



FRESHWATER BAY PRIMARY SCHOOL

FRESHWATER BAY PRIMARY SCHOOL - P&C ASSOCIATION INC.

General Meeting - Monday, 10th August 2026

Tangney Hall

Item	Topic	Who
1	Meeting Open & Welcome - Welcome and Acknowledgement of Country DJ opened meeting and gave acknowledgement of country - Record of attendance and apologies Attendees: Asher Dragun, Laura Carroll, Jane Keats, Jane Jones, Georgette Alliss, Andrew Cawdry, Ursh McKenna, Dave Jones, Emily Caseris, Pieter Olivier, Daniel C; Larissa Carpenter; Paul Tilbrook; Cassie Kahl; Meg Kirk; Tom McCleery; Beth Williams; Brice Schwey Apologies: Dan Hunt, Stephanie Bragg	DJ
2	Confirmation of Previous Minutes - Confirmation of the minutes of the previous general meeting (18/5/26) and executive meeting (27/07/26) Ratified minutes from previous general meeting 18.05.26 and executive meeting 27.07.26	DJ
3	President's Report DJ gave a brief update on P&C work to date: • Thanked yr 3 committee that hosted incredible parent games night (biggest stand-alone fundraising event in FWBPS history) • Georgette Alliss will lead fundraising on the P&C exec committee • Jane Jones will take on class rep co-ordination	DJ
4	Financial Report PO tabled the financial report, see attached • 1 Jan 26 started with \$135k; raised \$85k to-date; spent \$106k to-date = \$114k on hand as at 10 August 2026 • Expected further project outlay and wishlist items of \$49k through 31 December 2026 = \$65k retained on hand at Y/E • YTD income comprises Parent Contribution \$37k; Raffle tix sales \$27k (PY \$4k); Parents night \$11k (PY \$3k); Other (Tuesday treats/Uniform shop/etc) \$10k • YTD expenses comprise Toilets \$85k; Principal Wishlist \$17k; Other costs \$4k	PO

	- Anticipated further expenses through Y/E Wishlist items \$46k; Other \$3k (largest items yet to fund Ipad lease / professional fees / Yr 6 leavers gift) - Playground Project currently \$51k of \$125k 41% funded (excl. \$20k earmarked by FWB school contribution to playground)					
5	Principal's Report AD tabled the Principal's Report, see attached - NAPLAN test results have been exceptional: YR 3 outperformed like schools: YR 5 outperformed like schools in 3 out of 5 tests - Focus on writing next steps, teaching writing following evidence based research - Spelling Bee started - 112 learners registered and approaching with much enthusiasm - Book Week Friday 28 August theme "Symphony of Stories" - Quiz competition in small teams against local schools - Science in a jar competition to be judged next week by UWA Geology dept with YR5/6 interaction with UWA - Science Week next week - looking to plant more flower beds around school - Athletics Carnival 24 August and 1 September at McGillivray Oval - need parent support to pack out and pack away with utes needed for both days	AD				
6	School Board Report No further update available as School Board meets on Wednesday this week	AD				
7	Project Updates - Major fundraising project: new nature playground DJ and AD provided joint feedback - FWBPS has put aside \$20k towards funding needed to support P&C in project - Subcontractor Nature Play provided quote without charging call out fee - Learners designed and gave designs to Nature Play - Estimated costs are high so plan to roll out in phases or source cheaper components - FWBPS has applied for tree grant - not yet had feedback - Want to move forward with part of project - Can approach Nature Play to have a more detailed cost design with modular extensions phased in - Hollywood recently spent \$200k Queries were raised: - Has anyone sought comparison from Subiaco Primary [no] - Is there a possibility to upgrade the fort area in addition to new playground [AD advised that repairs to fort area are funded by Dept of Education but cannot be seen to be overhaul] - Has anybody reached out to families with businesses that could potentially assist or provide alternate quotes [suggest LHP landscaping] Action plan DJ to form playground sub-committee to look at plans, look at phased approach, look at alternative quotes, establish whether backlog to deliver Other fund-raising initiatives - Applied for tender to man car park at Claremont Oval during Royal Show	DJ AD				
8	Fundraising Update <table><tr><td>Year Group</td><td>Event</td></tr><tr><td></td><td></td></tr></table>	Year Group	Event			GA
Year Group	Event					

