

ROSTRATA P&C

Minutes



Meeting: Term 2 General Meeting

Date: Monday 4 May 2026

Time: 7pm

Venue: School Library

Chairperson: Tegan Kalin

Attendees: Winnie Chan, Claire Gardiner, Claire Spragg, Tamara Doig, Andrew Tran, Dawn MacGregor, Benoy Ramachandran, En Peng, Dhara Thakar, Venkatesh Miryanam, Jody Lucas, Deborah Lin

Apologies: Vishnu Nagadevan, Tammy Van der Meulen, Nanthani Shanmugam, Bianca Claire Grant

	Item
1.	Minutes of the previous meeting (Term 1 GM, Tuesday 3 March 2026) declared accurate by Tegan Kalin.
2.	<p>President's report</p> <ul style="list-style-type: none"> Confirmed fundraising aims of \$25K from events, \$25K from voluntary contributions this year. Indian Community Club – capacity 400pax. Rostrata P&C would get a 10% not for profit discount.
3.	<p>Treasurer's report</p> <ul style="list-style-type: none"> Canteen prices do not need to be increased as the P&C has a healthy bank balance at end of Term 1. ACTION: Dhara to provide comparisons quarter to quarter e.g. Q1 2025 to Q1 2026. Cumulative Q1 and Q2 2025 to cumulative Q1 and Q2 etc. ACTION: Dhara to work on template excel spreadsheet for funding requests and implement process for reconciliation post event.
4.	<p>Principal's report</p> <ul style="list-style-type: none"> Enrolments steady New classroom block progressing, shuffle of classrooms to allow for build to be completed. Airconditioning upgrades still a priority. Request from Tegan for new teaching methods update for parents. MAWA consultant session for parents. MOTION: P&C moved to approve funding request of up to \$2,000 for soccer team shirts MOTION: P&C moved to approve \$1,100 funding request for ADHD coaching session <ul style="list-style-type: none"> Tickets to be sold at a subsidised price of \$10 a head In house demand to be gauged before considering opening up to wider community
5.	<p>Canteen report</p> <ul style="list-style-type: none"> ACTION: Tammy to draft Leave Policy to help manage accrued leave.
6.	<p>Grants Proposal</p> <ul style="list-style-type: none"> Canteen upgrade <ul style="list-style-type: none"> Canteen upgrades – only request from Canteen staff was for commercial grade oven and rangehood

