

# AGENDA

## Newborough Primary School P&C Inc

General Meeting – 18/06/2025 7:00pm-8:00pm

1. Welcome and Acknowledgement of Country	Jodie
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2. Attendance and Apologies	Georgia
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**Present:** Georgia B, Denise J, Jodie P, Andrew S, James S, Maribel W, Karen T, Eve C, Jade F

**Apologies:** Tanya C, Jess B, Matt B, Ash B, Chenoa W, Laurie M, Carly F, Lee W

3. Approval of previous minutes	Jodie
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From General Meeting 12/05/2025

Approved without amendments.

4. Follow up from previous minutes
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### 4.1 Canteen operations (Georgia)

Volunteer sign-ups for Term 3 still lower than what is required to maintain current canteen operations. Rather than dropping a day, it is proposed to remove drinks from the menu. This will significantly reduce time taken to distribute lunches and remove room for error. One volunteer could then manage each shift.

“Meal deal” days could still continue, with one type or flavour of drink only.

It is noted by the school that these changes also better align with the Department of Education’s Healthy Food and Drink policy.

**Actions:** Jodie to contact Canteen Kings requesting removal of drinks from menu, commencing Term 3.

Georgia to draft letter informing parents of changes, and edit Term 3 canteen roster to reflect changes.

5. Reports
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### 5.1 Principal’s report (Denise J):

As tabled (attached).

P&C are in support of funding the “Big Day In” event during school hours, but may still organise the traditional after school event. Quotes to be sought by Denise.

Denise notes we are not in round 1 of the “Cool the Schools” initiative, she will continue to update as more information becomes available.

**Actions:** School will begin planning of Big Day In event and provide quotes to P&C when available.

Conversion of fence near senior toilets to a gate will be followed up.

### 5.2 President’s report (Jodie):

Jodie has received comments from parents that information about P&C expenditure is not clearly available. It was agreed that current methods of sharing this (newsletter, Facebook, assemblies, video for P&C Day, minutes on school website) are sufficient, and parents wanting more information are always welcome to attend meetings (with dates shared through WhatsApp channels).

**Actions:** Andrew S will provide a list of 2025 P&C expenditure to Karen, for inclusion on the P&C page of the school website.

### 5.3 Newbros (Andrew M):

*The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.*

Retrospective tabling of Movie Night proposal noted by members.

<b>6. Finances</b>	<b>Andrew S</b>
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**6.1 Treasurer's report (Andrew S):**

As tabled (attached). \$30 000 has been withdrawn from term deposit which had reached maturity.

**6.2 Financial motions:**

Request for up to \$2000 for Quiz night expenses (expected to be recovered in ticket sales). Approved.

<b>7. General business</b>
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**7.1 Trivia night planning (Jodie)**

Scheduled for 16 August- Scarborough Sports Club has been booked and deposit paid. Laurie has identified a parent who will possibly write questions, James also has a contact if needed. Sub-committee of Jodie, James, Andrew S, and Laurie will meet to plan. Other P&C members happy to help on the day with set-up/pack-up.

**7.2 School Disco (Jade)**

Budget requested for purchase of decorations/other items to make the event special for students. Budget of up to \$1000 approved, ideally purchase items that can be stored and reused.

Jade and Shiloh are planning some changes to how the Disco Shop operates to manage long queues with not many volunteers. It was noted Mulberry Tree OSHC had expressed interest in involvement in Newborough PS community events, and they could be approached to request they support the shop.

**7.3 Sponsorship offers from external parties (Jodie)**

Email received from real estate agent Lauren Robinson offering financial support in exchange for business promotion. It was noted it is OK for P&C to accept this support, not the school. When offers like this are made an arrangement will be made with the individual for regarding what is sought, and what promotion will be offered in return.

