

Meeting Minutes

Artarmon Public School

Parents and Citizens Association

Current P&C Committee Members - [Key information - 2025-2026.docx](#)

Meeting type	P&C Meeting Online, via Teams
Date / time of meeting	Wednesday 27 August 2025 7:00 pm to 8:00 pm
Previous Meeting Minutes	2025-06-25_AGM_Meeting_Minutes.docx

AGENDA	
1. Welcome, confirmation of minutes, and President's report	<p>Jackie Sternfeld, President</p> <ul style="list-style-type: none"> The meeting commenced with an Acknowledgement of Country. This was the first meeting of the newly formed P&C Committee. The President welcomed all members and briefly introduced the committee roles. It was noted that two positions remain vacant: Traffic Convenor and Gardening Convenor. Previous meeting minutes were tabled for confirmation. Thanks to Anna & Emily for organising The Smurfs movie night. Thanks to Siv, Brenda & Mahsa for Open Day music coordination. Plan to move P&C files to OneDrive and update P&C documents. Working with Cat, Joan & Jono to improve access to the second-hand uniform shop.
2. School Principal's report	<p>Jono Coombes, Principal</p> <ul style="list-style-type: none"> Jono thanked Jackie and the new P&C committee members for their contributions, and acknowledged the APS staff for their efforts during recent wet weather. Recognition of Public Education Week and the community's support. SZapp phase-out is nearly complete. The new mobile-friendly newsletter format, designed using Canva by Marissa and Ann, will be distributed via SchoolBytes. Both carers will now receive email updates. Notifications can be enabled for important alerts (e.g. the recent fallen tree on Reserve Rd). The new APS website is currently in development

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	<p>and will go live in early Term 4. Every NSW public school is receiving a new site this year.</p> <ul style="list-style-type: none"> • Call for professional photographers from the school community – thank you to those who have responded. Jono will follow up. • Community feedback is invited on what should be included on the new school website. • P&C website pages will need to be updated – call for a volunteer to lead this. • Before School Care, SRC, and Landscaping Project updates were provided. The landscaping work is scheduled to commence during the Christmas holidays. Thanks to all involved. • Canteen facelift is underway, funded by income from the current contractor. • Gratitude was expressed to families who contributed to the P&C Voluntary Contribution. These funds will support: <ul style="list-style-type: none"> ○ Purchase of 10 new smartboards ○ New desks and classroom furniture ○ PSSA sport jerseys for students representing APS <p>Kelly Singh, Deputy Principal</p> <ul style="list-style-type: none"> • Shared updates on recent activities and events, including a Cyber Safety Talk delivered by an approved eSafety provider. • Updates on High School Transitions, including ex-APS students now in high school and feedback on orientation events. • Call for feedback on future events (online or in-person), and interest in community speakers or names. <p>Nick Sherley, Deputy Principal</p> <ul style="list-style-type: none"> • Update on Kindergarten 2026 Orientation. <ul style="list-style-type: none"> ○ A P&C representative is needed to speak at the second session on Wednesday 5 November. ○ Planning for a multicultural community representative to speak at the third session. • Year 6 Farewell: Proposed funding of \$15 per student from the school, families, and P&C (to be voted on). 246 students in total.

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	<ul style="list-style-type: none"> • Mention of Father's Day Stall upcoming. • Upcoming Cyber Safety Parent Session planned for early Term 4, to be held in the hall. Event aims to support families navigating the digital world.
3. Treasurers' report	Jason Wang, Treasurer <ul style="list-style-type: none"> • For the period 1 July to 26 August 2025, the P&C recorded a net profit of \$7,147, with total income of \$39,760.47 and total operating expenses of \$32,613.27. • See Monthly P&C Report for more details.
4. Year 3 fundraising report	Anna Dally & Emily Gee, Fundraising <ul style="list-style-type: none"> • The Smurfs 2 Movie Event was held on 11 August 2025 at Roseville Cinemas, with two sessions (one sold out). The event raised \$6,000 in sales, generating a \$2,400 profit. • The next event is the Father's Day Stall on 4 September 2025 at school. Volunteers are welcome.
5. Music report	<ul style="list-style-type: none"> • Judy: Upcoming Events: Recording Day on Sunday, 14 September in the school music room. Permission forms due by Friday, 5 September via the My School Music Parent Portal. • Music Camp is being organised by Sean and team. Details to follow. • Volunteers needed for both events to support logistics and supervision. • Kelly: choir committee to be added.
6. Grant coordinator's report	Amanda Scholes, Grant Coordinator Successful Grants: <ul style="list-style-type: none"> • NSW Community Building Partnerships 2025 Grant – \$43,601. Artarmon P&C received \$43,601 to replace old water bubblers with modern, accessible water stations promoting hydration, sustainability, and reduced plastic use. A questionnaire will be distributed to track changes in single-use plastic usage before and after installation. • Willoughby City Council Grant – \$10,000. A \$10,000 grant application has been submitted to fund a large mural on the McMillan playground wall reflecting themes of kindness, inclusion, and community. Total mural project cost is \$15,200 (ex. GST), with additional funds to come from the P&C, school, and SRC.

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7. Uniform Convenor's report	Caitriona Finnegan Joan Khoo, Uniform Convenors <ul style="list-style-type: none"> • Call for donations to the second-hand uniform shop, with potential additions from lost property. A spring clean of the uniform shop is planned. • Uniform content will be added to the new APS website – Caitriona and Joan to assist with this. • A query was raised about involving student volunteers to support uniform shop operations.
8. Other updates	<ul style="list-style-type: none"> • Malvina: A huge thank you to Amanda for her incredible efforts in raising over \$50,000.
9. Other business	<ul style="list-style-type: none"> • Jono: reiterated the call for a volunteer to review the P&C website pages for integration into the new school website.
Date of next meeting	Wednesday, 24th September, 7:00 pm - In the Library
Time meeting closed	8:00 pm
Record of those present	52 attendees.
Minutes prepared by	Emma Gordon, Secretary
Monthly P&C Report	w Report for P&C Meeting - 27 August 2025.docx