



Carine Primary School P&C Association

Minutes of Annual General Meeting

16 February 2026

Held: Staff Room

Meeting Opened: 7.32pm

ATTENDANCE (Quorum achieved)

Samantha Daniel (Chairperson)
Zoe Wallace
Tim Smallwood
Nicole Cobern
Kerrie Rundell
Leanne Carruthers
Claire Watson

Michael Black
Victoria Ridgway
Helen Maurice-Jones
Lynzie Bremner
Sarah Sharman
Ryan Kam
Alana Fredrickson

Sara Jaenke
Zipporah Mwathi
Kathryn Sinclair
Hayleigh Bowyer
Laila Rind

APOLOGIES

Blake Jaenke

ITEMS

ACTION (NAMES)

1. Confirmation of Minutes of Previous Meeting The minutes of the previous General Meeting on 22 November 2025 and 8 December 2025 were confirmed as true and accurate records.	
2. Correspondence: Email received from WACSSO regarding the State Council Term Election; nominations are invited for the Perth North Electorate.	
3. Reports	
3.1. President's Report S Daniel presented the attached report to the committee.	
3.2. Solvency Declaration The executive committee members agreed that the P&C association is solvent, and S Daniel signed the declaration in the presence of the committee members.	
3.3. Audited Financial Statements The attached Audited Financial Statements were adopted by the committee as true and correct.	
3.4. Uniform Shop Report	

16.03.26



S Daniel presented the attached report to the committee.	
3.5. 2025 Carine League of Dads Report Nil report provided.	
3.6. 2025 Year 6 Graduation Committee Report S Daniel presented the attached report to the committee on behalf of K High.	
3.7. 2025 Run Club Report S Daniel presented the attached report to the committee on behalf of L Carruthers.	
3.8. Principal's Report M Black welcomed the new members and thanked the 2025 members for their efforts. Several new staff have been welcomed to the school. All school communications are via Connect. MiniLit will continue for junior school students who need literacy support. Clean up Australia Day will be held on 27 February for Kindy to Year 6. School swimming for most classes will commence in week 6 at Scarborough. The swimming carnival will be held on 18 March for years 3-6. NAPLAN testing will take place between 11 – 23 March. The Anzac service will be held on 24 April.	
4. Elections	
Michael Black conducted elections for 2025 Office Bearers and Executive Committee. 4.1. Office Bearers President: Samantha Daniel Vice President: Zoe Wallace Treasurer: Blake Jaenke Secretary: Sara Jaenke 4.2. Executive Committee Members Lynzie Bremner Hayleigh Bowyer Alana Fredrickson Claire Watson 4.3. Sub-Committees Year 6 Graduation Sub Committee Samantha Daniel, Sara Jaenke, Zoe Wallace, Matthew Byrne, Helen Maurice Jones	

16-03-26



Carine League of Dads Sub Committee Tim Smallwood, Sean Fourie, Nick Harlin Run Club Sub-Committee Leanne Carruthers, Carla Ball, Samantha Daniel	
5. Appointments	
5.1. Auditor The committee agreed that Pascoe Partners Accounting be appointed as auditor for the 2026 financial year.	
5.2. Volunteer Coordinators Uniform Shop Samantha Daniel Lunch Orders Nil volunteers - Zoe Wallace will coordinate if no volunteers Book Club Hayley Clarke Entertainment Sara Jaenke	
6. General Business	
6.1. Formation of Subcommittees 6.1.1. Year 6 Graduation Sub-Committee S Daniel moved that the P&C committee form the Year 6 sub-committee (motion 01/26). Carried 6.1.2. Carine League of Dads Sub-Committee S Daniel moved that the P&C committee form the Carine League of Dads sub-committee (motion 02/26). Carried 6.1.3. Run Club Sub-Committee S Daniel moved that the P&C committee form the Run Club committee (motion 03/26). Carried	
6.2. Principal's Wish List M Black presented the attached list of potential purchases/expenses for the P&C committee to consider.	
6.3. 2026 Draft Calendar S Daniel presented the attached proposed calendar of events to assist with forward planning of financial motions and event planning and promotion. S Daniel moved that the committee accepts the proposed calendar (motion 04/26). Carried	


16-03-26



6.4. Adoption of Terms of Reference The attached 2026 Terms of Reference documents for the Year 6 sub-committee, Carine League of Dads sub-committee, Run Club sub-committee and Uniform Shop were presented to the meeting attendees. The Terms of Reference were accepted and adopted by the committee members.	
6.5. Unforeseen Expenses S Daniel moved that the Treasurer and President, together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting (motion 05/26) Carried	
7. Next Meeting The next General Meeting will be held: Monday, 16 March 2026, 7.30pm	
Meeting Closed: 8.28pm	

16.03.26

President's Report

My first year as President was a steep learning curve, and one that is continuing.

