

ROSTRATA P&C

Minutes



Meeting:	Term 3 General Meeting
Date:	Monday 3 August 2026
Time:	7pm
Venue:	School Library
Chairperson:	Tegan Kalin
Attendees:	Tegan Kalin, Dhara Thakkar, Deborah Lin, Claire Spragg, Andrew Tran, Benoy Ramachandran, Lauren Estrade, Claire Spragg, Claire Gardiner, Jody Lucas, Vishnu Nagadevan
Apologies:	Dawn MacGregor, Nanthani Shunmugam, Tammy Van der Meulen

	Item
1.	Minutes of the previous meeting (Term 2 GM, Monday 4 May 2026) Declared accurate by Tegan Kalin
2.	President's report
3.	Treasurer's report <ul style="list-style-type: none"> Current balance is healthy but we need to increase the percentage of voluntary contributions (currently 55% contributions paid). ACTION: Canteen pricing review. Dhara to compare profit against current aim of 5% profit. Consider using canteen as a revenue source to fund projects within the school. ACTION: Dhara to talk to Tammy to push trybooking funds through from silent disco event. Reminder: Reimbursements to be sent through immediately for reimbursements Claire ran an excellent budget for the Silent Disco.
4.	Principal's report
5.	Canteen report <ul style="list-style-type: none"> With voluntary contributions down, discussed the opportunity to raise prices on some menu items ahead of summer menu following Treasurer review of Canteen financials. Canteen has traditionally run on a very small profit margin to cover operating costs and replacement of equipment. ACTION: Tammy to develop leave policy to ensure accrued leave is taken. ACTION Lauren: Progress grant applications and provide update to P&C Executive. ACTION: Canteen Sub-Committee to be established, led by Canteen Representative <ul style="list-style-type: none"> Current state: Canteen run by P&C, servicing 900 students and 100 staff, Mon-Friday. Develop narrative around reduced voluntary contributions, aging canteen facilities. Determine strategy for canteen in longer term. Options to be considered include providing meals for other schools, and family meals for after school pickup. Develop business case for proposed strategies Develop final kitchen design to the satisfaction of the City of Canning EHO. Obtain quote for whole kitchen design and renovation, inclusive of food safe stainless steel benchtops, commercial oven and rangehood, commercial pie warmer. Consider implications for canteen closure before we put in for the DoE grant. Preference is for closure during summer break to avoid disruption. P&C generally supportive of paying out salaries during canteen closure (\$3909.25 per fortnight).
6.	Grants Proposal (Lauren) <ul style="list-style-type: none"> Kinetic Moving Communities Fund Grant applied for in June.

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	<ul style="list-style-type: none"> P&C have requested \$3900 to cover purchase and installation of a new stove/oven unit and a rangehood in the canteen. We will be advised of the outcome in late August. Potential sponsors to explore <ul style="list-style-type: none"> The Dan the Bike Man Adventure world family pass Australia Post grant – consider applying for funding for community engagement and mental health outcomes for events that we might plan that have these themes.
7.	<p>Events report (Claire)</p> <ul style="list-style-type: none"> Term 4 - Disco Schedule for Week 2 Fri 23/10 Disco Budget Proposal <ul style="list-style-type: none"> DJ and lights \$600 Food/drinks \$450 Consumables \$50 Total \$1100 MOTION: P&C approved funding Tegan and Dhara seconded Cultural Event 2027 - Community and Cultural Events Grant Sausage sizzle. Claire requesting a spot at a Bunnings Warehouse
8.	<p>Dad's group report (Andrew)</p> <ul style="list-style-type: none"> Scheduling campout in Term 4. Potential vendors include Mr Whippy and Pizza. Construction of new block exact dates TBC. Potential date during Term 3 holidays. Aviation museum – group discount. Every adult = 2 free kids. Each kid \$6. Veteran to talk to kids. Proposed date: Pupil free day – 12 October Fathering project access – invite only. Link to be added to the newsletter and whatsapp group. Potential easy engagement activity - Read with dad. Send a photo to P&C secretary email address to be in a draw to win a prize. ACTION: Andrew to arrange update to P&C website with fathering project details
9.	<p>Communications report (Dawn/Deb)</p> <ul style="list-style-type: none"> Grandparents group created, to be advertised. Request for communications to go out this term <ul style="list-style-type: none"> Low voluntary contributions – advertise need to fund pre-primary playground Sensory playground Soccer uniforms
10.	<p>Graduation</p> <ul style="list-style-type: none"> MOTION: P&C approved funding of \$5634.25 Leftover drinks from disco to be donated to graduation MOTION: P&C approved funding of \$3,066.80 for 175 prints of yearbook ACTION: Tegan to define graduation yearbook guidelines. Need a template and page limit each year
11.	<p>General business – Shared Drive Proposal</p> <ul style="list-style-type: none"> P&C to determine if a shared drive is to be adopted (Deb) Approved
12.	<p>Second Hand Uniforms</p> <ul style="list-style-type: none"> This Thursday Still cash only. ACTION Claire: Investigate using electronic payment system – Westpac not Square.
13.	<p>School Board has 2 new committee members</p> <p>Megan Grant, Manager of Rostrata Family Centre</p> <p>Shen Sekhon, Councillor City of Canning</p>
14.	<p>General business - Approved motions to be noted, circulars outside P&C meetings</p> <ul style="list-style-type: none"> MOTION: P&C Executive have approved increases for Canteen Staff. Budget request form template has been developed. Use this going forward. ACTION: Dhara to provide to Deb to share to P&C members. Melamine plate printing organised. ACTION: Winnie to send out next week. \$35 a plate and P&C paying \$25 to printer.

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Reminders

- 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)

Dates for future P&C Meetings: (Week 3 of each term)

- Term 4 - Monday 26 October 2026, 7pm

Summary of decisions

Motions	Moved	Seconded	Approved
P&C approved \$1100 funding for School Disco Tegan and Dhara seconded	Tegan	Dhara	Unanimously
P&C approved funding of \$5634.25 for year 6 graduation event	Jody	Tegan	Unanimously
P&C approved funding of \$3,066.80 for 175 prints of yearbook	Tegan	Deb	Unanimously
P&C Executive have approved a wage increase for Heather and Komang, and Linda.	Tegan	Dhara	Unanimously

Signed: TKalin

Tegan Kalin, President