



COTTESLOE PRIMARY SCHOOL
P&C ASSOCIATION INC.

School Administration

Principal: Graham Dart
Deputy: Jane Lowther
Deputy: Courtney Bridge
Registrar: Lena Harvey

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P. & C. Association Inc
President: Leeann Foulsham
Vice President: Katie Rattigan
Secretary: Jessie Bond
Treasurer: Margot Crombie

COTTESLOE PRIMARY SCHOOL P&C ASSOCIATION

NOTICE OF GENERAL MEETING

PLEASE TAKE NOTE THAT THE NEXT GM WILL TAKE PLACE ON:

14TH MAY 2025

6:00PM

COTTESLOE PRIMARY SCHOOL LIBRARY

AGENDA

No	Item
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1	<p>Record of Attendees:</p> <p>Jessie Bond, Leeann Foulsham, Margot Crombie, Graham Dart, Katie Rattigan, Wren Sainken, Sally Bell, Jess Harrison, Wallis Hearn, Dan Pickup, Tania McElwee, Victoria Swarbrick, Sarah Stanton-French, Gemma Allen, Lucy Henderson, Freya Hewitt, Fiona Hohnen, Skye Hegarty, Sasha Hayes</p> <p>Record of Apologies:</p> <p>Jane Lowther</p>
2	<p>Welcome/ Opening of Meeting</p> <ul style="list-style-type: none"> • A quorum was noted as being present. The meeting commenced at 6.06pm. with brief opening comments and a welcome from the President, Leeann Foulsham.
3	<p>Confirmation of Minutes from previous meeting</p> <p>Proposed Motion-</p> <p><i>That the minutes of the Cottesloe Primary School P&C Association General Meeting of 31 July 2024 be taken as read and confirmed as a true and accurate record.</i></p>
3.1	<p>Executive meeting - Monday 28 April 2025</p> <p>Special Resolution to pass additional funding for the upcoming Mother's Day Cocktail event (\$500) and approval for Election Day Case Stall and BBQ (\$2000). Motion Passed - Proposed: Sally; Seconded: Jess Present: Dan Pickup, Katie Rattigan, Sally Bell, Jess Harrison and Leeann</p>
4	<p>Reports</p>
4.1	<p>President's Report</p> <p>The President, Leeann Foulsham, then delivered her report. Please refer to attached President's report for full details. In addition to what is in the report, Leeann also discussed:</p> <ul style="list-style-type: none"> • Creating run sheets for each annual event which include lessons learned, tips and tricks for the next year to take into account when organizing an event. • The upcoming Justin Coulson event has early bird tickets on sale; Dan

4.2	<p>Principal's Report</p> <p>The Principal, Graham Dart, then delivered his report. Please refer to attached Principal's report for full details. In addition to what is in the report, Graham also discussed:</p> <ul style="list-style-type: none"> ● A strong P&C foundation makes events fun and helps for everyone to get involved. ● A welcome and thank you to Tania McElwee, year 1 teacher, for coming to the meeting. ● Your kids understand that you are taking part in the school by being involved in the P&C and that it is important to your kids that you are here. ● The Walk to School event is Friday 16 May; we are aiming for 80% of walk to school participation. This level of involvement helps the
4.3	<p>Treasurer's Report</p> <p>The Treasurer, Margot Crombie, then delivered her report. Please refer to attached Treasurer's report for full details. In addition to what is in the report, Margot also discussed:</p> <ul style="list-style-type: none"> ● Although it appears this way on the P&L sheet, the uniform shop doesn't actually run at a loss; we load up on stock at the beginning of the year. ● A big thank you to Sasha for pushing the P&C to sell North Street Store buns this year - it was a big success. ● Thank you to all the parents who donated their time and their products for the Mother's Day Event and the Election Day Cake Stall.
5	<p>Invitation for any new attendees to become members of the Cottesloe Primary P&C for 2025 (3 new members - Skye Hegarty, Sarah Stanton-French,</p>

