



# COORPAROO STATE SCHOOL Parents and Citizens Association



## Minutes of General Meeting Monday 20<sup>th</sup> October 2025 at 8:45am in library

**Attendees:** Sarah Barros, Katie Lilley, Rewa Henderson, Kym Amor, Eliza Smith, Liam Morrison,  
Leisa Whybird, Craig Steadman, Jo Heilbron, Natalie Moller  
Online: Stacey West

**Apologies:** Jo Sonter, Nadine Tongia, Natalie Halligan, Paulina Sliedrech  
Online: Stacey West

No.	Topic	Discussion
	<b>Meeting opening</b>	
1	<ul style="list-style-type: none"> <li>• Acknowledgement of country</li> <li>• Apologies</li> <li>• Confirmation of Minutes of Previous Meeting</li> </ul>	<p>The general meeting followed on from our Annual General Meeting, and opened at 8:50am.</p> <p>The President welcomed members and visitors to the meeting. Acknowledgment of Country was shared.</p> <p><b>Apologies</b> were given for Jo Sonter, Nadine Tongia, Natalie Halligan, Paulina Sliedrech.</p> <p>The minutes of the previous meeting were tabled for review. No edits were required, and acceptance of the minutes were approved.</p> <p><b>Motion to approve:</b> Liam <b>Seconded:</b> Eliza</p>
2	<b>Business arising from previous minutes</b>	<ul style="list-style-type: none"> <li>• New MSA policy actioned and now communicated for new families when they sign up. Email will go out to current families to be transparent and communicate cut off for reimbursement.</li> <li>• Tuckshop external catering – decision was made that it is too complex to do based advice Sarah received from CMS around insurance issues.</li> <li>• Call for volunteer grant writers from wider CSS community – yet to be actioned.</li> <li>• P&amp;C knowledge management – Eliza and Sarah have to download all files onto an external file and upload all back into Teams in order to get around the Drop box issue (admin email is an old P&amp;C EQ email that it is no longer active).</li> <li>• Application for rights to Matilda Jnr has been successful.</li> </ul>
3	<b>Correspondence</b>	Nil
4	<b>P&amp;C Executive Decisions</b>	<ul style="list-style-type: none"> <li>• New Blue Card policies: the P&amp;C executive officers have all obtained Blue Cards following new volunteer legislation effective 20th September, ensuring compliance for any roles involving child interaction. Clarification is pending on whether volunteer Blue Cards suffice for executive roles or if paid Blue Cards are required, with follow-up calls planned to resolve ambiguities affecting volunteer recruitment (06:29).</li> <li>• World Teachers Day: Leisa confirmed provision of \$10 Beyond the Pale card for all staff this year. Kym has also secured an offer from</li> </ul>



