

Booragoon Primary School P&C Association



Minutes of the Annual General Meeting Monday 30th March 2026

Held: Staff Room
Meeting Opened: 7:15

ATTENDANCE

Nika Engel – P&C President	Christine Tay	Amy Dale – Vice President	Daniel Vincent - Treasurer
Jess Mitchell	Kelli Foote – Principal (fill-in)	Nick Steinsvaag	Caris Rodgers

APOLOGIES

Lawrie Freeman - Secretary	Wendy Maben	Natalia Lim	Marion Rogerson
Frances Bender	Brooke Donabie	Fred Ong	Zuzana Obertova

General Meeting		
No.	Item	Action
1	<p>Acknowledgement of Country</p> <p>We respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Whadjuk people of the Noongar nation.</p> <p>We also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all people in this country we all share together – Australia</p>	
2	<p>Election of Office Bearers</p> <p>President – Nika Engel nominated – declares she has been nominated unopposed and she accepts.</p> <p>Vice President – Amy Dale nominated unopposed. Amy accepted.</p> <p>Treasurer – Daniel Vincent nominated unopposed. Dan accepted.</p> <p>Secretary – Lawrie Freeman nominated unopposed. Lawrie accepted.</p> <ul style="list-style-type: none"> - P&C Authority Letter completed by the 4 office bearers. <p>Executive Committee</p> <p>There needs to be at least 8 people on the Executive Committee. We have 4 office bearers, plus the principal so need at least 3 more.</p> <p>Nominations were called for Executive Committee Membership, as follows:</p> <ul style="list-style-type: none"> • Nika Engel - President • Amy Dale – Vice President 	<p>Nika to fwd P&C Authority Letter to Craig and Jayne Berry</p>

General Meeting		
No.	Item	Action
	<ul style="list-style-type: none"> • Dan Vincent - Treasurer • Lawrie Freeman – Secretary • Craig Ashby - Principal • Christine Tay • Nick Steinsvaag • Caris Rodgers 	
3	<p>Principal’s report</p> <p>See attached</p>	
4	<p>Financial Motions</p> <p>Standing Financial Motion – submitted 16/3/26</p> <p>The Executive Committee members have delegated authority to spend up to \$200 per P&C event, on unforeseen expenses, with a motion to retrospectively approve expenditure to be moved at the next General meeting. This motion is to remain in place until the 2027 P&C AGM.</p> <p>Raised: Nika Engel</p> <p>Second: Nick Steinsvaag</p> <p>Financial Motion – Quiz Night - \$1,500</p> <p>Jessica Mitchell is requesting funds for her, or her delegate, to pay for deposits etc for the upcoming Booragoon Quiz Night planned to be held on Friday 5th June. The intent of this event is to:</p> <ul style="list-style-type: none"> • Socialise our school parents and teacher community • Have a bit of fun. <p>The exact amount is still to be finalised but it is anticipated to be up to \$1500. It is expected that this amount will be recovered by ticket sales.</p> <p>Raised: Jessica Mitchell</p> <p>Seconded: Amy Dale</p> <p>Financial Motion –Annual Appropriations - \$16,500</p> <p>The school has requested the annual appropriations from the P&C of \$16,500, to support the provision of curriculum support.</p> <p>Raised: Craig Ashby</p> <p>Seconded: Jess Mitchell</p>	
5	<p>Treasurers Report</p> <p>Querying some anomalies in the eftpos around transactions.</p>	

General Meeting		
No.	Item	Action
	<p>The Annual Financial Statements were presented. Full year balance sheet and profit and loss report received.</p> <p>Solvency Declaration</p> <p>Motion</p> <p>That the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial statements/review/audit at the 2026 Annual General Meeting of the P&C.</p> <p>Raised: Nika Engel</p> <p>Second: Amy Dale</p>	
6	<p>Committee Reports</p> <p>Event Schedule</p> <p>Disco – Year 5 co-ordinating</p> <p>Uniform Shop – Running well</p> <p>Book Fair – Week 10 Term 2</p> <p>Scholastic – handed out before end of Term.</p>	
7	<p>Canteen</p> <p>Two working AC's as of this week</p> <p>New freezer is working well – very big which is good</p> <p>Volunteers are going well – Richard on Wednesday, Jasmine on Thursday and Elizabeth on Friday.</p> <p>Mary has retired from volunteering at 91.</p> <p>Nadine the canteen assistant is doing great and learning from Julie.</p> <p>Canteen has applied for a couple of grants recently – one for volunteers; one for canteen upgrade</p>	
8	<p>Next Meeting</p> <p>25th May 2026</p>	
	Meeting Closed:	8:15pm

