
Edgewater Primary P&C Association Inc.

General Meeting Agenda

Wednesday 29th October 2025, 7:00pm

1. Attendance Register/New Members

2. Apologies

3. Confirmation of agenda

4. Approval of previous minutes

5. Business Arising

5.1 Christmas Disco (Julie)

Proposed Christmas Disco to be held on Friday 5th December 2025 at the school. Cost for DJ (Bop till you Drop) - \$599. See attached quote.

5.2 Colour Run (Julie)

Follow-up on progress of fundraising Colour Run for Term 2, 2026.

5.3 Recruitment for P&C Secretary 2026 (Samantha & Tegan)

Discuss the appointment of a new Secretary before the end of the year to make sure there is enough time available for a smooth transition and handover prior to 2026. P&C Secretary Role Statement attached.

5.4 Nature Play (Samantha)

Organiser required to co-ordinate cleanup of the Nature Play area.

5.5 Canteen Volunteer Acknowledgements (Kerry)

Follow-up on ideas from members on gifts for volunteers that will be leaving at the end of 2025.

6. Reports

6.1. Principal (Amanda)

6.2. President (Samantha)

6.3. Treasurer (Deanne)

6.4. Canteen Committee (Kerry)

6.5. Graduation Committee (Tegan)

6.6. Fundraising Committee (Samantha)

6.7. Safety House Committee (Meera)

6.8. Book Club Committee (Monique)

6.9. Second Hand Uniforms (Tegan)

6.10. School Board (Tracey)

6.11. WACSSO News/Correspondence

7. General Business

8. Date of next meeting – 26th November 2025

9. Closure of Meeting

APPENDIX – P&C Calendar of Events 2025

Please forward any events for addition to secretary@edgewaterpandc.com

Date	Event	Organising Group
Friday 21 st February	Welcome Back Picnic	Fundraising
Saturday 8 th March	WA Election Sausage Sizzle	Fundraising
Saturday 8 th March	Year 6 Cake Stall	Graduation
31 st March – 11 th April	Easter Raffle	Fundraising
Saturday 3 rd May	Federal Election Sausage Sizzle	Fundraising
Saturday 3 rd May	Year 6 Cake Stall	Graduation
Friday 9 th May	Mother's Day Stall	Fundraising
Friday 15 th August	Faction Carnival	Canteen/Fundraising
Friday 5 th September	Father's Day Stall	Fundraising
Friday 5 th December (TBC)	Christmas Disco	Fundraising

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21 Mounts Bay Rd
Perth WA
6000

1300 13 03 13
perth@boptillyoudrop.com.au

Tax Invoice
Bop till you Drop Perth
ABN: 74 104 001 176

Tax Invoice # 110712P
Invoice Date: 20th October 2025

Julie Schulz
Edgewater Primary School
76 Treetop Ave
Edgewater WA 6027

DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
3.0hr - Primary School Disco	\$539.00	1	\$539.00
Travel Fee	\$20.00	1	\$20.00
Peak Period Surcharge	\$40.00	1	\$40.00
SUBTOTAL:			\$544.54
GST:			\$54.46
TOTAL:			\$599.00
PAID:			\$0.00
BALANCE DUE:			\$599.00

How to Pay

We accept payment by: Bank Deposit (Internet Banking) or
Cheque (post cheques to 10 Forrest Rd, Ryde NSW 2112)

Tax Invoice #110712P

\$599.00 due by 3rd November 2025

Bank Details

Bank Name **Bop till you Drop Perth**
BSB **032-088**
Account No. **424014**
REF: Invoice #

Cancellations and Rescheduling:

- The \$200 deposit to secure a Bop till you Drop event is non-refundable. If you reschedule with more than 21 days' notice, the non-refundable deposit will be transferred to a new date. Please note this is subject to availability.
- If you cancel within 21 days of the booking date, full payment applies.
- It is important to always have a wet weather plan in place. Reschedules/cancellations do not apply for any poor weather conditions.

ROLE OF THE P&C SECRETARY

OVERVIEW

The P&C Secretary is responsible for the administrative duties of the P&C and ensuring smooth operation. As an Executive Member and Office Bearer, they also commit to understanding the P&C Constitution and the financial solvency of the organisation.

GENERAL RESPONSIBILITIES

- Check P&C correspondence trays in office weekly and deliver to relevant members
- Check Secretary email every 2-3 days, follow up or forward emails as required, file emails appropriately
- Ensure P&C is notified of any correspondence as required
- Manage and file paper and online records accurately
- Be listed on the P&C ACNC register
- Administer and attend P&C Executive meetings as required (usually 1-2 online meetings annually)
- Advertise the P&C/meetings, speak with other parents about the P&C
- Read and understand the P&C Constitution, P&C Code of Conduct and financial set up
- Other Executive duties as needed
- Updates P&C details with the School and WACSSO as required

REQUIREMENTS

- Must be organised and able to work to the timeframes indicated
- Able to use Microsoft Word, Outlook, Authenticator, Forms and Sharepoint (or be willing and able to learn)
- Ideally, own a computer that can be used for P&C work

MEETINGS

Two weeks before meeting:

- emails members a call for agenda items

One week before meeting:

- Liaises with President to finalise agenda
- Receives financial documents from Treasurer
- Circulates agenda and any attachments to P&C members at least 7 days before meeting
- Liaises with school to confirm location of meeting

Day of meeting:

- Prepare and bring attendee register
- Receive and record any apologies
- Take accurate and detailed minutes
- Be prepared for any new members
- Be prepared for anonymous vote

After meeting:

- Write up minutes and send to President for review
- Ensure receipt of Principal's Report
- Circulate final minutes to members with 10 days following meeting
- Save all documentation to Sharepoint

AGM:

- Create membership and nomination forms and make them available at least 2 weeks prior, administer at the AGM.
- Circulate Constitution and Code of Conduct to members following meeting.