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		the new Turkish patisserie for all teachers to get a free coffee on the day.
<b>5</b>	<p><b>P&amp;C Calendars</b></p> <ul style="list-style-type: none"> <li>Essentials Calendar</li> <li>Events Calendar</li> </ul>	<p><b>Events Calendar:</b></p> <p>2025:</p> <ul style="list-style-type: none"> <li>Colour Run + tuckshop Red Day (14<sup>th</sup> November)</li> <li>Christmas Concert – tuckshop food and drink service + raffle (26 November)</li> </ul> <p>2026:</p> <p>TERM 1</p> <p>Welcome BBQ – week 5 (date tbc)</p> <p>Spellathon week – week 8 (tbc)</p> <p>TERM 2</p> <p>150<sup>th</sup> Trivia Night – week 5 (tbc)</p> <p>TERM 3</p> <p>Musical – week 5 (14,15,16<sup>th</sup> Fri, Sat, Sun August)</p> <p>150<sup>th</sup> Bush Dance – week 9 (date tbc)</p> <p>TERM 4</p> <p>150<sup>th</sup> Celebration Week and Open Day (week 2 - 12<sup>th</sup> – 17<sup>th</sup> October)</p> <ul style="list-style-type: none"> <li>Open Day Saturday 17<sup>th</sup> October).</li> </ul> <p><b>Essentials calendar:</b> tbc at next meeting for 2025-2026.</p>
<b>6</b>	<p><b>Treasurer's Report</b></p>	<p>Treasurer report was delivered by Liam Morrisson (shadow Treasurer):</p> <ul style="list-style-type: none"> <li>This report summarises our financial position for the year to the end of term 3 (30<sup>th</sup> September) as we are close to the end of the financial year and it's helpful to see how we are traveling so far.</li> <li>The Profit and Loss is showing a loss of nearly \$10K and the Balance Sheet shows a balance of \$133K.</li> <li>Across the P&amp;C accounts we have sufficient cash at bank to cover a years' worth of expenses less the MSA holding funds, which is the buffer amount I believe the P&amp;C should have in reserve, so it would be good to build on these funds, so we are able to contribute to school projects.</li> </ul> <p><b>CASH POSITION</b></p> <p>The cash position is \$138K comprising:</p> <ul style="list-style-type: none"> <li>P&amp;C \$24.7K; Tennis \$61.3K; Swim Club \$52K (less MSA holding funds of \$15.9K)</li> </ul> <p><b>INVENTORY POSITION</b></p> <p>The inventory position is \$22.1K comprising:</p> <ul style="list-style-type: none"> <li>Uniform shop \$17.5K; Swim Club \$2.6K; P&amp;C Floats &amp; Other \$2</li> </ul>
<b>7</b>	<p><b>SCLO, Uniform Shop, Tuckshop</b></p> <ul style="list-style-type: none"> <li>Report</li> </ul>	<p>Tuckshop report (Rewa):</p> <ul style="list-style-type: none"> <li>Volunteer recruitment – given go ahead to explore advertising and local Facebook groups, emphasizing short shifts (1-2 hours) to encourage participation.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Rewa and Kym to visit Mansfield SS, which have robust volunteer systems and social engagement to sustain high volunteer numbers.</li> <li>• Decision made to go ahead with trialling emergency lunches transitioning to an MSA account prepayment system at \$6.50 per meal to reduce invoicing delays and improve cost recovery, with plans to communicate stricter payment enforcement to families.</li> <li>• Red Day on Colour Run day (14<sup>th</sup> November) approved by Principal; Kym suggested meal deals pairing slushies with hot dogs or hamburgers &amp; sweet treat that can be pre-ordered.</li> <li>• Decision was made to close the tuckshop in Week 9, 3<sup>rd</sup> December. The team is considering a February 2nd 2026 for reopening after school starts to allow prep time, with a reduced menu initially to minimize losses during low volume weeks. Decision to be made at next meeting.</li> <li>• Facility improvements suggested for P&amp;C budget to support healthier operations and compliance in food service areas in tuckshop: air conditioning, painting, stainless steel bench tops.</li> </ul>
8	<p><b>Swim Club and Tennis Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Report</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed developing a position description for Tennis Club coordination volunteer role and discussed outsourcing pros and cons, with a pro being that outsourcing would allow one off court hire which is in high demand; it was suggested that the extra money made on this would cover the 20% outsourced fee; agreed to follow up with Mel and Jo on this to make a decision at next meeting.</li> </ul>
9	<p><b>P&amp;C Fundraising and Activities</b></p>	<ul style="list-style-type: none"> <li>• The 2025 Colour Fun Run on 14<sup>th</sup> November remains an event but is not currently a fundraiser; Kym highlighted that other schools raise up to \$48,000 annually from similar events, suggesting untapped potential here. Stacey West expressed that it may be unwise in terms of consistency/parent expectations to introduce this as paid/fundraising activity. Others expressed it could still be free but with option to fundraise through the official Colour Run event page. Committee agreed fundraising potential for this event could be explored in 2027 and beyond.</li> <li>• Committee agreed for 2025 Christmas Concert (26<sup>th</sup> November) fundraising to be focused on catering, bar (with possible pre-order option) and a Christmas raffle only; profitability depends on prize donations, with one prize secured so far; local business engagement is ongoing to boost contributions; requires about 5 volunteers to manage service efficiently without disrupting</li> </ul>



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		<p>performances. Agreed food served before concert only from 5pm with drinks served before and at interval.</p> <ul style="list-style-type: none"> <li>• The Spellathon and Trivia Night are targeted for a relaunch in Term 1 &amp; 2, 2026, with early volunteer recruitment to avoid risks of previous years' cancellations; the committee plans to reconnect with past coordinators to support this. Leisa is having ongoing discussions with potential leads for these activities.</li> <li>• Fundraising calendars for 2026 will be communicated widely to set clear expectations especially with the 150th anniversary celebrations planned for Term 4, 2026. 150<sup>th</sup> committee is planning committees for the major events in each term.</li> <li>• Generally, going forward the committee agreed there is opportunity to monetize school events further by partnering with local vendors like coffee vans and food trucks, capturing parent foot traffic during most school functions, even if minor (e.g. Aquathlon, Cross Country, Athletics Days).</li> <li>• Tuckshop revenue boost suggested by Kym: 'Feed Me Specials' that she has seen work well as a great fundraiser in other schools where parents can pre-order lunches for their children for a whole term (number of days to be nominated); food can be externally sourced or made in house; consider a survey of school parent body to explore if this could work at CSS to generate more revenue.</li> </ul>
10	<p><b>New Principal's First Address</b> See details in circulated Report.</p>	<ul style="list-style-type: none"> <li>• Kym emphasized the honour she feels in taking on the leadership and being entrusted with the whole education of parent's precious children. In her leadership, she plans to focus on continuity and community partnership while focusing on student-centred growth and inclusion.</li> <li>• The Annual Improvement Plan priorities remain on developing a school-wide reading framework and sharpening inclusive practices, aligning with departmental initiatives in 2025-2026.</li> <li>• Academic and extracurricular achievements are strong, including the Murphy Performing Arts Academy launch, high performance in the International Mathematics Competition (top 10% in world), and successful sporting programs (AFL, Touch Football and Netball Academies).</li> <li>• Enrolments are steady at 814 students currently enrolled and 102 prep students registered for 2026, maintaining current class structures and ensuring stable funding for next year.</li> <li>• Recent staff, parent and student survey results are overall positive. Kym is committed to increasing parental input, addressing the survey finding that only ~86% and ~89% of parents feel they are 1) properly consulted and 2) their opinions</li> </ul>