**Actions: Jodie will respond to Lauren, requesting financial support for disco floor hire. Lauren's name and business can be included on disco fliers and posters (e.g. "Proudly supported by...") and her donation acknowledged on P&C Facebook page and in the newsletter. May place sign at event.**

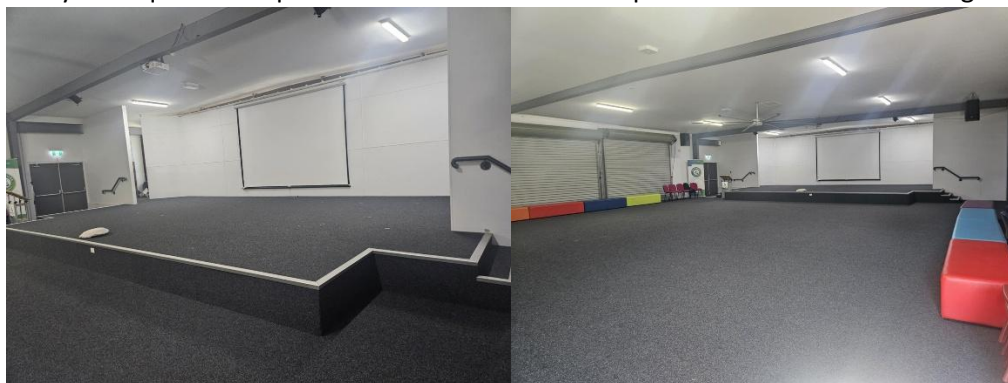
<b>8. Expenditure proposals</b>
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**8.1 Early Childhood (Pre-primary) outdoor blinds**

More quotes have been received for these, averaging about \$30 000. Cost well exceeds what school expected when the idea was initially put forward. This idea has now been shelved, and other options for better utilising the outdoor space are being considered by the school

**8.2 Stage**

Photo examples of the type of stage the school would like have now been accessed, so the school can more easily seek quotes. Request has been made that ramp access be included in design.



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**8.3 Resources for Kid's Club based in the library** (proposal attached)

\$800 Approved for expenditure on resources to set up this initiative.

**8.4 Library upgrades** (letter of request attached)

P&C are in support of the expenditure requested and have tentatively approved up to \$10 000. An itemised list of quotes including postage will need to be submitted for final approval (this can go through Executive Committee prior to the next meeting).

<b>9. Fundraising/Planned events</b>
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**9.1 Upcoming Events**

70<sup>th</sup> Anniversary celebrations- Work on the Business Plan has initiated discussions around this and some form of acknowledgement will be planned. Karen will look in to the location of a time capsule rumoured to be on the school grounds.

<b>10. Other</b>	
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Parent body acknowledge the efforts of Tash Tench and the Year 6 student leaders in relation to the faction cross-country event. It was a great day.

<b>Next P&amp;C meeting: Monday Week 3, Term 3, 04/08/2025</b>
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### Principal's Report – P&C Meeting 18 June 2025

Dear P&C Members,

#### Business Plan Update

- Formed a committee
- Developing a survey with the committee and school board for staff and families about what matters most
- Hope the P&C will promote the survey once it is sent out to families

#### School building fund proposal

Board perception that it can take a long time to get money in the account. Varying levels of success. Money from election promise – wait and see what this is for first? Parent body – use connections to pitch for sponsorship. Governance and ownership surrounding. Reputational risk. What is the purpose of the fund?

#### Tucker Fresh IGA – Morris Place

I registered our school.

- **Double Rewards Points**  
Receive double FreshConnect Rewards points when you shop for school supplies at any of our 12 stores – points that can be redeemed on future purchases.
- **BBQ Fundraiser Support**  
Twice a year, request 100 free sausages and buns to power your school fundraising BBQs.
- **Annual Fundraising Hamper**  
Once a year, request a \$100 hamper to raffle off and boost your fundraising efforts.
- **Exclusive Catering Offers**  
Enjoy tailored catering deals for events and functions through our in-store delis.

#### Big Day In

If this is something the P&C believe they will support and sponsor, DJ will start to get quotes for events for the day.

