



FRESHWATER BAY PRIMARY SCHOOL

FRESHWATER BAY PRIMARY SCHOOL - P&C ASSOCIATION INC.
 ANNUAL GENERAL MEETING
 20th February 6pm
 Tangney Hall

Item	Topic	Who
1	<p><u>Welcome</u></p> <p>The President's welcome & acknowledgement of country was given by Pippa Tilbrook and an introduction to the FWB P&C.</p> <p><i>A motion to ratify the minutes of the previous General Meeting (9/12/24) was moved by Emma Cook, seconded by Cassie Khal, passed by majority.</i></p>	PT
2	<p><u>Principal's Report</u></p> <p>Asher Dragun tabled the principals report as attached.</p>	AD
3	<p><u>Presidents Report</u></p> <p>Pippa Tilbrook tabled the president's report as attached.</p>	PT
4	<p><u>Financial Report</u></p> <p>Treasurer Daniel Czechowski tabled the financial position as at 31/12/2024 (attached) and went through forecast spending and income of the P&C in 2025.</p> <p>Treasurer Daniel Czechowski declared the P&C as solvent.</p> <p>Treasurer Daniel Czechowski outlined the situation with auditing of the P&C accounts. It is not required as we are a small charity but can be arranged externally for a fee.</p> <p>Action:</p> <ul style="list-style-type: none"> • Defer vote on auditing to term 2 meeting. • Put a call out to the community (via survey) to see if there are any auditors who can arrange. 	DC
5	<p><u>Establishment of School Building Fund / Deductible Gift Recipient registration</u></p> <p>Treasurer Daniel Czechowski outlined the pros and cons of setting up a school building fund to enable the P&C to provide deductible gift receipts for donations. Including setting up a sub committee for the building fund, with responsible persons.</p> <p><i>Special Resolution raised by Dan Czechowski to amend the constitution to include building fund, seconded by Julia Millar and passed by majority. This change requires WACSSO approval, to be followed up by Dan Czechowski.</i></p> <p><i>Treasurer Dan Czechowski raised the motion to open a new Macquarie CMA bank account with high interest for school building fund purpose, seconded by Pippa Tilbrook, approved by majority.</i></p>	DC

6	<p><u>School Board update</u></p> <p>Gerri gave an update from the school board and gave an overview on the role of the board. New teacher representative on the board Ashe McKinnon & new parent representative Lauren Bennett. The board have not met this year as yet, first meeting next week. Mid way into business plan & mid way into school review. Gerri advised the board welcomes feedback & input from the community, and also thanked the P&C for their work.</p>	Gerri Hinkley
7	<p><u>School Funding Request</u></p> <p>Principal Asher Dragun tabled the school funding requests (as attached).</p> <ul style="list-style-type: none"> • Line Item 1 - iPad Lease \$45,000. <i>Approved by majority</i> • Line Item 2 - English resources \$4,000. <i>Approved by majority</i> • Line Item 3 - Maths subscription & resources \$6,000. <i>Approved by majority.</i> • Line Item 4 - Physical education program \$1,000. <i>Approved by majority.</i> • Line Item 5 - Music department resources \$2,500. <i>Approved by majority.</i> • Line Item 6 - External PA System \$5,000. <i>Not Approved.</i> • Line Item 7 - Junior playground upgrade (sandpit & toys \$2,000. <i>Not approved.</i> 	PT
8	<p><u>WACSSO Fees</u></p> <ul style="list-style-type: none"> • Approve payment of WACSSO fees of up to \$1200. <p><i>Motion raised by Meromie Briggs, seconded by Lisa Glover, approved by majority.</i></p>	DC
9	<p><u>Sundowners</u></p> <ul style="list-style-type: none"> • Approve funding of the 2 annual sundowners (Term 4 2025 and Term 1 2026) - up to \$3,500 total. <p><i>Motion deferred to next meeting.</i></p>	PT
10	<p><u>Events Schedule</u></p> <ul style="list-style-type: none"> • It is proposed that the Fundraising committee events schedule be endorsed as P&C events. <p><i>Motion raised by Pippa Tilbrook, seconded by Julia Millar, approved by majority.</i></p>	JK
11	<p><u>General Business</u></p> <p>Nil</p>	All
12	<p><u>Election</u></p> <p>The following people were elected to sit on the Executive Committee in the following roles.</p> <ol style="list-style-type: none"> 1. President - Pippa Tilbrook 2. Vice President - Chris Miles 3. Treasurer - Daniel Czechowski 4. Secretary - Beck MacLeay 5. Fundraising Coordinator - Jane Keats 6. Class Reps Coordinator - Julia Millar 7. Non titled executive committee members - Orlaith Reid 8. Sub Committees <ol style="list-style-type: none"> a. Fundraising Incl Second Hand Uniforms - Mona Hemsley b. Scholastics - Christy Kemp, Melanie Lau, Steph Bragg c. Marquees - no nominations. Action: To put in P&C survey. d. Greening of the School - Tam Kempton e. School Building Fund - Daniel Czechowski, Julia Millar, Beth Williams, Jane Keats 	All
13	<p><u>Approval of new office bearers to authorise on CommBiz and Macquarie bank accounts</u></p>	All