6	<p>General Update</p> <ul style="list-style-type: none"> ● Katie Rattigan (VP) will own grants, consolidate a PC sponsorship list for events, and will be the P&C Lead on the proposed Family Night in Term 4. ● Sally Bell will take the lead as Class Rep Coordinator (congratulations!); duties to include welcoming new families to the school, allocating a P&C point of contact and Year Group to each event. ● The School Calendar will be published on the school website following this meeting. Notes: the calendar will be visible on the school website which should help with the amount of messages parents receive on WhatsApp; we will work on the cadence of messages to find a good balance; the order of communication for events should be: Connect message, Community message, and then Year Group message.
7	<p>Fundraising Goals 2025 Update</p> <p>Term 2 P&C Events:</p> <ul style="list-style-type: none"> ● Walk to School (PreP) with Katie as P&C contact ● Justin Coulson ● Lap-a-thon (Year 1) with Sasha as P&C contact; Lap-a-thon funds will go toward new mobile equipment for the PrePrimary School. ● School Disco (Year 6) with Jess Harrison as P&C contact <p>Term 3 P&C Events:</p> <ul style="list-style-type: none"> ● Parent Night (Year 5) with Sasha and Leeann as P&C contacts ● Faction Carnival (Year 4 cakes/Year 3 BBQ) <p>Notes:</p> <ul style="list-style-type: none"> ● We have added 4 new events this year: hot cross buns; election day/cake stall; Justin Coulson; and Family Night (potentially at SciTech) ● Each event has a year group and P&C contact assigned to it; a run sheet will be created for each event. ● There is no official Fundraising P&C person; duties will be allocated as such: Jess Harrison - events coordinator; Katie Rattigan - sponsors; Sally
8	<p>Uniform Shop Update</p> <ul style="list-style-type: none"> ● Fiona mentioned that we might start selling Cott Primary branded umbrellas and faction t-shirts for parents - will look into the costs

9	<p>Cottfathers Update / Justin Coulson Event Update</p> <ul style="list-style-type: none"> ● Cottfathers - no update ● Justin Coulson Event: <ul style="list-style-type: none"> ○ 95 tickets sold (=\$3000) - need to sell 30 more tickets to break even (space for 250+) ○ early bird ticket sales ends 15 May ○ the cost of the event is offset 50% by sharing the event with Mosman Park ○ how to get the word out? advertise to local child care centers, etc.
10	<p>Items seeking motion</p> <p><i>That the Treasurer's report to 10 May 2025 (Margot is still waiting on a few items to finalize her report) be accepted as true and correct.</i></p> <p>Proposed: Freya; Seconded: Fairlie</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$1000 for a bike, 2 wheely gigs and an easel for the kindy.</i></p> <p>Proposed: Amy; Seconded: Lucy</p> <p><i>That the Cottesloe Primary School P&C Association resolve to get quotes for black curtains for undercover area.</i></p> <p>Proposed: Gemma; Seconded: Sasha</p>

11	<p>New or Other Business</p> <ul style="list-style-type: none"> ● parent donations for teacher gifts - all voluntary but note we will also host a morning tea for Teacher's Day on 31 October <ul style="list-style-type: none"> ○ the teachers have expressed that they love this event ● Whats App community messaging - connect message from school will be sent to parents before sharing on the P&C community whatsapp. Connect messaging will come to the PResident who will share with the office to post. <ul style="list-style-type: none"> ○ the order of communication: President; Connect message; parents WhatsApp ● Also try a staggered approach to communications to parents when there are multiple events on but hoping access to a calendar for the year will help with planning ● P&C meetings are week 3 of each term ● Class Rep meeting is week 9, Term 2 ● Meeting with P&C President and Principal to be held week 1 each term ● P&C news summarizing each meeting, planned events and fundraising goals and achievements will be sent in week 4 alongside the school newsletter ● 90 minute volunteer slots was successful for Election Day/Cake Stall ● Discussed the possibility of a coffee van at the faction carnival or buying a coffee machine ● Fridge: put to a vote and decided on just a freezer, no fridge for now ● Keane St. traffic is becoming a problem; the board is aware and will discuss with Peppermint Grove council to ensure the garbage trucks come at any time except 8:30a ● Promote the lap-a-thon over Jump Rope for Heart (Year 3); looking at
12	<p>Date of Next Meeting – Wednesday 6 August at 6p</p>
13	<p>Close of meeting</p> <p>There being no further business, the meeting concluded at 7.18p.</p>