Thank you,  
Denise



**Denise Jeffs**  
Principal

NEWBOROUGH PRIMARY SCHOOL, IPS  
178 Newborough Street, Karrinyup WA 6018  
Ph: (08) 9278 0450  
E: [denise.jeffs@education.wa.edu.au](mailto:denise.jeffs@education.wa.edu.au)  
[www.newboroughps.wa.edu.au](http://www.newboroughps.wa.edu.au)

178 Newborough Street, Karrinyup WA 6018

Ph: 9278 0450

Email: [newborough.ps@education.wa.edu.au](mailto:newborough.ps@education.wa.edu.au)

[www.newboroughps.wa.edu.au](http://www.newboroughps.wa.edu.au)

ABN 18 606 940 077

# Treasurer's Report – 18<sup>th</sup> June 2025

**Period covered** 5 May 2025 to 12 June 2025

## Notable Updates

- The P&C currently has two 3-month term deposits.
  - #1 next maturity date is 24 Jul 2025.
  - #2 matured on 5th June gaining \$305.36 interest, \$30,000 was withdrawn to allow for potential future spending. \$10,688.04 remains in fixed maturing next on 5 Sep.

## Bank Account Summary

Account Name	BSB	Account Number	Balance
Transaction	036-027	579280	\$ 38,496.21
Netball	036-027	821049	\$ 4,244.66
Newbros	036-027	821057	\$ 3,573.01
Debit Card	036-027	821030	\$ 500.00
Term Deposit #1	036-027	834317	\$ 50,893.59
Term Deposit #2	036-027	838684	\$10,688.04
<b>Total</b>			<b>\$108,395.51</b>

## Funding Status

Initiative	Amount	Status
Basketball Hoop	\$ 600.00	Disbursed
Wellness Room – Part 1	\$ 3,000.00	Disbursed
Wellness Room – Part 2	\$ 1,000.00	Disbursed
Wellness Room - Ottoman	\$ 3,100.00	Disbursed
Kindy Toy Storage	\$ 500.00	Disbursed
Banksia Broadcast	\$ 500.00	Disbursed
Library Books – Young Fiction	\$ 5,000.00	Disbursed
Year 6 Camp 2026	\$ 2,745.12	Disbursed
Tree Planting	\$ 600.00	Funds Held
Shade Sails	\$ 6,303.00	Awaiting Final Invoice
Containers for Change Bins	\$ 286.00	Purchased
Decodable Readers	\$ 5,000.00	Disbursed
Interschool Sports Shirts	\$ 4,800.00	Disbursed
	\$33,434.12	

## Overall Financial Position

P&C currently has \$83,174.84 available to spend on initiatives after approved funding and \$10,000 cash reserve considered.

## Financial Motions

1. Approval sought to for up-to \$2,000 in expenses for the P&C Quiz Night.

# Balance Sheet

Newborough PS P&C Assoc Inc.

As at 13 June 2025

Accrual Basis

13 JUNE 2025

## Assets

### Bank

600 - Transaction Account	38,496.21
606 - Debit Card Account	500.00
620 - Newbros Account	3,573.01
630 - Netball Account	4,244.66
650 - Term Deposit #1 - 3 Months	50,893.59
655 - Term Deposit #2 - 3 Months	10,688.04
<b>Total Bank</b>	<b>108,395.51</b>

### Current Assets

610 - Accounts Receivable	880.32
633 - Uniform Stock on Hand	10,353.44
<b>Total Current Assets</b>	<b>11,233.76</b>

### Fixed Assets

607 - P&C Fixed Assets	1,307.90
<b>Total Fixed Assets</b>	<b>1,307.90</b>

<b>Total Assets</b>	<b>120,937.17</b>
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## Liabilities

### Current Liabilities

800 - Accounts Payable	7,303.00
<b>Total Current Liabilities</b>	<b>7,303.00</b>

<b>Total Liabilities</b>	<b>7,303.00</b>
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<b>Net Assets</b>	<b>113,634.17</b>
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## Equity

900 - Retained Earnings	135,564.72
Current Year Earnings	(21,930.55)
<b>Total Equity</b>	<b>113,634.17</b>

# Profit and Loss

Newborough PS P&C Assoc Inc.

