



Ocean Road Primary School P&C Annual General Meeting Minutes 13th February 2026

Meeting opened: 9.08am

Location: Ocean Road Primary School Staff room.

1. Welcome

Present: Amanda Dawe (Chair), Kasha Miles, Jayelle Seotis, Jaymi Collins, Bianca Duggan, Kelly Cherry, Dean Finlay, Kristy Taylor, Heather van Velzen, Tiana Hagart, Julie Jewell, Jonathan Baker, Georgia Poi, Sam Halbert, Sam Brown, Gareth Barnes and Leah Wittorff.

Apologies: Andrea Bazzica, Jade Evans, Anna Murray, Felicia McCormack, Jenny De Kan and Elizabeth Kramar.

2. Confirmation of minutes from previous meeting

Resolution: That the minutes of the General Meeting held on the 21st November 2025 are taken as read and confirmed to be true and accurate record.

Carried

3. Correspondence In

3.1 **WACSSO emails:** on the 24th November 2025 Certificate of Insurance completed for the period of 30/06/2025 to the 30/06/2026 (see attached Certificate).

3.2 Multiple **Foam Cannon** enquiries for hiring.

3.3 **Year 4 excursion request:** A financial request from ORPS Year 4 teachers, they would like to request assistance to help fund a Year 4 excursion. Rm 15, 16, 17 and 18 would like to attend the Fremantle prison and the Shipwreck / Martine Museum in Fremantle. We are requesting \$10 assistance for each student. Total of 100 students is total of **\$1000** being requested.

3.4 **Bushtucker Garden donation:** A financial request from ORPS for the P & C to donate **\$2765.23** towards the Bushtucker Garden.

3.5 **Foodcore email:** Special General Meeting of the members of Foodcore Nutrition Services Inc. on Monday 23 February 2026, 3.30pm – 4.00pm.

- 3.6 **Lisa Munday** letter.
- 3.7 Email: Parent Sam Brown **Fundraising initiative**.

4. Business Arising from Correspondence In

- 4.1 **WACSSO emails:** on the 24th November 2025 Certificate of Insurance completed for the period of 30/06/2025 to the 30/06/2026. Certificate of Insurance circulated among members.
- 4.2 Multiple **Foam Cannon** enquiries received for hiring now completed for the bookings made in 2025 (total of 7 external hires).
- 4.3 **Year 4 excursion request from ORPS Year 4 teachers:**
Motioned to spend \$1000 to assist the funding of the Year 4 excursion to attend the Fremantle prison and the Shipwreck / Martine Museum in Fremantle (\$10 assistance for each student. Total of 100 students and a total of \$1000 being requested).
Accepted by all members present.
- 4.4 **Bushtucker Garden donation:** A \$5,000 grant has been obtained and there is a remaining \$2,765.23 still required for the project.
Motioned to donate \$2,765.23 to fund the remaining amount towards the Bushtucker Garden.
Accepted by all members present.
- 4.5 **Foodcore email:** Special General Meeting of the members of Foodcore Nutrition Services Inc. on Monday 23 February 2026, 3.30pm – 4.00pm.
- 4.6 **Lisa Munday** (MLA Member for Dawesville) **letter.** Read to members, the remaining funding for the P & C's in our local area for 2025, has been distributed to several P & C and P & F's including our P & C. The payment came through on 11th December 2025. - *Letter now attached for reference*
- 4.7 Email: From a parent Sam Brown **Fundraising initiative**. Read to members. To go to Fundraising Sub-Committee for discussion.

5. Correspondence Out: none

6. Business Arising from Correspondence Out: none

7. Presidents Report: Amanda Dawe

- 7.1 See attached report.
- 7.2 **Outstanding Contributor Award 2025:** special mention of recipient: Kasha Miles, thank you for all your tireless efforts in volunteering throughout the past year, we are all so grateful.

