



Subiaco Primary School  
**Parents and Citizens Association**

ABN 75 015 848 751  
271 Bagot Road SUBIACO WA 6008  
www.subiacops.wa.edu.au

## **Term 1 Week 5 2026 Annual General Meeting – Minutes**

### **Tuesday 3 March 2026, 7-8.30 pm, Subiaco Primary School Library**

#### **Attendees:**

*Jo van Gorkum, Natalia Esina, Heather McNeil, Jackie Trimby, Veronica Wilshaw, Lindsay Dodd, Christina Dismuke, Genelle Cox, Jo Wilkie, Tamara Brestovac, Anne Finch, Catie Parsons, Laura Battison, Katie Minchin, Eleanor O'Brien, Elizabeth Samson, Geoff Lansell*

#### **Apologies:**

*Cat Skreiner, Rachel Feldhusen, Daisy Rowe, Charlene Yates-Bishop, Shan Carberry, Karl Sullivan, Cecelia Saunders, Leanne Cooper, Sarah Senth, Sam Faulkner, Phil Grida, Andrew Devitt, Leonie Smith, Chloe Senior, Rex Vines and Munkhzaya Dagvadorj.*

**Minutes:** Natalia Esina

#### **1 Meeting Open: 7:06PM**

##### Apologies, quorum & Conflicts of Interest

- Apologies above.
- Quorum confirmed as more than 8 financial members (as required by the P&C Constitution s25.2).
- No conflicts disclosed.

##### Confirmation of Meeting Minutes

Minutes of Meeting were circulated prior to this meeting.

**Motion:** That the minutes of the General Meeting on 8 December 2025 be taken as read and confirmed as a true and accurate record. **Carried**

##### P&C Constitution

P&C Constitution was circulated prior to this meeting.

- Governing Document for the P&C that must be followed.

##### P&C Code of Conduct

P&C Code of Conduct was circulated prior to this meeting.

**Motion:** That the Code of Conduct and Constitution are taken as read and accepted. **Carried**

#### **2 Presidents' update**

The President's report was circulated prior to this meeting. For further details on 2025 results and 2026 expectations, please refer to the full report.

The following key highlights were discussed:



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- Traffic Management: Works at the crossing on Union Street and Hamersley Road will commence before July. A traffic warden will be appointed. It was noted that several parking bays will be removed once works begin, which may create additional parking challenges.
- This year the P&C will focus on non-capital projects. School is expected to grow to accommodate up to 1,000 students, so it is not wise investing in infrastructure while the future school layout is unknown. Instead, we will focus on community building, events, sport, etc.
- In 2025, we received funds (~\$700K) from SCC. In the deed of gift, SCC provided suggestions for how to spend the money, and while there is no legal obligation to strictly follow these preferences, they will be taken into consideration. For 2026, these funds are invested, and are expected to generate a solid interest return. However, as P&C is not a financial institution and cannot hold such a large sum of money long term, a spending plan needs to be developed.
- We wish our community to be more involved in planning, so we moved from a fixed term Funding Round to a flexible Community Initiatives Budget for this year. Anyone from our community (parents, teachers, staff, community members) can present an idea and P&C will discuss it at a GM.
- Pre-Primary Playground works are still on hold, as we may have need endorsement from DoE, which is hesitant to give it because of future school growth.
- We will increase the opportunity fund, to be managed by the school at their discretion and fully anonymous. Besides the opportunity fund, there are other ways to help families in need, for example, through the uniform shop (uniform, pool pass)
- The school requested the P&C to fund the replacement of the damaged shade sail over the LP1 playground. Although the lease for the LP1 building and grounds will end by June 2027, the P&C agrees that adequate shading should be provided, even for this relatively short term. It is noted that the shade sail has limited reuse potential, as the position of the poles needs to fit the exact shade sail sizing and dimensions. P&C decided to proceed with that expenditure.
- The P&C discussed the purchase of T-shirts or polos for the events to distinguish us from the crowd. This would help with recruitment of new members and enables volunteers and participants to seek us out at our events. Originally, it was proposed to purchase 22 Jade green, responsibly produced T-shirts for the cost of \$880. P&C approved this spend allowing the executive committee to have some flexibility re price, model and colour.

**Financial Motion:** That the P&C approve to increase the Opportunity Fund Budget from \$2,000 to \$3,000. **Carried**

**Financial Motion:** That the P&C approve the purchase of 22 P&C polo shirts (in a variety of sizes) with P&C logo printed on front and back at a total cost of \$1,000. **Carried**

**Financial Motion:** That the P&C approve the School's Request to fund the replacement of the shade sail outside the LP1 classroom, for a total cost of \$1,890. **Carried**

### **3 Treasurers Report**

The Treasurer's report was distributed prior to this meeting. For further details on 2025 results and 2026 projections, please refer to the full report.

