



Every child matters ~ Each moment counts ~ Everyone belongs

Ocean Road Primary School P&C General Meeting Minutes 23rd July 2026

Location: Ocean Road PS Staff Room

Attendance: Anna Murray, Bianca Duggan, Kelly Cherry, Leah Wittorff, Jade Evans, Dean Finlay, Kristy Taylor, Kasha Miles, Jaymi Collins

Apologies: Amanda Dawe, Heather Van Velzen

Meeting open: 13:54

1. Welcome and Acknowledgement of Country

2. Confirmation of minutes from previous meeting 2nd June 2026

3. Business arising from the previous meeting

- Hungry Pet Warehouse: update on planned initiatives, no updates as yet
- ATCO demountable office - update, insurance update, **Johny** to work with **Bianca** for further requests, no update on insurance
- Fundraising Partnership: Rhys Williams – **Amanda** to give update, Amanda not present
- P&C Bulletin Board x2:
 - Approved by vote, **Bianca** to bring prices and sizes to next meeting
 - Responsibility for maintenance and content to be delegated
- Attracting New Members:
 - All the following ideas were **approved**
 - Info session/morning tea linked to the PP – Year 1 Transition Session
 - Stall at open night with sausage sizzle – board with photos (**Jade**), have sign-up sheets/flyers
 - **Kasha and Leah** to organise a morning tea – catered by the canteen
 - Survey to be sent out to parents to find ways that we can make P&C more accessible and attract new members – **Anna**
- Yr6 Graduation decorations to donate to school:
 - The P&C have approved the donation of goods
 - The following items have been suggested to investigate and bring costs to the next meeting: archway, backdrop and stand, graduation caps (although some dispute around storage), and any other further ideas - **Kasha**

- Second hand pop-up shop: **Bianca** to put out a call for donations, School has donated a number of items
- Homelessness awareness day, 6th August:
 - Facilitated by Chaplain Rachael
 - Food special: Sausage sizzle and Milo or drink \$5
 - A call has been put out for soup items from students, will be prize for class who brings in most.

4. Correspondence in

- Foam Cannon Hire:
 - 1x hire requested and entered into new booking calendar
 - **Kasha** to send out email to previous hires to encourage more bookings
 - Booked for school Yr 6 graduation
- Office Bearer update WACSSO:
 - **Anna and Bianca** working on this

5. Correspondence out

- Picture Products: Executive vote approved for payment of \$592.50
- WACSSO Conference:
 - Executive vote approved payment for 2 delegates to attend
 - Bianca can no longer attend, **Leah Witorff** potential second delegate, to let Bianca/Anna know ASAP

6. Fundraising Report

- Sub Committee Meeting held 24th June: minutes approved
- Items discussed at meeting accepted
- Upcoming events:
 - Faction Carnival 28th August – Canteen run Stall incl sausage sizzle, Bake Sale organised by **Kasha**
 - 25th Anniversary 6th November

7. Treasurers Report

- Canteen Card: \$909.40
- Fundraising Card \$0
- Canteen 1: \$70 743.90
- Canteen 2: \$4062.17
- General Account \$20 566.45
- Canteen staff given pay rise as of 1st July as per award changes
- Canteen super set up to be paid with pay as per new regulations

8. Canteen Report

- New shelving units arrived, waiting to be collected and installed
- Catered for Staff Monday 20th July, staff very pleased
- Business is picking up after a drop last term
- More special food days to be planned this term

9. Principals Report

- Current enrolments 589

- Rotary Speech Competition was a huge success with students picking up a second and third
- Pinjarra Massacre Apology Curriculum support materials launch was a great event; choir performance was outstanding and a valuable experience for all involved. Thank you to P&C, Eclipse and Mandurah Musketeers for supporting the purchase of the new uniforms – these will be kept for future events.
- Upcoming events:
 - i. Book week parade Monday 17th August (Week 5)
 - ii. National Science Week (Week 6)
- Bushtucker garden built over the holidays – thank you P&C for financial support and Amanda and Cody Dawe for constructing
- Dawesville Community Centre Forum to be held 6th August to discuss how to better make use of the space

10. General Business

- President email change:
 - i. New email orp spcpresident@gmail.com
 - ii. Approved by vote to be used in official capacity, yahoo account to be retired
- Book week Parade Prizes:
 - i. Approved by vote to provide prizes for the 2026 book week parade, vouchers for book purchase as per previous years
- We have had a committee member leave the school, thank you Jayelle for your service over the past few years and we wish you and your family all the best, no replacement is required.
- Containers for Change award WACSSO conference:
 - i. There is an award for P&C who is involved in the containers for change within their school
 - ii. **Leah** put to the committee to have a special bin that students put their containers in (from the canteen or at home) and she will choose a winner from the bin each week. This will be set up outside the canteen. **Approved by committee vote.**
- **Roster** for Pop-up shop and lost property (**Jade** - see below)

11. Next Meeting: 1.45 pm, Thursday 20th August 2026

Meeting Closed 14:50



Volunteer Roster

Term 3 2026



	P&C Events	Lost Property	Pop-Up Shop
Week 1 20-24 th July		Anna	
Week 2 27 th – 31 st July		Kasha	
Week 3 3 rd – 7 th August		Jaymi	Rm 15&17 Assembly Kelly/Bianca
Week 4 10 th – 14 th August		Bianca	
Week 5 17 th – 21 st August		Bianca	
Week 6 24 th – 28 th August	Athletics Carnival (Fri 28th)	Bianca	
Week 7 31 st August – 4 th Sept	Father's Day Stall	?	Rm 19&20 Assembly Bianca
Week 8 7 th – 11 th September		Jade	
Week 9 14 th – 18 th September		?	Rm 8 Assembly Kelly/Bianca
Week 10 21 st - 25 th September	Learning Journey	Bianca	?

Lost Property – to be completed 1 x per week:



- ✓ General Tidy
- ✓ Label items with date using a sticker
- ✓ Remove items that have been in lost property for 4 weeks (unnamed items to be donated to local charities, unnamed uniform to P&C pop-up shop)

Pop-Up Shop – to run assembly days and night of learning journey:

- ✓ Collect items from Rm 26 and set up on table outside assembly
- ✓ Run the stall from 8.30am until after assembly
- ✓ Pack away and return items to Rm 26

