia attending.</li> <li>• 2026 forward events schedule: <ul style="list-style-type: none"> <li>○ <b>Term 2:</b> Mother’s Day stall (6–7 May), Lantern Festival (date TBC).</li> <li>○ <b>Term 3:</b> Book Week, Father’s Day stall.</li> <li>○ <b>Term 4:</b> Celebration Night food sales.</li> </ul> </li> <li>• <b>Colour Run, disco, Easter colouring</b> and similar events paused in 2026 to reduce workload and align with school calendar.</li> <li>• Discussion on maintaining <b>community-building (non-fundraising) events</b>; potential new social-type activities and/or linking to existing school events (e.g., faction carnival).</li> <li>• Noted availability of <b>~\$2,500 Camp Australia community funding</b> for potential community event.</li> </ul> <p><b>Action:</b> collect ideas for possible community event and revisit at next meeting.</p>	RB/CH	
<p><b>Grants Committee (LX):</b></p> <p>No update since last Executive Meeting by email.</p>	LX	
<p><b>Dad’s Group – (GM)</b></p> <ul style="list-style-type: none"> <li>• Start of year <b>activity levels currently low</b>; planning of upcoming events underway.</li> <li>• Dad’s Group aims to <b>schedule activities over coming weeks/months</b> as members return after holidays.</li> <li>• Communication occurs via <b>Dad’s Group channel/QR code link</b> included in P&amp;C information materials and orientation packs.</li> <li>• Noted some families may have <b>missed communications</b>; offer made to share link directly with interested parents.</li> </ul>	GM via RB	

<p><b>School Traffic – (SM)</b></p> <ul style="list-style-type: none"> <li>• Ongoing unsafe parking behaviours reported (<b>Kiss &amp; Drive</b> misuse, <b>double parking, parking on wrong side</b>, no-standing zones).</li> <li>• Parents observed parking in <b>Kiss &amp; Drive</b> and leaving vehicles, disrupting traffic flow and <b>safety</b>.</li> <li>• Continued issue of pedestrians walking through car parks despite signage; safety risk with buses and service vehicles.</li> <li>• <b>Complaints</b> received by school; reminder notices issued via Compass and Connect.</li> <li>• Some <b>infringements</b> previously issued by <b>council</b>; behaviour persists.</li> <li>• Suggestion to request City of Melville ranger presence to direct traffic and reinforce rules.</li> <li>• Noted additional problem areas: Darley Circle and James Street unsafe parking/visibility issues.</li> <li>• Ongoing request for additional <b>ACROD</b>/disabled bay still pending council action.</li> <li>• Agreed traffic safety remains a significant ongoing risk; members to consider further strategies and reporting.</li> </ul>	NH/SM	
<p><b>Health &amp; Wellbeing committee – (LM):</b></p> <ul style="list-style-type: none"> <li>• First <b>Parent Club session</b> scheduled <b>5 March (9:00 am)</b> – <i>“Packed with Goodness” lunchbox information session</i>; promotion via WhatsApp and flyers.</li> <li>• Plan to survey parents on <b>future Parent Club topics</b> of interest for 2026.</li> <li>• Consideration of <b>social/community activities</b> (non-fundraising) to complement wellbeing focus (aligned with broader community-building discussions).</li> <li>• First Health &amp; Wellbeing Committee meeting for the year also set for <b>5 March</b>.</li> <li>• Overall report noted as <b>light/early-year status</b>, with activities ramping up post-Term 1 start.</li> </ul>	LM	Next meeting