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		<p>are taken seriously; focus going forward will be enhancing communication strategies to strengthen school-home partnerships.</p> <ul style="list-style-type: none"> <li>• Infrastructure improvements such as Wolff Park classrooms, outdoor learning spaces and oval top dressing are underway to enrich student environments and support learning outcomes.</li> </ul>
11	<b>General Business</b>	<ul style="list-style-type: none"> <li>• Need to prepare and distribute updated traffic safety messaging via school socials, website and on improved physical signs via council if possible was discussed due to the increased reports of unsafe and illegal traffic practices around the school.</li> <li>• Musical committee update (Eliza): the committee is moving towards earlier preparation and clearer communication for the 2026 musical, Matilda, to improve participation and reduce end-of-term pressure. It was agreed to announce the musical at the next school parade and allow an extended sign-up period with detailed rehearsal schedules provided upfront for families to plan better for the commitment; rehearsal time frame will be longer for lead roles only (from Term 1, Thursdays) but kept manageable overall to maintain student interest and balance other commitments, with casting planned early in 2025. George and Christina Lignos have pulled out of their Musical Director and Sound Lead role, so committee is on the lookout for parents who can fill these roles.</li> <li>• Liam raised the need to start thinking about what the P&amp;C would like to spend money on in the forthcoming financial year. Longer serving members discussed previous expenditures (hall and library upgrades, senior playground etc) and current needs including tuckshop upgrades etc. Agreed this discussion could be penned for the next meeting's agenda.</li> </ul>
12	<b>Follow up</b>	<p>Sarah (President):</p> <ul style="list-style-type: none"> <li>• Contact department to clarify volunteer vs paid blue card requirements; update P&amp;C and swim club accordingly (Sarah)</li> <li>• Download all files from the P&amp;C Dropbox for Eliza including most importantly updated Events and Essentials calendars to share at the next meeting.</li> </ul> <p>Rewa and Leisa (Tuckshop and SCLO convenors):</p> <ul style="list-style-type: none"> <li>• Place and manage ads seeking tuck shop community volunteers with clear role descriptions and time slots (Rewa/Leisa)</li> <li>• Implement \$6.50 emergency lunch MSA ordering option and coordinate with school office for invoicing/payments. Communicate new emergency lunch procedure to parents.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Finalise tuck shop calendar and logistics for Colour Run and Christmas Concert food and drinks sales, including volunteer recruitment.</li> <li>• Promote Christmas Concert raffle prizes via parent reps and local businesses; decide on raffle continuation based on prize availability (with Eliza)</li> <li>• Review community survey responses on recent events and plan improvements (P&amp;C Bush Dance Committee)</li> <li>• Reconnect with past Spellathon and Trivia Night coordinators to plan for 2026 event and recruit volunteers early.</li> </ul> <p>Treasurer and Shadow Treasurer (Jo and Liam):</p> <ul style="list-style-type: none"> <li>• Develop position description for Tennis Club volunteer coordinator role and discuss outsourcing pros and cons with Mel and Jo (Liam)</li> <li>• Decide on when tuckshop opens in Term 1, 2026 for communication at next meeting.</li> <li>• Reimburse CSS for Matilda Jnr licence.</li> </ul> <p>Kym/Katie (Principal/Business Manager):</p> <ul style="list-style-type: none"> <li>• Investigate updating traffic safety messaging, particularly on Halstead St Stop Drop and Go.</li> <li>• Trip to Mansfield SS tuckshop with Rewa to research ideas to improve profitability and volunteer engagement at CSS tuckshop (Kym)</li> <li>• Announce Matilda Jnr musical at next parade on 31<sup>st</sup> October (Kym)</li> </ul> <p>Eliza (Minutes Secretary/School Admin/Musical Producer):</p> <ul style="list-style-type: none"> <li>• Knowledge management: set up new MT folders and give all Executive Members access to updated files.</li> <li>• Start student musical signups (Week 5-8) and find new music director and sound lead for the musical (Eliza).</li> <li>• Assist Leisa and Rewa communicate new Emergency Lunch procedure through email home to parent body.</li> <li>• Conduct social media and in person communication for parent volunteers/feedback and community donations: grant writers, musical roles, Christmas raffle, tuckshop volunteers (in collaboration with Leisa and Rewa), Feed Me Special feedback survey.</li> </ul>
<b>13</b>	<b>Meeting close - Meeting closed at 10:20am (1.5hours)</b>	
<i>The next P&amp;C will be our Tuesday 18<sup>th</sup> October 6-7:30pm in library.</i>		