Last year the P&C has raised around **\$41 000**, we were able donate just over **\$23,000 back to the school**.

- **\$18,000** to fund Reading Eggs and Mathletics programs
- **\$2000** for new sporting equipment
- **\$1700** on a new portable PA system to use during our events
- **\$1750** to the art room for equipment and supplies

\$24 000 to cover the costs of Phase 1 to upgrade our drinking fountains in the undercover area and Block C, with chiller units, which unfortunately was not completed as we had hoped over the holidays.

The Executive committee agreed to fund a further \$21 000 to cover Phase 2 to upgrade the drinking fountains in Block B and Block A (outside Rms 1 & 2) with chiller units.

I am looking forward to the all the upcoming events for this year, and seeing what we can add to enhance our already successful fundraising efforts, and to see what we can tick off our Principal's Wish List for 2026.

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Uniform Shop
DATE:	6 th February 2026
PREPARED BY:	Samantha Daniel

POINTS OF INTEREST
1. Sold over \$4000 worth of stock during our open day on 30 th January 2026
2. Monday opening times continue to be successful with only a handful of days where nobody comes
3. The last of the summer Indent stock has arrived and we are now restocked of most products
4. The winter stock Indent order will start to arrive end of February, all stock should be received by Week 3 of Term 2

Year 6 Graduation Committee 2025

Final Report

Summary

The Year 6 Graduation Committee for 2025 ran fundraising activities during Term 4 of 2024 and Terms 1 to 3 of 2025, raising funds to support leavers shirts, graduation books, the graduation dinner, a gift to school, gifts to the students and teachers and a graduation breakfast.

Profit and Loss

The committee raised \$30,328 and spent \$28,357, returning a ~~\$1,900~~ ^{±1,273} surplus to the P&C.

Description	Funds Raised	Expenses	Profit
Easter Egg Raffle	2,634.00	119.60	2,514.40
Ice Cream Days	3,908.85	1,944.11	1,964.74
Pizza Days	8,219.00	4,316.68	3,902.32
Donut Days	5,550.00	3,511.49	2,038.51
Cake Stall / Hairspray / Coffee	6,300.00	933.09	5,366.91
Year 6 fun day	3,716.20	668.29	3,047.91
Leavers Shirts		1,302.00	1,302.00
Graduation Books		2,654.30	2,654.30
Graduation Dinner	-	3,242.00	3,242.00
Grad Dinner decorations	-	350.00	418.54
Breakfast	-	511.20	511.20
Gift to School	-	4,000.00	4,000.00
Gift to Students, Y6 teachers and Mr Menzie	-	4,803.80	4,803.80
Total	\$30,328.05	\$28,356.56	\$1,902.95

Fundraising Initiatives

The Year 6 Graduation Committee managed four pizza days, four donut days and two ice cream days. They collected donations and sold tickets for the Easter Raffle and provided prizes across all year groups. At the 2025 sports carnival, the committee managed the cake stall, hairspray and coffee van and introduced a coloured merchandise stall for the first time, which was extremely successful. The fundraising activities culminated with the Year 6 fun day, where students ran fundraising stalls and the committee funded the prizes.

Events and Gifts

This year, proceeds raised from fundraising partially subsidised leavers shirts for the students. Funds were sufficient to fully subsidise the graduation breakfast and dinner for all students. Each student received a yearbook and a Yeti water bottle at the Graduation Assembly and the students gifted the school with a sofa in the library, creating a reading nook, with cushions and an artwork detailing all student names. Year 6 teachers, Mr Menzie, Mr Black and Mr Adams were also gifted a Yeti coffee cup and yearbook.