Principal’s Report

Discussion	Action Owner	Due Date
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<ul style="list-style-type: none"> <li>• School year commenced smoothly; <b>oval opened</b> for parking and <b>classrooms accessible earlier</b> to support start-of-day routines.</li> <li>• <b>Meet &amp; greet</b> sessions held for some students (e.g., additional needs) prior to term; positive uptake.</li> <li>• <b>New staff</b> appointed: Manager Corporate Services (Sarah), P1 teacher (Mrs Morphett), EA (Miss Harris), plus several new EAs (Mrs Giannati, Miss Balgera, Mrs Li, Mrs Lai and Mrs Lui). Recruitment ongoing for additional special needs EAs.</li> <li>• <b>Compass platform</b> function expanding (attendance in 2025; now messaging, permissions, payments, sign-in/out); intent is to <b>phase out Connect</b>.</li> <li>• Early <b>Compass implementation</b> issues noted (multiple payment pathways unable to be reconciled, attendance/notifications sent to primary caregiver unless otherwise notified by calling the school, training/support for admin staff ongoing).</li> <li>• RB enquire on training video for parent/caregivers on Compass use. NH offered to share training video of Compass available for school staff if there is interest.</li> <li>• <b>Swimming Carnival</b> held successfully; Year 6 Leadership Conference upcoming.</li> <li>• <b>Welcome Picnic</b> preparations underway (school support/coordination).</li> </ul>	N/A	
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Business Arising from Previous Minutes

Discussion	Action Owner	Due Date
<ol style="list-style-type: none"> <li>1. <u><b>Election money.</b></u> SM still waiting to hear from Dr Jags' office.</li> <li>2. <u><b>Wall mural for P&amp;C sponsored projects:</b></u> SM is waiting for election money to render all the bricks to match the building colours. Murals project to be put on hold.</li> </ol>	SM/RB	Next Meeting

**General Business:**

1. Proposal to add “**Your Move**” **active transport** as a standing P&C subcommittee; supported.
2. **Hardship fund:** P&C maintains ~\$500/year; NH reported additional government student-assistance funds also available; RA proposed for the school to make use of the available government student-assistance funds for eligible students’ school excursions and incursions cost.
3. New **Education Department requirement:** National Coordinated Criminal History Check for P&C, canteen, uniform shop and regular volunteers (>21 visits/year); rollout from **1 March**; cost implications noted.
4. **Book Fair (Scholastic)** SM suggested to align with Book Week to support library fundraising; XG to discuss with AH.
5. Request for **term planner/calendar to be released earlier** to support planning. SM confirm term planner will be released the next day.

6. **AGM confirmed:** 17 March, 6:30 pm; urgent need for Treasurer and Secretary nominations.

7. Proposal to **vote on annual fund allocations at AGM** (alongside office bearer elections); supported.

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#### Next Meeting

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Tuesday 17<sup>th</sup> March, 6.30 pm at the library and online via TEAMS. Type: **Annual General Meeting** where new office bearers will be voted in.

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#### Meeting Closed

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7:53 pm

Minutes Prepared by: RA

Confirmed by: XG

# Presidents Report

P&C Meeting Term 1, week 3 (Tuesday 17<sup>th</sup> February 2026)

Hope that everyone has had a wonderful school break! I'm looking forward to a fun, more laid back yet productive 2026.

## **Call out for a new Treasurer and Secretary for 2026**

We are in need of a new Treasurer and Secretary in 2026 in order to still function. Doing a volunteer role at your child's school not only models reciprocity and helping out to your children, but indirectly helps your child and the school too. If you are interested or think you know someone who might be, please do not hesitate to contact one of our friendly P&C members. We will be voting in our office bearers at our AGM on Tuesday 17<sup>th</sup> March at 6.30pm.

## **Welcome Picnic**

Come and say hi to old friends and meet some new faces at the Welcome Picnic this Friday 20<sup>th</sup> February. There will be food trucks, activities and fun for all. Thank you Lisa Millar for organising this wonderful event.

## **Your Move Grant**

We were successful in obtaining a \$7,500 active transport grant through Your Move, a department of transport branch that promotes active modes of transport. These funds will go towards new compact bike and scooter racks for our school. Thank you to Melissa Turner, Ben Tisdale, Hana McDonald, Galen Campbell and myself for all your efforts creating, promoting and writing about active transport opportunities to obtain this, and to Luke Xu for writing and submitting the grant. The kick off meeting for this project will begin Monday 23<sup>rd</sup> Feb 2025. Thank you to Sharon and Nathanael for being so helpful with supporting this initiative.

## **Canteen**

We had an unfortunate and confronting over the school holidays whereby one of the canteen freezers lost power due to a faulty power socket. Thank you to Anuja Das for cleaning the area until it was pristine and managing an unfortunate situation with calm and confidence. A big thanks also Sarah Hustwick our new MCS, Sharon and Nathanael for assisting with the issue and to Sharon for assisting us with obtaining a new freezer.

