



Annual General Meeting (AGM) MINUTES (Term 1, Week 4)

Bull Creek Primary School Parents and Citizens Association

Tuesday 17th March 2026 at 6.30pm at School Library & via Teams

Attendance

Present: Chair – Xuan Li 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), Lisa Millar (LM – Social Media, Uniform Shop, Be You Committee), Sharon Marchenko (SM - Principal), Umesh Goudaraddi (Parent), Cindy Ho (CH – Co-Events Coordinator), Monika Chang (MC – Member), Siobhan Turner – Davidson (ST - Member), Galen Campbell (GC - Your Move Champion)

Apologies: Pauline Hough (PH), Ivonne Whithouse (IW), Ana Haynes (AH – Book Club), Jess Stibbs (JS), Thea O’Keefe (TO), Hariharan, Anum Noor (AN), 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), Lydia U (LU – Assistant Treasurer), Ben Hartig (BH - Treasurer), Helen Britza (HB - Member), Keisha Canicais (Parent), Laura Sukri (Parent), Kai Sukri (Parent); Lee Finsterwald (LF – Incoming Secretary), Tom Truong (TT - Incoming Co-Dad’s Group Coordinator); Daniel Hutton (DH – Incoming Co-Dad’s Group Coordinator).

Quorum: Quorum for a General Meeting was met.

Approval of Minutes

Previous minutes approved. Motioned by XG, seconded by RB. Carried. Acknowledgement of Country delivered.

Executive Reports

Discussion	Action Owner	Due Date
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<p>Treasurer's Report – (BH):</p> <ul style="list-style-type: none"> • Profit/Loss statement submitted but not formally presented as Treasurer's report that interprets the data was not submitted • To be reviewed and discussed at next meeting. <p>Action: Treasurer to present and interpret report at next meeting.</p>	RA/GM/LU	Next meeting
<p>President's Report</p> <ul style="list-style-type: none"> • Not on the agenda for the AGM due to time constraints, deferred to next meeting 	XG	Next meeting

Committee Reports

Discussion	Action Owner	Due Date
<p>Book club – Not on the agenda for the AGM due to time constraints, deferred to next meeting</p>	AH	Next meeting
<p>Canteen – (AD):</p> <ul style="list-style-type: none"> • Proposal for canteen naming competition for students (via class or individual entries). Aim for term 2. • Thurs April 2nd 2026 is a pupil free day at BCPS due to parent teacher interviews - Operational challenges with pupil-free days (low profitability), therefore will not be servicing external schools on that day • Update on staffing changes and onboarding of new staff member. Onboarding Frida Lai as an all rounder • Discussion regarding servicing additional schools (Banksia Park Primary) and potential discontinuation of Bateman Primary due to declining orders. In the past Bateman had considered ending their contract with BCPS, but decided to continue for 2026. If we were to end Batemans contract, would need to give Bateman plenty of advanced notice. AD to liaise 	AD	Next meeting

<p>with external schools regarding service continuation with Bateman PS and potential commencement of service with Banksia Park Primary.</p> <ul style="list-style-type: none"> • Introduction of new equipment (multi-cooker) and planned winter menu updates. • Motion: Payment for canteen staff training (up to \$100 per session, max 3 hours). Outcome: Carried. 		
<p>Uniform Shop – (LM):</p> <ul style="list-style-type: none"> • Not on the agenda for the AGM due to time constraints; deferred to next meeting 	LM	Next meeting
<p>Events Committee – (CH):</p> <ul style="list-style-type: none"> • Not on the agenda for this meeting due to time constraints, deferred to next meeting • Scholastic book fair to run in conjunction with Book Week 11th August 2026; to be run by LM/XG • Motion: Request for \$1,100 budget to buy gifts for mothers day stall Outcome: Carried 	CH	Next meeting
<p>Grants Committee (LX):</p> <ul style="list-style-type: none"> • Not on the agenda for the AGM due to time constraints; deferred to next meeting 	LX	Next meeting
<p>Dad’s Group – (GM)</p> <ul style="list-style-type: none"> • Not on the agenda for the AGM due to time constraints; deferred to next meeting 	GM/TT/DH	Next meeting
<p>Health & Wellbeing committee – (LM):</p> <ul style="list-style-type: none"> • Not on the agenda for the AGM due to time constraints; deferred to next meeting 	LM	Next meeting