	<table><tr><td>PP</td><td>End of year event/2027 welcome event</td></tr><tr><td>Year 1</td><td>Uniform shop</td></tr><tr><td>Year 2</td><td>Tuesday Treats</td></tr><tr><td>Year 3</td><td>Parents' Night</td></tr><tr><td>Year 4</td><td>Colour Run [agreed to allocate funds raised to playground]</td></tr><tr><td>Year 5</td><td>Athletics carnival bake sale [agreed to allocate funds raised to retained cash to carry forward]</td></tr></table> - Other (submission for parking at Royal Show, other fundraising events) [see above] GA provided feedback of YR 3 parent night fundraiser • Thanked Caitlin Lau and Cassie Kahl • Most successful fundraising event with net proceeds nearly \$40k • Income (\$37k): - o Raffle \$27k - o Silent Auction \$5k - o CYC kickback \$1.8k - o BLAQ sponsorship \$2.5k - o GPS on Bayview donation \$0.6k • Expenses (\$8.5k): - o CYC room hire and food \$5k (excl. kickback) - o DJ \$0.8k - o Quiz \$1k - o Photobooth/Decorations/Permit \$0.5k - o Framing \$1.2k • Still have a Dockers AFLW framed jersey - Jane Jones to seek buyer / Jane Keats to offer to another school event to be hosted shortly / suggestion to gift to school / Cassie Kahl tried to advertise on marketplace	PP	End of year event/2027 welcome event	Year 1	Uniform shop	Year 2	Tuesday Treats	Year 3	Parents' Night	Year 4	Colour Run [agreed to allocate funds raised to playground]	Year 5	Athletics carnival bake sale [agreed to allocate funds raised to retained cash to carry forward]	
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9	General Business and Resolutions - Resolution: that the P&C formally adopts and approves the Cash Handling and Banking Procedure, effective from 10 August 2026, and that this policy be incorporated into the P&C's official policy register and uploaded to the P&C section on the Freshwater Bay PS website. (see Appendix for background) Ursh McKenna raised query regarding banking of Tuesday Treats proceeds [AD advised that one person to deposit cash at bank and only store in separate assigned lockbox if needed to be retained overnight before banking] Resolution passed by majority - Resolution: that the P&C approves the allocation of \$5500 funding to purchase new stools for the science room. Larissa Carpenter presented plan: • to invest in more appropriate lower tables and bar stools for younger learners • previously two rooms now incorporated in one area and taller bar stools not safe for younger learners • requested assistance from P&C to contribute \$5.5k to supplement school funds set aside for new equipment Resolution passed by majority General query raised Suggestion made to get bio/enviro friendly quote to do improvement around FWBPS to: • place flyscreens on windows so airflow improved without flies entering	DJ LC												

	- potentially replace carpet with cork [noting floorboards underneath carpets] - AD mentioned heritage building so would need council approval to do changes Action plan: suggested service provider do an on-site visit to assess and provide quote as to what it would entail and cost Further suggestion that kitchen/storeroom cleanout takes place and would need volunteers for approximately 3 hours one weekend to do and establish what to do with any old school equipment stored there Action plan: round up volunteers to assist with clean up	
10	Next Meeting and Close DJ closed meeting - Monday 3rd November 6pm	DJ

Appendix: Background to Resolution to Approve Cash Handling and Banking Procedure

The P&C Exec has developed a **Cash Handling and Banking Procedure** (see below) to ensure the P&C operates in compliance with state P&C federation guidelines. The draft policy was circulated to all members of the Exec and considering at their meeting on 27 July 2026 for review and feedback.

Freshwater Bay Primary School P&C Cash Handling and Banking Procedure

Purpose

To ensure all funds raised through P&C activities are handled securely, accurately recorded, and deposited promptly into the P&C bank account.

Scope

Applies to all P&C members, volunteers, and event coordinators involved in handling cash or electronic payments at fundraising activities.

Key Principles

- Minimise cash handling where possible (encourage electronic payments)
- Ensure dual control (no single person responsible for cash end-to-end)
- Bank funds promptly
- Maintain clear records for transparency and audit

Roles and Responsibilities

Event Coordinator

- Oversees cash handling at the event
- Assigns at least two people to manage cash

Cash Handlers (Minimum 2 people)

- Collect and count funds
- Complete reconciliation documentation

Treasurer

- Verifies records
- Ensures deposits are completed and recorded

Procedure

1. Before the Event

- Prepare:

- o Float (if required), recorded and signed off by Treasurer
 - o Cash tally sheets
 - o Sealable envelopes or lockable cash box
- Set up electronic payment options e.g. Square where possible

2. During the Event

- Keep cash in a secure cash box at all times
- Limit access to nominated cash handlers only
- Regularly remove excess cash from stalls and store securely (central collection point preferred for larger events)
- Issue receipts if required (especially for higher-value items)

3. End of Event Cash Count

- Cash must be counted by two people together
- Complete a Cash Reconciliation Sheet including:
 - o Event name and date
 - o Names of both counters
 - o Total cash collected (notes and coins breakdown)
 - o Electronic payments total (if applicable)
- Both counters must sign the reconciliation
- Place counted cash and signed reconciliation form into a sealed envelope