Below is a summary of the key points discussed at the meeting:

- Net cash increase of \$555,031 for the period from 1 January to 31 December 2025 (thanks to SCC funds, Events team, the Uniform shop)



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- P&C is solvent, no issues with payments.
- There was an error in 2026 Budget circulated prior the meetings (playgrounds were budgeted again), the error is fixed now.
- No big changes expected this year, we project small profit in the Uniform shop, small loss in the Pool operations.
- Independent Review or Audit of the 2025 Financials is to be completed this year.
- The P&C is seeking additional support for financial management in 2026. Members with relevant knowledge or an interest in P&C financial matters are encouraged to contact the Treasurer to assist.

#### **Solvency declaration**

The Treasurer confirmed that the Subiaco Primary School P&C Association is solvent and proposed to sign the Solvency Declaration accordingly.

#### **Motion:**

- That the Solvency Statement was received, reviewed and approved. **Carried**
- That the 2025 Financial Statements were received, reviewed and approved. **Carried**
- That a review or audit of 2025 Financial Statements to be undertaken. **Carried**
- That the Treasurers report was received, reviewed, and approved. **Carried**

#### **Financial Motion:**

- That the P&C approves the 2026 Budget circulated. – **the corrected budget is to be presented at the next meeting**

#### **4 Principal's update**

The Principal's report was circulated prior to this meeting. For further details, please refer to the full texts.

Key points discussed at the meeting:

- First term is started energetically and is very busy. NAPLAN exams are ahead, swimming carnival, etc.
- Some changes will be coming from DoE
- Visual Arts instruction is transferred to classroom teachers
- Council proposal to redevelop the Civic Precinct faced a community pushback. The plan affects LP1 classroom which is historically being leased to school by the council. The President raised a question about how the school community can be more actively involved in communication with the Council and the DoE.
- Student numbers are projected to grow, with a significant proportion of new students being short-term international students
- School Board Update. As per governance requirements, The Board is calling for nominations for two new parent representatives to serve three-year terms. We are also seeking one new staff



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representative. School Boards play a vital strategic role in supporting school direction and ensuring strong governance, and I encourage interested members of our community to consider nominating.

#### **5 Elections and Nominations**

##### **Outgoing Office Bearers/EC members**

Vice-president: **Jo Wilkie** – after 4 years

Vice-president: **Leonie Smith**

Co-Secretary: **Daisy Rowe**

##### **Election of nominated Office Bearers**

President: **Jo van Gorkum** (AKA Johanna Derks) – nominates herself for her second a final year

Vice-President: **Laura Battison** (AKA Laura Toner) - is planning to focus on strategic issues and communication with school community, legal advice

Treasurer: **Jackie Trimby** (AKA Jacqueline Trimby)

Secretary: **Natalia Esina**

Motion to approve nominations to Office Bearers – **passed**.

##### **Financial Motion:**

That the President, Vice-President(s), Treasurer and Co-Secretaries of the Subiaco Primary School Council and Parents and Citizens' Association Incorporated be appointed authorised signatories to all P&C accounts, with any 2 to sign and authorise any transactions on the accounts. This includes the following bank accounts:

1. Cheque Account (016-460 3408 89723) held with ANZ
2. Online Saver Account (016-460 9044 28624) held with ANZ
3. Business Essentials (Debit Card) Account (016-460 6498 41912) held with ANZ
4. Business Cash Management (Subiaco Primary School Building Fund) Account (016-460 4981 44334) held with ANZ. **Carried**

##### **Actions:**

- Update bank account signatories ASAP (Treasurer / President)
- Update Office Bearer details with Principal, Joanne Dumaresq (school website) by 10 March (Secretary)
- Update Office Bearer details with the ATO by 10 March (President)
- Update P&C details and upload approved 2025 Financial Statements with WACSSO by 30 April (Secretary)
- Complete WACSSO Executive Handover Checklist, ATO Not-for-profit administrator's handover checklist by 30 April (President / Treasurer / Secretary)

#### **6 2026 Sub Committees**

Sub-Committee Reports and Terms of Reference were circulated prior to this meeting.

##### **Outgoing Sub-Committee Coordinators/ EC members**



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Events & Fundraising: **Veronica Wilshaw** (after three years, the role was a new one; will move onto a member role)

CLP Coordinator: **Catie Parsons**

Healthy Hub: **Rachel Feldhusen** (coordinator), **Anne Finch**, **Hannah McKelvie**

### **Election of Sub-Committee Coordinators/ EC members**

Events & Fundraising:

CLP Coordinator: **Genelle Cox**

P&C Communications: **Sarah Senth**

Healthy Hub: the committee is on hold for now

Pool: **Lindsay Dodd**

Strategic Projects: **Tamara Brestovac**

### **(Tamara): Strategic Projects committee**

- This year, Playgrounds Committee evolved into Strategic committee
- 3–5-year planning horizon. No capital investment from P&C is planned in the short term, but we still have to look what the school needs.
- Reporting will start form term 2. Laura and Jo raised hands to join new committee.