Recommendations

It is recommended that a similar level of fundraising is undertaken for 2026. The merchandise stall was a resounding success and is a worthwhile consideration for future sports carnivals. It is recommended that the Easter Raffle continue to be managed by the Year 6 committee and that requests for voluntary donations should continue to be extended to the entire school as the donations enable sizeable year group prizes and encourage ticket purchases.

Kathryn High

Year 6 Graduation Committee 2026

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Run Club
DATE:	09/02/2026
PREPARED BY:	Leanne Carruthers

POINTS OF INTEREST

1. Run Club is the most popular before school activity at Carine Primary on Wednesday mornings 7:50-8:20am. Cardiovascular exercise is great for physical fitness and stimulates blood flow to the brain that can have benefits for learning and classroom performance. Run club could be helping our classroom teachers AND the students 😊.
2. 230 students registered for run club in 2025
maximum attendance in 2025 = 86 runners
Students do not need to attend each week, just whenever convenient, but there are many regular attendees.
3. Badges and certificates are awarded to runners as they reach km milestones of 25km, 50km, 75km, 100km, 200km and 250km! Distances are cumulative and calculated from when run club recommenced in this format in 2024.
4. Total km run in 2025 = 5343.5km

FINANCIAL

• MONEY SPENT	\$270.23 (\$49.99 for run club table, \$220.24 for badges)
• FUNDS REQUIRED	Possibly up to \$200 for 2026 – nothing required as yet as badges already purchased for beginning of 2026.

CARINE PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED
BANK RECONCILIATION
FOR THE YEAR ENDED 31 DECEMBER 2025

\$

CBA Cheque 066-192 10471598

UNPRESENTED CHEQUES - 31st December 2025

OUTSTANDING DEPOSITS - 31st December 2025

BANK RECONCILIATION - 31st December 2025

Cash Book Balance - 31st December 2025 22,069.58

Add: Unpresented Cheques -

Subtotal: 22,069.58

Deduct: Outstanding Deposits:

Bank Balance as per Bank Statement - 31st December 2025 22,069.58

CBA Online Business Saver 066-157 10-365-996

BANK RECONCILIATION - 31st December 2025

Cash Book Balance - 31st December 2025 21,511.66

Add: Unpresented Cheques: -

Subtotal: 21,511.66

Deduct: Outstanding Deposits:

Bank Balance as per Bank Statement - 31st December 2025 21,511.66

INDEPENDENT AUDIT REPORT

To : The Members of the Carine Primary School Parents & Citizens' Association Incorporated

Scope

We have audited the Statement of Income and Expenses and Bank Reconciliation of the Carine Primary School P & C Association Inc. for the period ending the 31st December 2025. The Treasurer is responsible for these reports, and has determined that they meet the needs of the Members. We have conducted an independent audit of these reports in order to express an opinion on them to the members of the Carine Primary School P & C Association Inc. only.

Our audit was carried out in accordance with Australian Auditing Standards in order to provide reasonable assurance that the reports are free of material misstatement. Our procedures included the examination, on a test basis, of evidence supporting the amounts and other disclosures in the reports provided. These procedures have been undertaken to form an opinion on whether, in all material respects, the financial report is presented fairly, so as to present a view which is consistent with our understanding of the Carine Primary School P & C Association Inc.'s financial position, the results of its operations, and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Unqualified Audit Opinion

In our opinion, the Statement of Income and Expenses and Bank Reconciliation represents a true and fair view of the financial position of the Carine Primary School P & C Association Inc. as at the 31st December 2025 and the results of its operations and cashflows for the period.

9/02/2026



Wayne M. Cox CA
Pascoe Partners Accountants
Perth, Western Australia

Dear P&C

Some wish list items to consider:

1. Reading Eggs Subscription Approx. Cost: \$8 812
2. Mathletics Subscription Approx. Cost: \$9 171
3. Play equipment and Nature play upgrade. Stage 4 would include the upgrading of the play equipment in the PP-1 section. This equipment is at end of life and needs replacing.
Approx. Cost: \$40 000
4. Signage- School Promotion. The signage at the front of the school is looking tired and stained. We would like to update the entrance to a more modern and clean look.
Approx. Cost: \$6000
5. IT Contribution: As a school we are constantly updating our IT hardware. The school has a very large IT budget, but it is still a very long process to roll through the whole school replacement of devices. P&C assistance would be added to the current budget in order to purchase new devices more quickly. Class set laptops: \$25 000 Class set iPads \$15000
6. Contribution to the School Garden Running Costs: This year we have a community member who will be assisting with the running of the garden. Matt has great ideas to continue developing the garden and surrounding areas. Cost: \$1500
7. Sports Equipment supplement. This was given last year and was greatly received. Another round of funding this year would help to continue with the upgrading of worn-out equipment. Approx. Cost: \$2 000
8. Music equipment- Guitars, Speakers, microphones, stands and cables. *See attached submission.* Cost: \$6 421
9. Intentional play equipment-Junior area. We would like to provide some alternative play options in the Early Years area at Recess and Lunch. Items that incorporate more hands-on / inquiry-based learning, measurement concepts / science / design & tech etc. eg. Water trolleys, Play kitchens. Cost: We are planning to visit some schools to see exactly which items are the most suitable before an exact cost can be given. Probably around \$3000-\$5000
10. Path from Bike rack to B Block- \$8000

Kind regards

Michael Black (Principal)

2026 P&C CALENDAR OF EVENTS

January

- 1 (Thu) New Year's Day
- 26 (Mon) Australia Day Public Holiday
- 30 (Fri) Uniform Shop Open 1-3pm

February

- 2 (Mon) Term 1 Starts
- 16 (Mon) T1 P&C AGM (wk 3)
- 20 (Fri) Big After School Play Date
- 26 (Thu) Pizza Day??

March

- 2 (Mon) Labour Day Public Holiday
- 16 (Mon) T1 P&C General Meeting (wk7)
- 28 (SAT) OUTDOOR FAMILY MOVIE NIGHT??
- 31 (Tue) Ice Cream Day

April

- 2 (Thu) Term 1 Ends
- 3 (Fri) Good Friday
- 4 (Sat) Easter Saturday
- 5 (Sun) Easter Sunday
- 6 (Mon) Easter Monday
- 20 (Mon) Term 2 Starts
- 27 (Mon) Anzac Day Public Holiday

May

- 4 (Mon) T2 P&C General Meeting (wk3)
- 8 (Fri) Mother's Day Stall
- 19 (TUE) COLOUR RUN??
- 22 (Fri) P&C Day WA
- 28 (Thu) Pizza Day??
- 29 (Fri) Staff Development Day

June

- 1 (Mon) WA Day Public Holiday
- 8 (Mon) T2 P&C Meeting (wk8)
- 13 (SAT) PARENT EVENT??
- 26 (Fri) Donut Day??

July

- 3 (Fri) Term 2 ends
- 20 (Mon) Term 3 starts

August

- 3 (Mon) T3 P&C Meeting (wk3)
- 7 (Fri) Pizza Day??
- ?? (S/S) WACSSO Conference
- 31 (Mon) T3 P&C Meeting (wk7)

September

- 2 (WED) SPORTS CARNIVAL
- 4 (Fri) Father's Day Stall
- 18 (FRI) SCHOOL DISCO??
- 22 (Tue) Donut Day
- 25 (Fri) Yr 6 Fun Day
- 25 (Fri) Term 3 ends
- 28 (Mon) King's Birthday Public Holiday

October

- 12 (Mon) Term 4 starts
- 26 (Mon) T4 P&C Meeting (wk3)
- 23 (FRI) Yr 6 Grad Breakfast??
- 28 (WED) FESTIVAL OF THE ARTS???
- 30 (FRI) WORLD TEACHER APPRECIATION DAY??

November

- 6 (Fri) Staff Development Day
- 9 (Mon) Staff Development Day
- 10-13 YR 6 CAMP??
- 23 (Mon) T4 P&C Meeting (wk7)

December

- 14 (Mon) Graduation Ceremony Dinner
- 17 (Thu) Term 4 ends
- 25 (Fri) Christmas Day Public Holiday
- 28 (Mon) Boxing Day Public Holiday

Events Key

P&C Meetings

Term starts and ends

CLoDs events

Year 6 Sub-committee events

P&C Events

Public Holidays

Parent Funded

?? Dates pending school approval