ROSTRATA P&C
Minutes

Meeting:	Term 4 General Meeting
Date:	Monday 26 October 2026
Time:	7pm
Venue:	School Library
Chairperson:	Tegan Kalin
Attendees:	Deborah Lin, Andrew Tran, Claire Gardiner, Jenelle Morris, Jody Lucas, Claire Spragg, Tamara Doig, Tegan Kalin, Winnie Chan
Apologies:	Lauren Estrade, Dhara, Tammy, Venkatesh (Vic), Benoy, Dawn

	Item
1.	Minutes of the previous meeting (Term 3 GM, Monday 3 August 2026) Declared accurate by Tegan Kalin
2.	President's report ● 2027 - transition planning, role vacancies, handover ● Start socialising vacant roles in executive and sub-committees
3.	Treasurer's report ● **ACTION**: Schedule an Executive meeting to discuss outstanding items ○ Canteen pricing review. Dhara to compare profit against current aim of 5% profit. ○ Dhara to talk to Tammy to push trybooking funds through from silent disco event. ○ Claire and Claire to itemise and reconcile income and outgoings
4.	Principal's report ● Enrolments - anticipated reduced numbers ● New Building Update - kindy classrooms to be airconditioned ● Digital Technology - considerations and impact assessment for no BYOD for year 2 in 27/28
5.	Secretary **ACTION:** Shared drive folders to be shared with sub-committees. Please add any relevant documents to the folders, focussing on information that will be helpful to future P&C subcommittees. The following are still managed and paid for by Tristan Cameron. Deb to prepare budget request to take over management and payment, and migrate to Google workspace. En Peng may be able to assist. ● Panthur/Cpanel - currently hosts the mailboxes. Migrate to Gmail for businesses ● Domain Registrar - Tucows (owns the domain name). We will need to retain it indefinitely.
6.	Canteen report ● Tammy taking over as canteen representative for rest of 2026 ● OUTSTANDING ACTION: Tammy to develop leave policy to ensure accrued leave is taken. ● OUTSTANDING ACTION: Canteen Sub-Committee to be established, led by Canteen Representative **ACTION:** Tegan to research pros and cons of separate treasurer for canteen within canteen subcommittee. **ACTION:** Tamara to check with Loretta regarding responsibility for management of leaking tap.
7.	Grants Proposal (Lauren)

	● P&C was unsuccessful in obtaining the Kinetic Moving Communities Fund grant for a new stove/oven and rangehood in the canteen. ● P&C preference to hold off looking for grants for these items until the broader plan for the canteen upgrades have been determined **ACTION:** Lauren to request feedback from Kinetic on how to improve our grant applications.
8.	Events and fundraising report (Claire) ● Term 4 - Disco Week 2 Fri 23/10 o Claire S approached OSHC for donation to potentially pay for food or DJ hire. ● Melamine Plate fundraiser update (WInnie) o Request for assistance to distribute plates in the coming weeks ● Kindy obstacleathon o Tuesday 27/10 and Wednesday 28/10 ● Crazy hair day o Friday 4/12 o Gold coin donation ● Tinyme fundraising. o Promote before the end of the year o P&C get 20% commission of sales, and it's free for us to set up o **ACTION:** Clare G to follow us with Dhara to set up and monitor income ● Suggestions to explore chinese new year or mid autumn festival event.
9.	Dad's group report (Andrew) ● Campout: Term 4, 14 November o Quiet time to be communicated o **ACTION:** Andrew to follow up fundraising opportunities, pizza (leeming Dominos) and paper plane competition. ● Aviation museum - mid holiday sports break ● **OUTSTANDING ACTION:** Andrew to arrange update to P&C webpage with fathering project details
10.	Communications (Dawn/Deb) ● **ACTIONS:** o School board - 2 vacancies - put on whatsapp comms for people to join school board o Rostrata community end of year and start of year transition - Draft comms to close out year o Promote volunteer group and grandparents group
11.	Graduation Jody ● 4 families the school has identified as being in financial difficulty. ● **MOTION:** P&C voted to fully subsidise the cost of the Dinner Dance for these students. ● **ACTION:** Jody to arrange 4 tickets for these families through the school.
12.	Second Hand Uniforms (Claire G) ● **ACTION:** Organise Size 2/4 items sale at the Kindy orientation.
13.	General business - ● **ACTION:** OSH funds to support the P&C. $891 remaining for this calendar year. o Claire G to propose purchases for future promotional/fundraising opportunities and submit funding requests. o Tamara to discuss the process for accessing the OSH funds, and determine if any school projects require funding. 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 the Secretary to be included 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:

	• 2027 AGM - Week 3, Monday 15 February 2027, 7pm • Term 1 GM - Week 4, Monday 22 February 2027, 7pm

Summary of Decisions

Motion: P&C voted to fully subsidise the cost of the Dinner Dance for students in financial difficulty.
Moved: Tegan Kalin
Seconded: Deb Lin
Approved: Unanimously

TKalin

Signed:
Tegan Kalin, President