**BOORAGOON PRIMARY SCHOOL
PARENTS AND CITIZENS' ASSOCIATION
PRINCIPAL'S REPORT**



STUDENT ENROLMENT

Our current student enrolment stands at 441 children.

STAFFING UPDATE

There are no major changes to our staffing for the start of Term 2.

CAPITAL WORKS UPDATE

The Cooling for Schools program is nearly completed with the canteen installation being completed. We are still following up the defects process.

IN-TERM SWIMMING LESSONS

We have two sessions of in-term swimming happening this term. They include:

- Year 6 lessons at Cottesloe Beach during Weeks 6 & 7 which are now completed.
- Pre-primary lessons at LeisureFit Booragoon are currently being undertaken.

Our thanks go to all families and our staff for their cooperation during these sessions.

NAPLAN 2026

The roll out of 20206 NAPLAN was extremely smooth thanks to Mrs Elsbury's leadership and the flexibility of our school staff. We are now looking forward to the results and how we can use them to support our students.

SCHOOL DEVELOPMENT DAYS & REPORTING TO PARENTS DAY

We would like to remind parents and carers about the following School Development days:

- Fri, 29 May
- Fri 4 September
- Mon, 12 October

Please note that Wednesday, 5 August is a full day for reporting to parents and children do not attend school on these days.

2025 ANNUAL SCHOOL REPORT

We are pleased to share that our 2025 Annual School Report has now been endorsed by our School Board and published. This report provides a comprehensive overview of our school's achievements, progress, and priorities throughout the year. It reflects the hard work of our students, staff, and community, and offers insight into the learning programs, initiatives, and outcomes that shape our school.

Parents and carers are encouraged to read the report, which can be accessed in two locations:

- Our school website – under the About Us / Publications & Reports tab.
- The Department of Education's Schools Online website.

OPEN SCHOOL BOARD MEETING

Our next School Board meeting will be held on Tuesday, 5 May, and this will be an open meeting for all members of our school community. Parents, carers, and interested community members are invited to attend, listen in, and gain a deeper understanding of the work our Board does to support the strategic direction of our school.

APPROPRIATIONS REQUEST

On behalf of the school, I would like to formally request our annual appropriations funding of \$16 500 to support the provision of curriculum support.

STUDENT ACTIVITIES

- Mon, 30 March Rising Up workshop (Yr 6)
- Thurs, 2 April Easter hat parade
- Mon, 20 April MIDISSA Interschool Swimming Carnival
- Fri, 24 April Term 2, Day 1 – children do attend school
- Mon, 27 April ANZAC Day service – 9.00am
- Fri, 01 May ANZAC Day Public holiday
- Tues, 05 May Assembly, Room 11
- Wed, 13 May Open School Board meeting
- Fri, 15 May Year 6 camp begins
- Fri, 15 May Assembly, Room 4
- Fri, 15 May Walk to School Day

