

EHPS P&C Association – General Meeting Minutes

Date: Wednesday 12 November 2025

Time: 7:00pm

Location: School Staff Room

1. Welcome

The Chair, Jessie Evans, welcomed everyone and declared the meeting open.

2. Attendance & Apologies

Attendance (Members):

Danni Bailey, Sarah Burns, Melanie Cunningham, Jessie Evans, Melanie Hallam, Cassie Hotchin, Nastassja Lane, Erin Needs, Roz Pursey, Lauren Sciacca,

Attendance (Guests):

Adam Hearne (Acting Principal)

Jono Rosconi

Alix Parker

Edwina Symonds

Aimee Fraser

Apologies:

- Emma Dacker
- Liz Ashley

3. Confirmation of Minutes of Previous General Meeting

The minutes of the general meeting held on **20 August 2025** were accepted as a true and accurate record.

Moved: Jessie Evans

Seconded: Roz Pursey

Carried.

4. Business Arising from Previous Minutes

Agenda items reviewed as follows:

- **WiFi for Canteen** – Issue has been resolved.
- **Uniform Shop Donations** – Year 6 class parents to send a reminder.
- **SignupZone Expansion** – Music Committee has joined; a new subscription is required and will be investigated.

- **Bank Account Consolidation** – Still in progress.

5. Membership

Three new members were proposed:

- Francesca Lacono
- Alix Parker
- Edwina Symonds

Motion: That the above members be accepted into membership of the EHPS P&C Association.

Moved: Jessie Evans

Seconded: Roz Pursey

Carried.

6. Correspondence

The Stronger Communities Grant funding agreement was completed and signed.

7. Treasurer's Report

The Treasurer's Report was deferred to the AGM (immediately following this meeting).

8. Principal's Report

The Acting Principal's Report was provided.

9. Sub-Committee Reports

9.1 Canteen

- Erin was acknowledged for strong leadership, innovation, and improved efficiency.
- In 2026, the canteen intends to introduce a spreadsheet to track low-profit items for removal or update.
- A volunteer to assist with advertising would be beneficial.
- Jessie was thanked for her significant contribution throughout the year.

9.2 Uniform Shop

- Further updates to be provided at the AGM.

9.3 Fundraising

- **Movie Night** – Very successful.
- **Father's Day / Mother's Day Stalls** – Enjoyable but not financially viable; left-over stock to be sold via Flexischools in 2026 instead of running stalls.
- **Santa Photos** – Possibly scheduled too early; more information about the exact location would assist families – possibly a photo of the setup.
- **Halloween Disco** – Low turnout this year.

- **2026 Fundraising Dates** – Attached for review.

10. Non-Executive Positions for 2026

10.1 Establishment of Standing Non-Executive Roles

Roles proposed:

- Canteen Coordinator
- Uniform Shop Coordinator
- Fundraising Coordinator
- Volunteer Coordinator
- Fundraising (Non-Event) Coordinator

Motion: That the EHPS P&C Association approve the establishment of the above Non-Executive positions for 2026, to be filled at the AGM or during the year.

Moved: Jessie Evans

Seconded: Cassie Hotchin

Carried.

10.2 Establishment of Event-Based Non-Executive Roles

Roles proposed:

- School Disco Coordinator
- Kindy Meet & Mingle Coordinator
- Mother's Day Coordinator
- Father's Day Coordinator
- Movie Night Coordinator
- Parent's Night Out Coordinator

Motion: That the EHPS P&C Association approve the establishment of the above Non-Executive event-based roles for 2026, to be filled at the AGM or during the year.

Moved: Jessie Evans

Seconded: Roz Pursey

Carried.

11. Grants

11.1 Stronger Communities Grant – Sunshade Contribution

Motion:

That the Elanora Heights Public School P&C Association approve a contribution of **\$10,500** to Elanora Heights Public School for the purpose of constructing a sunshade as part of the approved Stronger Communities Grant project.

Moved: Jessie Evans

Seconded: Roz Pursey

Carried.

11.2 Grant Updates

Further grant updates to be provided as available.

12. General Business

- The P&C storage room requires a tidy-up and stocktake before the end of year; volunteers welcome.

13. Next Meeting

Week 5, Term 1 – 7:00pm – School Staff Room

14. Close

The meeting closed at **7:58pm**.