	<i>Approved by majority to have Beck MacLeay, Pippa Tilbrook & Daniel Czechowski as authorisers on bank account.</i>	
14	Meeting closed at 7:40pm. Meeting schedule TBC via new committee, to be circulated.	MB

FRESHWATER BAY PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED
INCOME AND EXPENDITURE STATEMENT

for the year to date period ended

31/12/2024

	RECEIPTS	PAYMENTS	NET	TOTAL
FUNDRAISING ACTIVITIES				65,351
Wild Wild West	16,600	-8,593	8,007	
Mother's Day Market	2,670	-460	2,210	
Father's Day Market	1,654	-1,454	199	
Cyber Safety & Digital Wellness Seminar	1,015	-660	355	
FWB branded umbrellas	1,078	0	1,078	
House Coloured Caps	2,550	-1,851	699	
Uniform Shop	4,005		4,005	
Athletics bake sale	1,218		1,218	
Tuesday Treats	8,563		8,563	
Raffle	10,583	-465	10,118	
Carols by Candlelight	1,185	-825	359	
Sunscreen	17,639	-3,435	14,204	
Colour Run		-1,229		
<i>Colour Run Sponsors</i>	6,000		15,779	
<i>Colour Run Parents Contributions</i>	4,939			
<i>Colour Run Tickets and Shirt Sales</i>	6,069			
Year 6 Fundraising				
<i>Fundraising Revenue 2024</i>	6,891			
<i>Fundraising Costs 2024</i>		-3,246	-1,442	
<i>Net Payout (incl funds raised in 2023)</i>	0	-5,087		
OTHER INCOME				45,653
Parent Contributions	45,214			
Membership Fees	39			
Fathering Project	0			
Freshie Markets wagon sale	50			
Other	350			
NET INCOME				111,004
EXPENSES - STUDENTS BENEFIT				-80,103
Ipad Lease		-44,670		
Sundowner	1,912	-5,272	-3,360	
Sundowner (Feb 25)		-695		
Year 6 Leavers Jackets		-2,945		
Swimming Training Breakfast		0		
2023 Yearbook		-1,488		
2024 yearbook		-913		
Interschool Swim Training		-532		
Running Club Breakfast		0		
Principal's wishlist - Online Maths Subscription		-7,500		
Principal's wishlist - ICT/Technology coaching for staff		-18,000		
EXPENSES - SCHOOL FACILITIES				-6,000
BBQ Maintenance		0		
Principal's wishlist - Cowan Hall Upgrade		-6,000		
EXPENSES - OVERHEAD				-1,694
WACSO Fees		-1,622		
Miscellaneous		-50		
Bank Fees		-22		
TOTAL EXPENSES				-87,797
TOTAL	140,223	-117,016		23,207