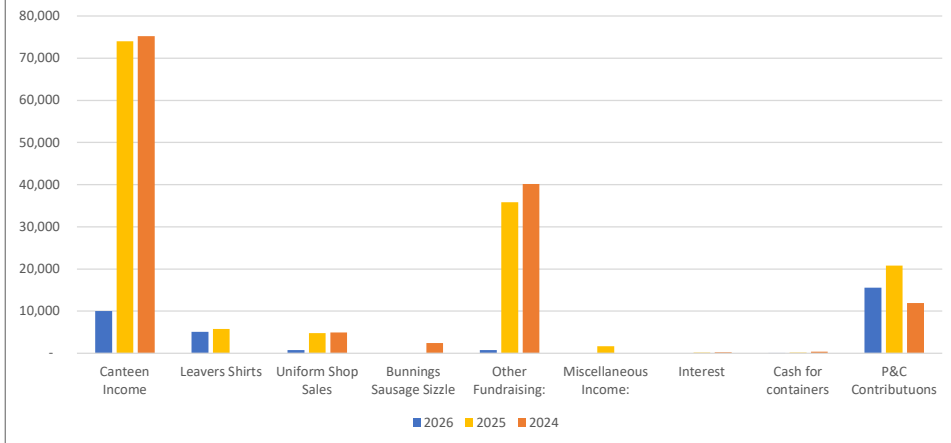
Craig Ashby
PRINCIPAL

30 March 2026



Booragoon P&C Treasurers Report - Mar 2026

P&C Revenue YTD:



Summary:

Revenue:

	Current	FY 2026 YTD	FY 2025 YTD
Canteen Income	\$ 10,077	\$ 10,077	\$ 73,995
Fundraising	\$ 781	\$ 781	\$ 35,857
P&C Contributions	\$ 15,584	\$ 15,584	\$ 20,860
Leavers Shirts	\$ 5,095	\$ 5,095	\$ 5,755
Uniform Shop Sales	\$ 16	\$ 742	\$ 4,843
Other	\$ 40	\$ 123	\$ 2,088
	<u>\$ 31,593</u>	<u>\$ 32,402</u>	<u>\$ 143,398</u>

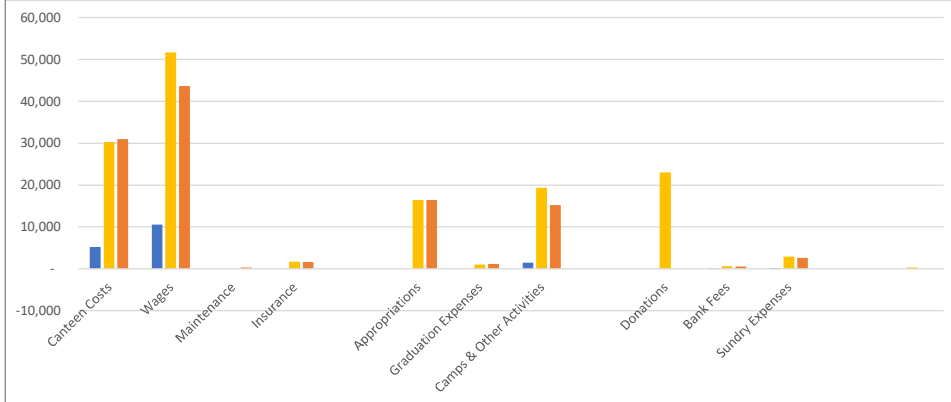
Expenses:

Canteen Running Costs	\$ 9,195	\$ 15,768	\$ 83,766
Appropriations	\$ -	\$ -	\$ 16,500
Graduation, Camps and Activities	\$ 1,004	\$ 1,423	\$ 20,412
Donations	\$ -	\$ -	\$ 23,018
Bank Fees	\$ 39	\$ 144	\$ 627
Other Expenses	\$ 143	\$ 210	\$ 2,934
Depreciation	\$ -	\$ 184	\$ 376
	<u>\$ 10,381</u>	<u>\$ 17,730</u>	<u>\$ 147,633</u>
Operating Gain/ (Loss)	<u>\$ 21,212</u>	<u>\$ 14,672</u>	<u>-\$ 4,235</u>

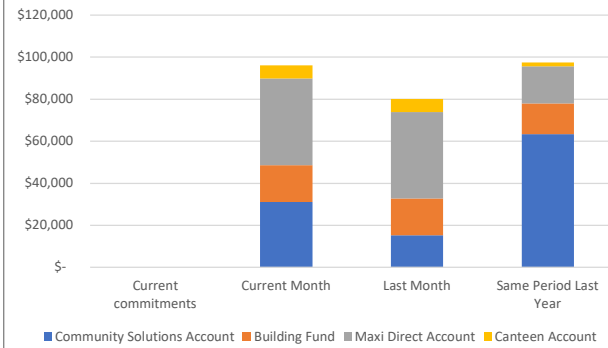
Notes:

- * Canteen stock estimate \$1,705
- * Bank balances as at 29 March 2026

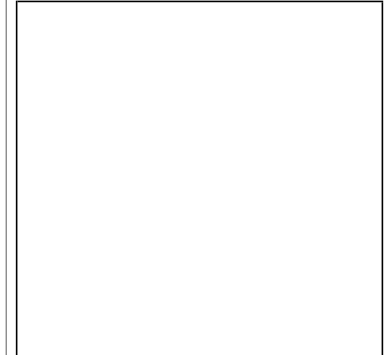
P&C Expenses YTD:



Bank Account Balances



Unidentified Transactions:





Detailed Activity Profit Breakdown - Mar 2026

	Cash for			Canteen			Entertainment			School Camp			Sports Day			Election			Total			
	Canteen	Containers	BODs	Colour Run	Contributions	Contributions	Easter Raffle	Books	Jumble Sale	Leavers Shirts	P&C Donations	Picture Plates	Out	Fundraising	Uniform Shop	Y6 Graduation	Fundraising	School Disco		School Bags	Hoyts Movie Tickets	Other
Revenue	10,077	121	-	-	10,214	5,370	767	14	-	5,095	-	-	-	-	142	-	-	-	600	-	3	32,402
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(487)	-	-	(987)
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Graduation Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Camps & Other	-	-	(420)	-	-	-	-	-	-	(84)	-	-	-	-	-	68	-	-	-	-	-	(436)
Canteen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wages	(10,547)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(10,547)
Canteen Costs	(5,221)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5,221)
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Banks Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(144)	(144)
Sundry Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(210)	(210)
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(184)	(184)
Total Expenses	(15,768)	-	(420)	-	-	-	-	-	-	(84)	-	-	-	-	-	68	-	-	(487)	-	(538)	(17,730)
	(5,691)	121	(420)	-	10,214	5,370	767	14	-	5,011	-	-	-	-	142	68	-	-	113	-	(536)	14,672

Notes:

Balance sheet report

Accrual mode

31 Dec 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Assets				
1-1000 Current Assets				
1-1110 Community Solutions Account	10,648.81	45,453.45	(34,804.64)	-77
1-1135 Maxi-Direct (New)	41,244.51	17,577.12	23,667.39	135
1-1140 Petty Cash	0.00	10.00	(10.00)	-100
1-1165 Building Fund (New)	17,478.38	14,543.35	2,935.03	20
1-1190 Electronic Clearing Account	3,338.26	(66.78)	3,405.04	-5099
1-1210 Second hand uniform stock	2,453.56	3,346.54	(892.98)	-27
1-1220 Canteen Account	5,229.03	8,113.28	(2,884.25)	-36
1-1400 Trade Debtors	(50.00)	(50.00)	0.00	0
1-1500 Canteen Stock	1,705.75	1,133.14	572.61	51
1-1600 Other Assets	(1,900.00)	(1,900.00)	0.00	0
Total Current Assets	80,148.30	88,160.10	(8,011.80)	-9.09%
1-2000 Non-Current Assets				
1-2110 Plant and Equipment - Assets	12,186.55	6,884.55	5,302.00	77
1-2120 Plant and Equipment - Accumulated Depreciation	(4,735.00)	(3,478.00)	(1,257.00)	36
Total Non-Current Assets	7,451.55	3,406.55	4,045.00	118.74%
Total Assets	87,599.85	91,566.65	(3,966.80)	-4.33%
2-0000 Liabilities				
2-1000 Current Liabilities				
2-1200 Trade Creditors	27.65	53.80	(26.15)	-49
2-1400 Payroll Liabilities				
2-1410 Superannuation Payable	1,373.18	1,063.37	309.81	29
2-1420 PAYG Withholding Payable	1,261.00	1,081.00	180.00	17
Total Payroll Liabilities	2,634.18	2,144.37	489.81	22.84%
Total Current Liabilities	2,661.83	2,198.17	463.66	21.09%
Total Liabilities	2,661.83	2,198.17	463.66	21.09%
Net Assets	84,938.02	89,368.48	(4,430.46)	-5
3-0000 Equity				
3-8000 Retained Earnings	104,257.26	82,561.81	21,695.45	26
3-9000 Current Year Earnings	(4,430.46)	21,695.45	(26,125.91)	-120
3-9999 Historical Balancing	(14,888.78)	(14,888.78)	0.00	0
Total Equity	84,938.02	89,368.48	(4,430.46)	-4.96%