## **P&C WhatsApp Community Chat**

Thanks to everyone who has joined the chat to stay in the loop and a big thanks to those who have stepped up to be class representative. Thank you for remembering to always be respectful to others and to the school community.

Xuan Goode ("Shwen")

President, Bull Creek Primary School P&C

## Principal's Report Term 1 – Week 3 2026

### 1. 2026 School Year

The 2026 school year has begun smoothly, with students settling quickly into routines and classrooms. Staff have focused on establishing positive relationships, clear expectations, and consistent processes across all year levels during the class meetings. Our new families have been warmly welcomed, and our Kindy cohort has transitioned well with supportive staff and strong communication from teachers.

### 2. New Staff 2026

We welcome Mrs Sarah Hustwick our Manager of Corporate Services, Mrs Morphett the P/1 teacher and Ms Harries the Education Assistant in Wattle 7, Mrs Gianatti, Ms Balgera, Mrs Li, Mrs Lai and Mrs Lui who are all new Education Assistants that work in various roles across the school.

### 3. Compass Platform – Messages, Attendance, Permissions, Payments & Sign-In/Out

Our rollout of Compass continues to progress successfully, with a few minor issues. Compass will be our primary platform for all school messaging. Most families are actively using the platform for:

- **School messages** – This will include event details, reminders, classroom announcements, operational notices and P&C / School Board information.
- **Attendance notifications** – Parents are lodging absence explanations directly in Compass, improving accuracy and timeliness.
- **Permission forms** – Digital notes for excursions and events are simplifying processes and reducing paper handling.
- **School payments** – Families can now complete payments online through Compass, streamlining both parent and office workflow.

Over the coming weeks, we will introduce **Compass Kiosk Sign-In/Out** for late arrivals, early departures, and visitor sign-ins. This will strengthen our record-keeping and improve school security.

### 4. Swimming Carnival

Our annual Faction Swimming Carnival was held today and was a fantastic success. Student participation was enthusiastic, sportsmanship was excellent, and staff were proud of the way students represented their factions. A big thank you to Mr Pember, Mr Howard, Mrs Owen and all staff and parent helpers who supported judging, supervision, and marshalling. Results will be shared with the community later this week.

## 5. Year 6 Student Leaders & GRIP Leadership Conference

Our 2026 Student Leadership Team has begun the year with enthusiasm and maturity. Upcoming highlights include:

- Attendance at the GRIP Leadership Conference this Friday, where leaders will participate in workshops focus on teamwork, communication, and service-driven leadership.
- Leadership development sessions at school, including support for Assembly roles, student voice activities, and event organisation.

We are excited to see these students grow into their roles.

## 6. Welcome Picnic

Thank you to the P&C and staff for supporting the organisation of our upcoming Welcome Picnic. This event provides a relaxed opportunity for families, particularly new families to meet each other and connect with staff. We are looking forward to a strong turnout and a positive start to our community events for 2026.

## Events Committee Report

For P&C Meeting 17<sup>th</sup> February, 2026

### 1. Past event

#### 1.1 Celebration Night

- **Team :** Pauline & Husband, Renske, Cindy
- **Summary:**
- For Celebration Night, the Event Committee organized buy on the day pizzas and drinks.
- The event was successful with \$461.69 raised for BCPS.
- **Costs breakdown:**
  - Summary:
    - Cash sales - \$216
    - EFTPOS sales - \$451.90
    - Spriggy - \$556
    - - Total sales \$1 205.90
  - Expenses
    - Pizzas \$508.65 (Domino's only charged us \$9.12 a pizza)
    - Ice \$44.46 (10 bags)
    - Extra drinks, plates and serviettes \$191.10
    - Total expense \$744.21
  - Sales less expense= Profit \$461.69
- **Notes for 2026**
  - In the past there is usually a sausage sizzle to accompany Celebration Night. For 2025, there were not enough volunteers to hold a sausage sizzle. There were limited volunteers from the PCBC community and no external volunteers (outside of the PCBC community).
  - For Celebration Night, Pizza and drinks were served out of the canteen. Renske spoke with Dominos in advance and places orders in the morning. Orders were arranged in 2 deliveries to keep the pizza warm.
  - There was some surplus water, soda and some juices. Apple juice boxes sold out.