FRESHWATER BAY PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED

Cash Position	31/12/2024
Cash at Bank	
P&C AC135	\$55,314
P&C AC143	\$33,759
Total Cash at Bank	\$89,072
Undeposited Funds	
Humanitix	\$0
TryBooking	\$17,519
Uncleared payments	
Total Funds	\$106,591

EXPENSE COMMITMENTS (as requested) - approved

- PRIORITY PROJECTS		
Funds set aside		-\$25,750
- 2025 SCHOOL FUNDING REQUEST	-\$65,500	
iPad Comittments		-\$45,000
English - letters and Sounds Phase Boxes		-\$2,000
English - Class sets novel units		-\$2,000
Online Maths Subscriptions		-\$4,000
Mathematics resources		-\$2,000
Phys Ed - KIDDO Early Childhood Program		-\$1,000
Music Instruments		-\$2,500
External PA System Upgrade		-\$5,000
Junior playground upgrade (sand pit/toys)		-\$2,000
- FROM LAST YEAR & RECURRING	-\$11,311	
Honour Boards		-\$1,500
Sundowners		-\$2,305
Sundowner - top up		-\$400
Yr 6 Leavers (48 kids at \$87 per head)		-\$4,176
Interschool Swim Training & Breakfast		-\$600
Library book purchases		-\$800
Piano tuning		-\$330
WACSSO Fees		-\$1,200
Total Cash Available		\$4,030

INCOME FORECAST for the remainder of the year

2025 Parent Contribution	\$45,000
Net Fundraising	\$45,000
Total Forested Cash Position at year end	\$ 94,030

2025 FUNDING REQUEST FOR P&C



The following funding requests are put forward by the Principal for consideration and approval by the P&C

ITEM #		P&C Contribution Requested	School Contribution	P&C Contribution Approved
	RECURRING / ANNUAL FUNDING	\$	\$	\$
	Extra Curricular			
	iPad Lease (180 ipads & covers)	\$45,000.00		
	Sub Total Recurring/Annual Funding	\$45,000.00		
	NEW FUNDING REQUESTS			
	English	\$		\$0
	Letters and Sounds Phase Boxes (K-2)	\$2,000.00		
	Class sets novel units (3-6)	\$2,000.00		
	Mathematics	\$		\$0
	Online Maths Subscriptions	\$4,000.00		
	Mathematics resources (balance buckets, magnetic money, weights)	\$2,000.00		
	Physical Education	\$		\$0
	KIDDO Early Childhood Program	\$1,000.00		
	Music	\$		\$0
	Instruments (see Julie's list)	\$2,500.00		
	Other	\$		\$0
	External PA System Upgrade	\$5,000.00		
	Buildings / Grounds Development	\$		\$
	Junior playground upgrade (sand pit/toys)	\$2,000.00		
	Sub-total New Funding Request	\$20,500.00		
	GRAND TOTAL REQUESTED	\$ 65,500.00	GRAND TOTAL APPROVED BY P&C	

Request Presented by Principal to P&C

Principal Signature
ASHER DRAGUN

Request Approved by P&C

President Signature
PIPPA TILBROOK

(Date P&C Approval)



FRESHWATER BAY PRIMARY SCHOOL

Presidents Report – January 2025

Welcome back to our fabulous community, we're excited for 2025 to be another successful year for our Freshie P&C. Thank you to those that contributed in any way during 2024. I would particularly like to thank our Exec Committee members who are stepping down this year – Jill Jensen, our VP for the past 2 years, and Meromie Briggs who has held our ship steady as Secretary for the past 3 years.