Profit and loss report

Accrual mode

01 Jan 2025 - 31 Dec 2025

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1000 Canteen Income	73,995.29	73,706.67	288.62	0
4-1100 Other Canteen Income	0.00	1,500.00	(1,500.00)	-100
4-1400 Leavers Shirt	5,755.00	0.00	5,755.00	-
4-2000 Uniform Shop Sales	5,538.00	4,962.00	576.00	12
4-3000 Fundraising	35,857.18	38,553.62	(2,696.44)	-7
4-3100 Bunnings Sausage Sizzles	0.00	2,425.80	(2,425.80)	-100
4-4000 P&C Contributions	20,859.70	11,981.00	8,878.70	74
4-5000 Building Fund	0.00	1,600.00	(1,600.00)	-100
4-6000 Miscellaneous Income	1,716.00	0.00	1,716.00	-
4-7000 Interest Received	167.39	232.39	(65.00)	-28
4-9000 Cash for Containers	204.65	441.77	(237.12)	-54
Total Income	144,093.21	135,403.25	8,689.96	6.40%
5-0000 Cost of Sales				
5-1000 Canteen Costs	30,155.05	30,362.02	(206.97)	-1
Total Cost of Sales	30,155.05	30,362.02	(206.97)	-0.70%
Gross Profit	113,938.16	105,041.23	8,896.93	8
6-0000 Expenses				
6-1150 Appropriations	16,500.00	16,500.00	0.00	0
6-1200 Bank Fees	637.12	587.55	49.57	8
6-1300 Camps & Other Activities	4,850.47	5,085.61	(235.14)	-5
6-1400 Donations from P&C	23,018.00	0.00	23,018.00	-
6-1500 Dues & Subscriptions	2,743.85	2,401.78	342.07	14
6-1600 Fundraising Expenses	8,383.61	10,174.76	(1,791.15)	-18
6-1650 Graduation Expenses	1,024.50	1,197.89	(173.39)	-14
6-1700 Insurance	985.00	1,364.00	(379.00)	-28
6-1900 Leavers Shirt Expenses	5,849.96	0.00	5,849.96	-
6-2200 Maintenance	0.00	381.19	(381.19)	-100
6-2250 Prizes & Gifts	303.00	0.00	303.00	-
6-2500 Sundry Expenses	190.55	242.10	(51.55)	-21
6-2650 Canteen Other	147.99	629.97	(481.98)	-76
6-3500 Employment Expenses				
6-3520 Superannuation	5,442.75	4,426.59	1,016.16	23
6-3530 Wages & Salaries	46,301.82	39,219.34	7,082.48	18
6-3540 Workers Compensation	733.00	259.00	474.00	183
Total Employment Expenses	52,477.57	43,904.93	8,572.64	19.50%
6-4000 Depreciation Expenses				
6-4110 Plant and Equipment Depreciation	1,257.00	876.00	381.00	44
Total Depreciation Expenses	1,257.00	876.00	381.00	43.50%

	Total			
	Actual	Last Year	Variance \$	Variance %
Total Expenses	118,368.62	83,345.78	35,022.84	42.00%
Operating Profit	(4,430.46)	21,695.45	(26,125.91)	-120
Net Profit	(4,430.46)	21,695.45	(26,125.91)	-120