Principal’s Report

Discussion	Action Owner	Due Date
<ul style="list-style-type: none"> • Not on the agenda for the AGM due to time constraints; deferred to next meeting 	SM/NH	Next meeting

5 year plan

Discussion	Action Owner	Due Date
<ul style="list-style-type: none"> • See attached 5 year budget spreadsheet • Improved financial position due to increased school population and canteen/uniform shop performance. • Shift in 2026 focus from fundraising to community engagement and social events. • We have increased flexibility to support school funding requests. • Clarification of projected financial figures • Profits from fete as well as a large portion of P&C money is in a term deposit, which matures 4/6/26. Money to be donated to the school will be able to be transferred once it matures. • Paul Litheland cybersecurity talks to occur in 2016; Busybee to be a 2 yearly recurring event; Naturewalk to be removed from plan. 	SM/NH	Next meeting

Annual Fund Allocations for the School

Discussion	Action Owner	Due Date
<ul style="list-style-type: none"> • \$30,000 profits from 50th Anniversary Fete were already earmarked to go towards playground upgrades. SM has requested any donations otherwise not earmarked to go towards the playground, as it will be a costly project • Motion: Playground Funding, for \$50,000 to be allocated to school playground project. Outcome: Carried • Motion: Additional School Funding Allocations as per below: <ul style="list-style-type: none"> ○ Wellness Week – \$200 ○ Paul Litheland– \$1,500 ○ Constable Care – \$2,500 ○ Hardship Fund – \$500 ○ Schrole App – \$1,900 ○ Year 6 Graduation – \$800 ○ Book Vouchers – \$400 	RA/GM/LU/XG	Once term deposit matures

<ul style="list-style-type: none"> ○ Library Books – \$1,000 ○ Outcome: Carried ● Total donated to the school in 2026: \$58,800 ● Hardship funds: \$500 to go towards uniforms for those with financial hardship, to be organised with LM via the uniform shop directly. 		
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Elections 2026

Discussion	Action Owner	Due Date
<p>Executive Committee</p> <ul style="list-style-type: none"> ● President: Xuan Li Goode – Elected ● Vice President: Rose Ariffin – Elected ● Treasurer: Shared role – Rose Ariffin / Garry Mullings / Lydia U – Elected ● Secretary: Lee Finsterwald – Elected (via prior written nomination) ● All positions carried unanimously <p>Subcommittee Roles</p> <p>Confirmed as follows:</p> <ul style="list-style-type: none"> ● Book Club: Anna Haynes ● Canteen Manager: Anuja Das ● Canteen Supervisor: Rose Ariffin ● Uniform Shop / Social Media / Be You: Lisa Millar ● Events: Cindy Ho ● Dad’s Group: Gary Mullings, Daniel Hutton, Tom Truong ● Your Move: Galen Campbell ● Newsletter: Leah Griffiths 		

All roles endorsed.		
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Business Arising from Previous Minutes

Discussion - <i>Not on the agenda for the AGM due to time constraints, deferred to next meeting</i>	Action Owner	Due Date
<ol style="list-style-type: none"> <u><i>1. Election money.</i></u> SM still waiting to hear from Dr Jags' office. <u><i>2. Wall mural for P&C sponsored projects:</i></u> SM is waiting for election money to render all the bricks to match the building colours. Murals project to be put on hold. 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. SM to confirm who is required to complete this 	<p>SM</p> <p>SM/RB</p> <p>SM</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>Next meeting</p>

General Business:

1. School Traffic Issues

- Ongoing safety concerns raised regarding Kiss & Drive misuse, Illegal parking, Traffic congestion
- **Discussion points:** Ranger enforcement, Parent education, student education at assembly, Potential council engagement, Possible working group/committee
- **Action:** Further strategies to be discussed at next meeting.

2. Teacher appreciation week

- Bahai Community have offered to host the event in October with thanks (MC)

3. School Playground Project:

- To be a school led committee. Jo Hall put forward as a member of the playground committee – XG to email school his contact.
- Discussions re: Design approach (skills-based vs themed), Student input, supplier timelines.

Next Meeting

Tuesday 5th May, 6.30 pm at the library and online via TEAMS. Type: **General Meeting**

Meeting Closed

7:31 pm

Minutes Prepared by: XG

Confirmed by: AD/RA/CH