For the period 5 May 2025 to 13 June 2025

Accrual Basis

5 MAY-13 JUNE  
2025

## Trading Income

202 - P&C Contribution Levy	120.00
205 - Uniform Sales - Direct	602.16
206 - Uniform Sales - JFE Consignment	880.32
210 - Fundraising Revenue - General	995.15
220 - Netball Revenue	173.85
<b>Total Trading Income</b>	<b>2,771.48</b>

## Cost of Sales

302 - Merchant Fees	58.92
350 - Cost of Goods Sold - Uniforms	880.32
<b>Total Cost of Sales</b>	<b>939.24</b>

## Gross Profit

1,832.24

## Other Income

270 - Interest Income	305.36
<b>Total Other Income</b>	<b>305.36</b>

## Operating Expenses

400 - Donations to School	9,800.00
410 - Fundraising Expenses	350.00
430 - Netball Expenses	736.21
446 - Operating Expenses - WACSSO Fees	1,470.30
450 - Subscription Expenses	52.50
465 - Uniform Stock Adjustment - JFE Consignment	(277.60)
<b>Total Operating Expenses</b>	<b>12,131.41</b>

## Net Profit

(9,993.81)



## Proof of account balance

**NEWBOROUGH PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED**  
**178 NEWBOROUGH ST**  
**KARRINYUP, WA, 6018**  
**AU**

### Account balances

The account balances shown are for selected accounts as at the report creation date.

Account name	Available Balance	Current Balance
<b>Westpac Community Solutions One</b> 036-027 579280	\$38,496.21	\$38,496.21
<b>Westpac Community Solutions One</b> 036-027 821030	\$500.00	\$500.00
<b>Westpac Community Solutions One</b> 036-027 821049	\$4,244.66	\$4,244.66
<b>Westpac Community Solutions One</b> 036-027 821057	\$3,573.01	\$3,573.01
<b>Term Deposit</b> 036-027 834317		\$50,893.59
<b>Term Deposit</b> 036-027 838684		\$10,688.04
<b>Accounts total</b>	<b>\$46,813.88</b>	<b>\$108,395.51</b>

### Things you should know

1. This report displays Westpac branded accounts available through Online Banking and selected by the user for display. It may not include all accounts held with the Westpac Group. The report is correct at the time it is generated. Westpac does not accept any liability for you relying on this report.
2. All amounts, including foreign currency accounts, are in AUD unless specified.
3. Account balances may not include pending transactions and pre-authorisations awaiting final approval. The balance may also exclude cheque payments awaiting clearance.





## Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY  
SCHOOL PARENTS AND  
CITIZENS' ASSOCIATION  
INCORPORATED  
178 NEWBOROUGH ST  
KARRINYUP, WA, 6018  
AU**

Account/Card number  
**036-027 579280**

Account opened:03-Mar-2015

### Transactions

This statement covers transactions from 05-May-2025 to 13-Jun-2025

Current balance: \$38,496.21

Date	Description	Withdrawal	Deposit
11 Jun 2025	PRINCIPAL PAID ON 0000000 TERM DEPOSIT 838684		\$29694.64
11 Jun 2025	INTEREST PAID ON 0000000 TERM DEPOSIT 838684		\$305.36
09 Jun 2025	WITHDRAWAL MOBILE 1089555 TFR Westpac Com NetballPlayHQ Fees	-\$20.55	
05 Jun 2025	ATM DEPOSIT HANDYBANK KARRINYUP 1 04/06 08507		\$120.00
05 Jun 2025	DEPOSIT PLAYHQ SPORTS PT 163617139-05/06/25		\$20.55
04 Jun 2025	WITHDRAWAL-OSKO PAYMENT 1392659 WACSSO WACSSO fees 2025/2026 INV A25431	-\$1470.30	
03 Jun 2025	MERCHANT SETTLEMENT 0950001 NEWBOROUGH PRIMARY S0001 KARRINYUP		\$398.74
02 Jun 2025	WITHDRAWAL WESTPAC MERCHANT FEES 24892358FEE 001556	-\$58.92	
29 May 2025	DEPOSIT-OSKO PAYMENT 2719492 JENNIFER FRANKLIN jfe Uniform sales April		\$313.54
22 May 2025	WITHDRAWAL-OSKO PAYMENT 1270016 Scarborough sportsmens club inc Deposit Newborough PS P&C	-\$100.00	
19 May 2025	PAYMENT BY AUTHORITY TO XEROAUSTRALIAPTY XeroAUIINV_SKV6RoPJ	-\$52.50	
16 May 2025	WITHDRAWAL-OSKO PAYMENT 1750296 Newborough Primary School NPS Donation - Interschool Shirts NPS Donation - Interschool Shirts	-\$4800.00	
16 May 2025	WITHDRAWAL-OSKO PAYMENT 1749895 Newborough Primary School NPS Donation - Decodable Readers NPS Donation - Decodable Readers	-\$5000.00	
12 May 2025	WITHDRAWAL MOBILE 1589238 TFR Westpac Com PlayHQ netball fee	-\$123.30	
06 May 2025	MERCHANT SETTLEMENT 0950001 NEWBOROUGH PRIMARY S0001 KARRINYUP		\$203.42