4. Storage (if not immediately banked)

- Cash must not be taken home by individual volunteers unless unavoidable
- Preferred: store in a secure location (e.g. school safe)
- If taken offsite:
 - o Must be signed out to a specific person
 - o Must be stored securely (not left unattended/in vehicles)
 - o Must be deposited within 2 business days

5. Banking Requirements

- All funds must be deposited within 2 business days of the event
- Deposit must match the reconciliation sheet
- Wherever possible:
 - o Two people attend the bank deposit, or
 - o Deposit completed using a secure bank deposit facility (e.g. night safe)

6. Record Keeping

- Treasurer to:

- o Verify deposit against reconciliation sheet
 - o Record transaction in financial records
 - o File:
 - Reconciliation sheets
 - Bank deposit receipt
- All records to be retained for audit purposes (minimum 5–7 years recommended)

7. Exception Management

- Any discrepancies must be:
 - o Documented immediately
 - o Reported to the President and Treasurer
- Any delays in banking beyond 2 business days must be:
 - o Explained and recorded

8. Non-Compliance

- Repeated failure to follow this procedure may result in:
 - o Removal from cash-handling responsibilities
 - o Review by the P&C Executive

Recommended Controls (Good Practice)

- Prefer cashless fundraising where possible
- Avoid large amounts of cash at stalls
- Use pre-numbered receipt books if needed
- Rotate volunteers handling money
- Provide basic briefing to all volunteers before events

Quick Summary (for volunteers)

- Always count cash in pairs
- Sign reconciliation form
- Seal the money
- Deposit within 2 days
- Never hold onto funds personally

FRESHWATER BAY PRIMARY SCHOOL P&C — OUR MONEY THIS YEAR

A simple guide to our finances, 1 January – 10 August 2026



Where the money came from (Income: \$85,046)

Parent Contributions	\$36,725
Raffle	\$26,946
Parent's Night	\$11,078
Fundraising & sales (Tuesday Treats, Uniform Shop & more)	\$10,297

Where the money went (Expenses: \$105,914 so far + \$48,630 forecast)

Toilets for Tangney	\$85,000
Wishlist so far (subscriptions, learning)	\$16,553
Other costs so far	\$4,361
Wishlist still to come (iPad lease & more)	\$45,800
Other costs still to come	\$2,830

Our Projects

Playground	\$51,155 of \$125,000 — 41% funded
Toilets for Tangney	✓ Complete — \$85,000 goal
WA Student Assistance (Hardship Funds)	✓ 100% funded — \$584 of \$980 still available

Bottom line: We're in a strong position — fundraising beat our goal, and even after finishing this year's projects and spending, we expect to end the year better off than budgeted.

FRESHWATER BAY PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED
FINANCIAL STATEMENT
FOR THE PERIOD 1-JAN-26 TO 10-AUG-26 + FCT TO 31 DECEMBER 2026

		TOTAL	BUDGETED	REMAINING	FULL YEAR (FCT)
	% of Budget	A\$	A\$	A\$	A\$
INCOME					
FUNDRAISING ACTIVITIES					
Umbrellas		186	-		186
Mother's Day Market		588	-		588
Parent's Night		11,078	-		11,078
The Mango Project		680	-		680
Tuesday Treats		5,940	-		5,940
Uniform Shop		1,988	-		1,988
Raffle		26,946	-		26,946
Fundraising Target		-	30,000	-	-
Sub-Total	158%	47,407	30,000	-	47,407
OTHER INCOME					
Claremont Hotel (Good2Give)		500	-	-	500
Membership Fees		28	-	-	28
Claremont Hotel (The Pass)		272	-	-	272
Other Cash In		14	-	-	14
Parent Contributions		36,725	35,000	-	36,725
Tennis Court Membership		100	-	-	100
Sub-Total	108%	37,639	35,000	-	37,639
TOTAL INCOME	131%	85,046	65,000	-	85,046
EXPENSES					
SCHOOL FACILITIES					
Toilets For Tangney		(85,000)	(85,000)	-	(85,000)
Year 6 Heritage Garden Fencing		(198)	(200)	-	(198)
Sub-Total	100%	(85,198)	(85,200)	-	(85,198)
PRINCIPAL'S WISHLIST					
Decodable Home Readers		-	(800)	(800)	(800)
Ipad Lease		-	(35,000)	(35,000)	(35,000)
Lexia Subscriptions		(6,393)	(6,400)	-	(6,393)
Matific Subscriptions		(3,660)	(4,300)	-	(3,660)
Novel Studies / Rich Texts Class Sets		-	(2,500)	(2,500)	(2,500)
Professional Learning		(6,500)	(14,000)	(7,500)	(14,000)
Sub-Total	26%	(16,553)	(63,000)	(45,800)	(62,353)
OTHER STUDENT BENEFITS					
2025 Year 6 Yearbook		(613)	-	-	(613)
2026 Year 6 Camp Assistance		(396)	-	-	(396)
2026 Year 6 Leavers Funding		(928)	(2,958)	(2,030)	(2,958)
Pool Hire		(144)	(144)	-	(144)
P&C Picnic		(500)	-	-	(500)
Sub-Total	83%	(2,580)	(3,102)	(2,030)	(4,610)
OVERHEADS					
Bank Fees		(16)	-	-	(16)
Clothes Rack - 2nd Hand Uniform		-	(300)	(300)	(300)
Miscellaneous		-	(500)	(500)	(500)
WACSO Fees		(1,567)	(1,500)	-	(1,567)
Sub-Total	69%	(1,584)	(2,300)	(800)	(2,384)
TOTAL EXPENSES	69%	(105,914)	(153,602)	(48,630)	(154,545)
NET INCOME/(EXPENSE)		(20,868)	(88,602)	(48,630)	(69,499)