## **Welcome Picnic Report**

**Friday 20 February 2026 | 3.00–5.30pm**

### **Food Trucks**

Confirmed vendors:

- Happy Chappy Ice Cream
- Bee Delighted Mobile
- Twisted Kitchen (TBC)

Vendors will enter via Fransisco Street from 2.00pm. Mick Pember has been notified.

Requirements:

- Unlock gate and place parking cones
- Mark vendor locations
- Chaperone vans during bump-in (students on oval)
- Supervise bump-out (5.30–6.00pm)
- Lock gate at conclusion

Volunteers: Lisa + 1 additional

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### **Music**

School PA system (Banksia wet area) will be used.

Tasks:

- Confirm speaker placement (usually SW corner of tennis courts)
- Collect and set up equipment after 2.00pm
- Prepare child-friendly playlist
- Run music and optional simple games (e.g. musical bobs)
- Pack down and return equipment

Volunteers: Xuan + 1 additional

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## **Rubbish & Facilities**

- Confirm picnic details with Elton and cleaning team
- Ensure toilets remain open until 5.30pm (preferably Sheoke)
- Arrange additional bins and return to skip
- Check relocation of Containers for Change bin
- Keep Banksia wet area accessible for equipment return

Volunteers: Lisa + 1 additional

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## **Camp Australia**

Email sent to Emily. Awaiting response. Will confirm whether they are running activities and promote if applicable.

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## **Promotion**

- Connect notice published Monday
  - Promotion via WhatsApp Announcement
  - Volunteer WhatsApp group has been created
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## **Pack Down**

- Return tables to shed and lock cupboards
  - Dispose of rubbish in skip
  - Lock gate
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## **Activities on the Day**

- Tattoo and glitter station
- Fingerprint station
- Affirmation station
- Beading and mobile station (pending volunteers)
- Sensory station (pending volunteers)

## Uniform Report 17 February 2026

- **Back to school uniform sales** went smoothly. The shop was opened 30 Jan to pack up Spriggy orders and assist new families with uniforms. The shop was then opened for 5 days in Week 1 for secondhand sales and exchanges.
- The uniform shop is now 99% Spriggy sales only, with only a few families needing to pay cash. We no longer have EFTPOS available. This has made it a lot easier for stock control.
- The uniform shop is now only open Friday mornings from 8.50 – 9.15 for secondhand items. If we wanted to open another morning, I would need someone else to volunteer as my work commitments have increased this year. I have put the call out but no takers so far. I can continue to do the online Spriggy orders on an ad hoc basis during the week.
  
- We had **Eclipse come to quote on supplying uniforms for the school**. These uniforms could be custom designed with embroidered logos.
- The cost for polos would be significantly higher than what we currently purchase from Aussie Grown. Other items could be cheaper (jackets, dress, hats), and so ultimately for a standard order, parents could expect to pay the same. However – polos would need to be \$7 in order to keep our profit margin the same, and this could be unpalatable to parents.
- The jackets are a nice option and slightly cheaper.
- The polo dress is also a good alternative to the dress we currently have
  
- **The faction polos** are expected to come in next week. These are ordered through Aussie Grown, however they come from the Eastern States. Turnaround time is usually 3 months, however this order was placed in August 2025, so it has been 6 months. Families have been very patient and I really appreciate it.
  
- The **outstanding invoice** for the 2025 bulk order has now been paid – thank you to Rose
  
- I will be placing a **top up order soon** after the back to school rush. We will need to decide what to do with **the jacket and dress**, as these will also need topping up.
  
- I will also place an **order for hats** as well, as these also have a turnaround of 3 months.

## Health and Wellbeing Committee

- The first Parent Club for the term is due to be held Thursday 5 March at 9am. Pauline has organised a Packed With Goodness presentation. We will continue to promote this in our weekly Whatsapp messages.
- Pauline has asked that parents RSVP via the link
- I will organise some fliers for the school and a Connect to go out after the Welcome Picnic

I will be sending out a survey to parents to gauge what sorts of topics parents are interested in for subsequent Parent Club, and whether there is any interest in social activities to take place throughout the year. I have some ideas I need to flesh out after the Welcome Picnic.