



# PARENTS AND FRIENDS' ASSOCIATION

  
PO Box 1198  
Bunbury WA 6230  
ph: (08) 9722 6000  
pandf@bcgs.wa.edu.au

## GENERAL MINUTES Meeting on Monday 10 February 2025 at 6:00pm Bovell Meeting Room

### 1. MEETING OPENING

Meeting held following AGM. No Agenda circulated as unsure if Committee would be formed.

### 2. ATTENDANCE

**PRESENT** – Karen Kelly, Danielle Watson, Clare Kirke, Rob Whirledge, Wayne Martin, Crissiane Kappes, Matthew O'Brien, Stacey Harrison, Sharna Gallagher-Baird, Aaron Gallagher-Baird, Terri Pienaar, Naomi Milner

Online: Angela Howie, Cheyne Brinkworth, Ben Melville, Jacinta Cover

**APOLOGIES** – Kathy Chiera, Sarah Beaton, Catherine Grant

### 3. REPORTS

#### 3.1 Secondary

Matthew spoke in Kathys absence (note formal reports no longer submitted).

#### 3.2 Primary

Rob advised of positive start to new school year, new classrooms, new teachers and play area. Primary redevelopment delayed and all moved Friday for students to start Monday. Matthew added credit to Darren (Maintenance) for co-ordinating trades and all trades involved.

#### 3.3 Treasurers Report

In Sarahs absence Stacey spoke to the Treasurers Report (attached)

#### 3.4 Merchandise Report

Stacey confirmed items at Uniform Shop that P&F responsible for.

**ACTION:** Clare and Danielle to meet with new Uniform Shop Manager.



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### 4. UPCOMING EVENTS

Welcome Sundowner held on Thursday 6<sup>th</sup> February hosted by BCGS Marketing supported by P&F. Thanks to Aaron for fantastic catering. Positive feedback from event.

Matthew advised that all outdoor events have a second date backup this year.

ACTION: Naomi to send Clare last years event list with year groups allocated.

4.1 Year 7 Welcome Event – Last couple of years held outside at the Parade As early as possible in the year. Last year event organised by Naomi Milner and Michelle Baker, children also invited to attend.

ACTION: Lizelle and Jacinta to arrange event. Lizelle to liaise with Jacinta regarding existing Whats App group to expand to new parents.

4.2 Parent drinks for Year 11/12 Ball – Last couple of years has been held at Zebu Bar. Last year organized by Ginny Southwell and Michelle Baker.

4.3 Cross Country – Preprimary and secondary parents supported 620 zooper doopers.

ACTION: Lizelle to arrange

### 5. CALL FOR ITEMS FOR BUSINESS

5.1 Potential funding projects - Naomi raised potential items for P&F funding. First the gazebos held at Palmer storage room that were in disrepair which could have P&F logo. Secondly a further trailer as new P&F trailer predominately used for music and sport trailer required replacement.

ACTION: Matthew to advise Clare of viability and any further suggestions.

5.2 Gifts for outgoing long term committee members - Naomi suggested outgoing gift of "Yeti" drinkbottle with P&F logo and name. Estimated cost around \$80 each.

MOVED: Naomi

SECONDED: Crissi

ALL IN FAVOUR

### 6. MEETING SCHEDULE/ PROTOCOL

Discussion was had regarding meeting schedule for the year. Separate meetings for



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Executive (without staff) helpful to chat about ideas etc and assist in reducing staff time required.

Stacey advised a "Planning Meeting" has been held in recent years to workshop ideas for the year.

Clare requested protocol for attendance online to have video on for better engagement with all.

Terri commented to consider number of meetings.

Karen asked if Exec meetings could be changed from a Thursday.

Matthew advised regarding P&F rep/ Head of School meetings however can be flexible around what suits new President or representative.

Clare suggested Committee Whats App group.

ACTION: Naomi to send last years meeting schedule to Clare.

ACTION: Committee to be consulted regarding new meeting schedule

ACTION: Clare to liaise with Matthew/ Estee regarding setting meeting dates for the year ASAP

ACTION: Clare to setup Whats App group for Committee

Meeting closed 6.30pm

Next Meeting: TBA