The year ahead:

- Election of new P&C Committee
- Gathering class reps and reinstating a Class Representative Coordinator on our Executive Committee
 - Preparing Terms of Reference for Class Rep roles
 - Preparing Whats App and Communications guidelines
- Continuing to clarify financial reporting and direction of funds
- Working towards our fundraising goal of approx. \$80k for Toilets in Tangney. Have achieved \$25k so far
- Consideration of amendment to Constitution to allow for registration as a Deductible Gift Receipt provider – allowing tax-refundable gift donations to be made
- Fundraising activities allocated by year group to ensure collaboration across all years
- March State Election – bbq and cake stall an excellent fundraising opportunity
- P&C Survey or alternative avenues for gathering suggestions and volunteers
- Collaboration with other local P&Cs to share knowledge and ideas



Expected financial position:

Please refer to Treasurer's table documents. The below is illustrative only, with approximate and estimated values. It excludes potential spending on our Toilets for Tangney project.

	2024 Actual	% incl iPads	% excl iPads	2025 Est (excl. Toilets)	% incl iPads	% excl iPads
P&C Expenditure	-\$86,663			-\$76,106		
iPad lease	-\$45,000	52%		-\$45,000	59%	
Building & infrastructure	-\$6,000	7%	14%	-\$7,000	9%	23%
English resources	\$0	0%	0%	-\$4,800	6%	15%
Maths Resources	-\$7,500	9%	18%	-\$6,000	8%	19%
PE & sports teams	-\$530	1%	1%	-\$1,600	2%	5%
Music Resources	\$0	0%	0%	-\$2,830	4%	9%
Sundowners	-\$3,500	4%	8%	-\$3,500	5%	11%
Year 6s	-\$4,433	5%	11%	-\$4,176	5%	13%
Fees & misc	-\$1,700	2%	4%	-\$1,200	2%	4%
Teachers' Tech PD	-\$18,000	21%	43%	\$0	0%	0%

Pippa Tilbrook

President.fwb@gmail.com



P&C Principal's Report 20 February 2025

Staffing Update

We have welcomed several new staff into the school. Ms Cindy Jelfs is teaching Year 3 in Cube 1, Ms Abbey Jones is teaching Kindergarten in Pavillion 1, Ms Amelia Joseph is teaching Art, and Mrs Mackesey joins us in the office as a Deputy Principal.

School Development Days 3 – 4 February 2025

The agenda for the year was cemented at the School Development Days with all staff actively participating in diligently reviewing the school operational plans and policies. Staff received additional training in Teams, to improve our ability to communicate and store information digitally. Our key foci this semester is embedding whole school approaches in reading and numeracy, as well as providing increased feedback to parents and carers regarding student progress and achievement. Staff also reviewed the positive behaviour matrix to improve consistency with support structures and natural consequences.

Parent Information Sessions

Many thanks to all who attended the parent information session over the last two weeks. We had a good turn-out and it was nice to see home and school connecting. I hope that parents feel they were provided with an insight into what the school year looks like for their children and invite any feedback on the sessions.

On Entry and NAPLAN

The pre-primary students have started the On Entry testing this week. This measures student's baseline skills in literacy and numeracy as they enter their first year of full-time schooling. A report will be provided to parents later this term. Our Year 3 and 5 students will be sitting NAPLAN 12-21 March. The results will provide information about what each student can do to inform school planning, supporting teaching and learning programs. Parents will receive a report indicating their child's level of achievement later in the year.

Student Representative Council

The Student Representative Council is the voice of the student body and a method for students to communicate with the school's decision-makers. Throughout the year the council regularly meet to discuss any issues, ideas, suggestions, and requests for changes to school practice that will make our school and community a better place. Each class from Year 2 to Year 5/6 will nominate two student representatives per semester. Members of the Student Representative Council are voted in by their peers and seen as leaders in the school. Student nomination forms will be distributed by classroom teachers and need to be returned by Thursday 27th February. Nominating students will present a short speech to their class and each class will place their votes.

Upcoming extra-curricular events

24/2 & 27/2 - School Photos
12/3 - 21/3 NAPLAN Year 3 & 5
14/3 C3 Assembly
18/3 House Swimming Carnival Y3-6
28/3 T4 Assembly
31/3 - 4/4 Student, Parent, Teacher Interviews
2/4 Musica Viva Performance
7/4 Interschool Swimming Carnival