FRESHWATER BAY PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED
CASH POSITION AS AT 10-AUG-26

	OPENING	MOVEMENT	CLOSING	MOVEMENT	CLOSING (FCT)
	A\$	A\$	A\$	A\$	A\$
CASH BALANCE					
P&C AC135	78,367	35,881	114,248	(48,630)	65,617
P&C AC143	56,769	(56,749)	20		20
Cash on hand	-	-	-		-
Humanitix	-	-	-		-
TryBooking	-	-	-		-
CLOSING BALANCE	135,136	(20,868)	114,268	(48,630)	65,637
CLOSING BALANCE (EX PROJECTS)	36,025	26,503	62,528	(48,630)	13,898
	OPENING	MOVEMENT	CLOSING	TARGET	REMAINING
	A\$	A\$	A\$	A\$	A\$
PROJECTS / FUNDS SET ASIDE					
Playground	13,131	38,024	51,155	125,000	73,845
Toilets for Tangney	85,000	(85,000)	-	COMPLETED	COMPLETED
WA Student Assistance (Hardship Funds)	980	(396)	584	-	-
TOTAL	99,111	(47,372)	51,739	125,000	73,845
					41%



P&C Principal's Report 10 August 2026

NAPLAN Results

We are particularly pleased to celebrate the improvement in our NAPLAN results, with our achievement moving towards our Business Plan target of meeting or exceeding the results of like schools. This improvement reflects the hard work and commitment of our students and staff, and we are continuing to use assessment data to identify areas for further growth.

Writing Professional Learning

Staff have also been engaged in professional learning in writing, focusing on evidence-based best practice presented by Tracks to Literacy. This professional learning is supporting staff to strengthen their teaching practices and provide students with consistent, effective approaches to developing their writing skills.

Premier's Spelling Bee

Today, we held our Spelling Bee, which was a wonderful opportunity to celebrate literacy and encourage students to participate and challenge themselves. We were very pleased with the high level of participation and enthusiasm from our students.

Book Week

We are looking forward to celebrating Children's Book Week, which this year has the theme "Symphony of Stories." The theme celebrates the diversity and power of stories and encourages children to explore different books, characters, authors and genres. Our Book Week Dress-Up Parade on Friday 28 August will be a highlight, providing students with the opportunity to bring their favourite book characters to life. Additionally, selected upper primary students will participate in the Reader's Cup Challenge at MLC.

Science Week

National Science Week will be celebrated across Australia from 15–23 August, with this year's school theme being "Seeds of Science: Nurturing Science for All." Science Week provides an opportunity for students to explore science, technology, engineering and mathematics through curiosity, investigation and hands-on learning. The 2026 theme encourages students to consider how scientific ideas grow, develop and are shared to address real-world challenges.

Athletics Carnival

Our Athletics Carnival is also coming up and will provide students with an opportunity to participate, challenge themselves and demonstrate their skills across a range of track and field events. The K/PP carnival, plus jumps and throws will be held at Claremont Oval Monday 24th August. The Year 1-6 carnival will be held Tuesday 1st September at McGillivray Reserve. It is always a wonderful opportunity for our school community to come together and celebrate our students. As we prepare for upcoming activities, we will also be seeking parent assistance with transporting equipment to the reserve. We greatly appreciate any parents who can assist with this, as community support helps us to ensure these events run smoothly.

Upcoming extra-curricular events

14/8 Year 5/6 WA Museum Excursion

21/8 C5 Assembly & Massed Choir rehearsal

24/8 K/PP Carnival & Yr 3-6 Jumps and Throws

28/8 Book Week Parade

Asher Dragun

Principal, Freshwater Bay Primary School