8. Treasurers Report: Bianca Duggan

- 8.1 See attached Treasurer's Report.
- 8.2 Report included the profits from all fundraising events in the year 2025, all profits from the Inter-School Carnival sausage sizzle and Bake sale
- Open Night Learning Journey Sausage sizzle have been confirmed. The pledge amount for the Nature playground for the Year 5 and 6 students can be voted on at the next General meeting.
- 8.3 **Nature playground for the Year 5 and 6 students:** Update from Dean Finlay the project is estimated to be a total of \$90,000. Currently there has been \$50,000 pledged by the Government, \$20,000 from the school with \$20,000 remaining.

9. Canteen Sub-Committee:

- 9.1 ***Motioned to remove the Canteen Sub-committee for the year 2026, instead as part of the Canteen Manager role is to complete a report of canteen activities each term and to communicate directly to the P & C at the general meetings or to the P & C Office Bearers.*** This was discussed at the previous general meeting on the 21st November 2025.

Carried

- 9.2 Request to purchase or lease a **new laptop/computer** through the school for the **canteen**. Update: Kristy Taylor (Manager Corporate Services) mentioned there is an option to lease a laptop through the school. They are in the process of auditing the current lease, if there is a spare laptop available it can be leased to the canteen. Otherwise, a laptop for the canteen can be added to the next leasing order made by the school.
- 9.3 ***Executive Vote: to increase Leah Wittorff (Canteen Manger) hours from 8 days to 10 days a fortnight to better manage Surf Snacks Canteen, discussed increased wages required being an additional \$303.45 (Gross).***
- Approved on the 9th February 2026.***
- 9.4 Leah Wittorff spoke at the meeting and briefly shared about how the canteen was run over the past year. She does not expect any major issues with equipment or facilities due to the upgrades over the past few years. The only potential project would be to paint the inside and outside of the canteen.

10. Principals Report

- 10.1 See attached report.

11. School Board Report- Dean Finlay

- 11.1 The most recent School Board meeting minutes are on the ORPS website.
- 11.2 Dean Finlay explained the role of the school board to new members.

- 11.3 Currently the School Board is working on Traffic Management, collecting data from last year 2025 and talking with Lisa Munday (MLA Member for Dawesville) and City of Mandurah Council.
- 11.4 Discussions with ORPS and the City of Mandurah about the use of the Dawesville Community Centre and it's originally intended purpose.

12. Fundraising Sub-Committee Report- Kasha Miles

- 12.1 Suggestion of an additional Year 6 Camp Fundraising Coordinator or Committee (of current Year 5 parent/s group). Discussion among members: decided it is not necessary to create another separate sub-committee solely for this purpose, but that it would be more suited to delegate a member/s within the Fundraising Sub-committee to lead the Year 6 camp fundraiser/s, and then liaise with the current Year 5 parent group.
- 12.2 **Year 6 Camp 2026 Cadbury Fundraiser:**

Motioned to spend up to \$5,300 to purchase approximately 106 boxes (for 86 students plus 20 extra at \$50 each box).

Accepted by all members present.

Office Bearers Elections:

All positions were declared vacant at the beginning of the meeting.

Positions	Name
President	<i>No nominations</i>
Vice President	Kasha Miles
Secretary	<i>No nominations</i>
Treasurer	Bianca Duggan
Executive Members x 3	<i>Left vacant</i>
	<i>Left vacant</i>
	<i>Left vacant</i>

Executive Members	<i>Nomination forms received on the 13th February 2026</i>
	Jaymi Collins
	Jayelle Seotis
	Amanda Dawe

Canteen manager	Leah Wittorff
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Fundraising Sub-Committee	
Co-ordinator	Kasha Miles
Year 6 Camp co-ordinator	Kelly Cherry
	Jaymi Collins
	Sam Halbert
	Bianca Duggan
	Jayelle Seotis
	Heather Van Velzen
	Tiana Hagart
	Georgia Poi "Interest Expressed at attendance of the AGM"

	Jonathan Baker "Interest Expressed at attendance of the AGM"
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Meeting End 10.45am

Decided amongst members to schedule a special General Meeting as soon as possible to ensure all Office Bearers are voted in.

Next meeting to be held on Friday the 20th February 2026 at 10 am at the ORPS in the Yarning circle outside (near the Early Childhood classrooms).