### **Subcommittee members**

Events & Fundraising: Veronica Wilshaw, Tamara Brestovac, Laura Battison (Toner), Sarah Senth, Cecilia Sanders, Katie Anderson, Catherine Skreiner, Jo van Gorkum

Healthy Hub: on pause this year

Pool: Lindsay Dodd (Coordinator), Rex Vines, Sam Faulkner, Phil Grida, Charlie Yates Bishop & Jo van Gorkum

Building Fund: Heather McNeil, Laura Battison (Toner), Jo van Gorkum

Strategic Projects: Tamara Brestovac (Coordinator), Chloe Gordini, Rachel Feldhusen, Laura Battison (Toner), Jo van Gorkum, Geoff Lansell

### **Motion to approve nominations to subcommittees – passed.**

#### **Motion:**

- That the Terms of References are approved for the Events & Fundraising, Pool, Strategic Planning, Healthy Hub and Facebook Sub-Committees. **Carried**

#### **Actions:**

Update Sub-Committee details with Joanne Dumaresq (school website) by 10 March (Secretary). **Carried**

### **7 Executive Committee**

To comprise of the 4 Office bearers and least 3 other members.

Office Bearers

**President: Jo van Gorkum**

**Vice-President: Laura Battison (Toner)**

**Treasurer: Jackie Trimby**

**Secretary: Natalia Esina**



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**CLP Coordinator: Genelle Cox**  
**Communications Coordinator: Sarah Senth**

Will also appoint specific Sub Committee Coordinators – Lindsay Dodd, Genelle Cox and members of Events & Fundraising Committee (Veronica Wilshaw, Tamara Brestovac, Cecilia Sanders, Katie Anderson, Catherine Skreiner) – on the Executive Committee.

**Motion:** That the Office Bearers, CLP Coordinator, Sub-Committee Coordinators and specific members of the Events & Fundraising Committee listed above are appointed to the Executive Committee. **Carried**

### **Financial Motion:**

- That the Constitutional requirement (s17.3) that all money received be counted and signed off by the Treasurer (with another financial member of the P&C) is delegated to other Executive Committee members in 2025, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events. **Carried.**
- That the Constitutional requirement for the Treasurer to deposit funds into the P&C bank account (s17.4) is delegated to other Executive Committee members in 2026, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events. **Carried.**

### **Actions:**

- Complete Annual Information Statement, update Executive Committee details and upload 2025 Financial Statements with ACNC by 30 June (Secretary) NB: Date of Birth required.
- Update Executive Committee details with Joanne Dumaresq (school website) by 10 March (Secretary)

## **8 P&C Calendar Plans:**

2026 P&C Calendar was circulated prior to the meeting.

- Swimming Carnival this Friday
- Mother's day event is ahead (in May). Last year's event was a success. The President expressed that a new Events Committee Coordinator will be found soon.
- P&C meetings are scheduled for Week 5 and Week 9 of each term, with terms evenly split into 10 weeks.
- Carryover from previous years includes updated reporting/renewal due dates and alternating Sub-Committee reporting schedules, except for the Events and Treasurer's Reports, which are mandatory at every meeting.

## **9 Actions and Calendar Review:**

### **Completed**

- Q2 (1/10-31/12) Super Contribution Payments (LATE PAYMENT INCURS ATO PENALTIES)
- Q2 (Oct-Dec) BAS & PAYG Instalment Activity Statement – Due 28<sup>th</sup> February

### **Upcoming**

- ASAP - Update bank signatories - Treasurer



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- ASAP - Update Office Bearers with ATO – Treasurer
- ASAP - Update Office Bearers with Principal and WACSSO and lodge approved financial statements – by April 30
- ASAP - Update Authorised Users with ACNC and lodge annual report - by June 30

**10 Other Business**

- New drop off arrangements. (*Laura*) The biggest issue is with Pre-Primary and Kindy students. Balance between DoE and teachers' needs – and parents' and students' needs. School care of duty still begins at 8:30AM so working parents can drop off their children in undercover area.
- P&C involvement with Council and Dept of Education future planning – discussed prior
- Parking challenges – to be discussed at the next meeting as we are running out of time

**Meeting Closed: 8:40PM**

**Next Meeting:** Term 1, Week 9, Monday 30 March 2026, 7pm, School Library