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	<ul style="list-style-type: none"> ○ P&C to consider possibilities to expand canteen opportunities in the future. E.g. providing meals to other schools as a way of supporting larger fundraising efforts. ○ Dhara does not want to provide meals for other schools ○ Discussions need to continue about the future potential of the canteen, including how the P&C would need to be structured to support, understand local demand for meals, what staffing requirements, any development applications/ permits/ registration requirements. ○ Quotes are required to upgrade entire canteen, potential reconfiguration, new benchtops/ sinks, fridges, warming facilities with a view to achieve future goals. ○ Lauren is responsible for grants submission, Nan, Tammy, Tegan. Timelines 26-28 round 1 applications close this Friday another round later this year. Business case based on need (not profits), and for healthy meals for kids. ○ Dhara has contacts for a commercial kitchen upgrade. ● Do any P&C members have contacts with local businesses who might be willing to provide quotes.
7.	<p>Events report</p> <ul style="list-style-type: none"> ● Term 2 - Silent Disco to be held 26 June 2026 <ul style="list-style-type: none"> ○ Headsets and lighting will be donated (saving \$1050) ○ MOTION: P&C moved to approve a budget of \$550 ● Term 3 - Movie Night <ul style="list-style-type: none"> ○ Budget to be resubmitted ○ Dates TBC (perhaps Term 4 to make it an outdoor movie) ○ Tammy has found outdoor inflatable screen, so a screening on the oval may be possible. ● Cultural Event 2027 - Community and Cultural Events Grant <ul style="list-style-type: none"> ○ City of Canning funding request available but the P&C would have to open the event to the wider community. P&C unlikely to have capacity to undertake such an event. ○ The P&C agreed to hold a cultural event in Term 1 aligned to harmony week, audience would be the Rostrata community. ○ Build project may impact use of school oval. ○ Rostrata P&C could collaborate with the City of Canning on Prendwick Eats 2027
8.	<p>Dad's group report</p> <ul style="list-style-type: none"> ● Handover complete ● Plan for activities for the year <ul style="list-style-type: none"> ○ Australian space agency mission to Mars pack with Ms Dawson and Ms Das ○ Term 3 Science fair ○ Stargazing opportunity to align with STEM week – Andrew to connect with Claire ○ Term 3 campout (Dates to be minuted. Speak to Sam for availability) ○ Excursion to the Airforce Museum ● Budget request for Term 2 and Term 3 events <ul style="list-style-type: none"> ○ ACTION: Andrew to provide budget requests via email ● Fathering Project Resources <ul style="list-style-type: none"> ○ ACTION: Dad's group resources to be published on the newsletter
9.	<p>Communications report</p> <ul style="list-style-type: none"> ● Request for communications to go out this term <ul style="list-style-type: none"> ○ Term 2 silent disco ○ Red star promotion ○ Bread giveaway and request for voluntary contributions ● Work with events team to improve communication for limited ticket number events – at least 4 weeks in advance, and let parents know when tickets will go on sale. ● ACTION: Set up and advertise Grandparents Whatsapp group
10.	<p>Graduation</p> <ul style="list-style-type: none"> ● Budget submissions - venue and caterer ● ACTION: Jodie to follow up with caterer deposits and venue deposit for Willetton Sporting Club
11.	<p>Uniform shop \$810 profit in Term 1</p>
12.	<p>General business - Budget Proposals</p> <ul style="list-style-type: none"> ● Shelving no longer required ● First aid kit replacement (Claire G.) <ul style="list-style-type: none"> ○ MOTION: P&C moved to approve \$180 for a first aid kit.

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13.	<p>General business - Approved motions to be noted, circulars outside P&C meetings</p> <ul style="list-style-type: none"> MOTION: Motion to allow authorised signatories (Tegan, Dhara and Tammy) on the Westpac P&C bank account, to install the WestPac app "Eftpos Air" onto mobile phones for City of Canning Prendwick Eats event. MOTION: Appointment of Financial Auditor MOTION: Term 1 request for support to Year student – P&C executive have agreed to support \$500-\$600 for this year. <p>Other</p> <ul style="list-style-type: none"> WACSSO report for 2026 submitted <p>Reminders</p> <ul style="list-style-type: none"> Financial motions to be issued to P&C members 7 days before a general meeting. Budget and broad headers for expenses and income to be sent to Secretary to be include as part of the Agenda. National police checks for signatories, online banking access, those who control >\$1,000 (without the presence of another National Police Checked member) Proposed dates must be minuted for insurance purposes. <p>Dates for future P&C Meetings: (Week 3 of each term)</p> <ul style="list-style-type: none"> Term 3 - Monday 3 August 2026, 7pm Term 4 - Monday 26 October 2026, 7pm
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Summary of Decisions

Decision	Moved	Seconded	Approved
<p>Ratified decisions taken by the executive since the last meeting:</p> <ul style="list-style-type: none"> Motion to allow authorised signatories (Tegan, Dhara and Tammy) on the Westpac P&C bank account, to install the WestPac app "Eftpos Air" onto mobile phones for City of Canning Prendwick Eats event. Appointment of Financial Auditor Term 1 request for support to Year student – P&C executive have agreed to support \$500-\$600 for this year. 	Tegan Kalin	Deborah Lin	Unanimously
<ul style="list-style-type: none"> P&C moved to approve funding request of up to \$2,000 for soccer team shirts P&C moved to approve funding request of \$1,100 for ADHD coaching session 	Tegan Kalin	Deborah Lin	Unanimously
<ul style="list-style-type: none"> P&C moved to approve a budget of \$550 for Term 2 silent disco 	Tegan Kalin	Deborah Lin	Unanimously
<ul style="list-style-type: none"> P&C moved to approve \$180 for a first aid kit. 	Tegan Kalin	Deborah Lin	Unanimously

Signed: TKalin

Tegan Kalin, President

Date 18/05/2026