06 May 2025	DEPOSIT PLAYHQ SPORTS PT 160874157-06/05/25	\$123.30
05 May 2025	MERCHANT SETTLEMENT 0920001 NEWBOROUGH PRIMARY S0001 KARRINYUP	\$2644.42
05 May 2025	DEPOSIT ONLINE 2668084 TFR Westpac Com Elec SS Cash Part2	\$120.00
05 May 2025	DEPOSIT-OSKO PAYMENT 2614311 ANDREW SIMMONDS Sausage Sizzle Cash Part 1	\$875.15

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### Things you should know

1. This interim statement shows only those transactions that have been processed and may not include intraday transactions.



## Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY  
SCHOOL PARENTS AND  
CITIZENS' ASSOCIATION  
INCORPORATED  
178 NEWBOROUGH ST  
KARRINYUP, WA, 6018  
AU**

Account/Card number  
**036-027 821057**

Account opened:04-Jul-2024

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### Transactions

This statement covers transactions from 05-May-2025 to 13-Jun-2025

Current balance: \$3,573.01

Date	Description	Withdrawal	Deposit
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### Things you should know

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## Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY  
SCHOOL PARENTS AND  
CITIZENS' ASSOCIATION  
INCORPORATED  
178 NEWBOROUGH ST  
KARRINYUP, WA, 6018  
AU**

Account/Card number  
**036-027 821049**

Account opened:04-Jul-2024

### Transactions

This statement covers transactions from 05-May-2025 to 13-Jun-2025

Current balance: \$4,244.66

Date	Description	Withdrawal	Deposit
09 Jun 2025	WITHDRAWAL-OSKO PAYMENT 1085732 Indigo Stacey Netball Umpiring Netball Umpiring 08 JUN 2025	-\$30.00	
09 Jun 2025	WITHDRAWAL-OSKO PAYMENT 1083908 Saniya Kaur Sidhu Netball Umpiring Netball Umpiring 08 JUN 2025	-\$40.00	
09 Jun 2025	DEPOSIT ONLINE 2089555 TFR Westpac Com NetballPlayHQ Fees		\$20.55
03 Jun 2025	DEPOSIT PERTH NETBALL PNA FORFEIT REFUND		\$30.00
30 May 2025	WITHDRAWAL ONLINE 1560522 PYMT Sally John	-\$20.00	
30 May 2025	WITHDRAWAL ONLINE 1486634 PYMT Olivia Bur Netbl Umpiring Y3	-\$15.00	
26 May 2025	WITHDRAWAL-OSKO PAYMENT 1999913 Saniya Kaur Sidhu Netball Umpiring Netball Umpiring	-\$40.00	
23 May 2025	WITHDRAWAL ONLINE 1455293 PYMT Indigo Sta	-\$30.00	
23 May 2025	WITHDRAWAL ONLINE 1455026 PYMT Olivia Bur Netbl Umpiring Y3	-\$15.00	
23 May 2025	WITHDRAWAL ONLINE 1441561 PYMT Sally John	-\$20.00	
16 May 2025	WITHDRAWAL ONLINE 1497633 PYMT Indigo Sta	-\$30.00	
16 May 2025	WITHDRAWAL ONLINE 1426608 PYMT Olivia Bur Netbl Umpiring Y3	-\$15.00	
16 May 2025	WITHDRAWAL ONLINE 1426590 PYMT Sally John	-\$20.00	
16 May 2025	WITHDRAWAL MOBILE 1137489 PYMT Saniya Kau Umpiring Y2 Y4 Fri	-\$20.00	
12 May 2025	WITHDRAWAL MOBILE 1586611 PYMT Saniya Kau Umpiring Y2 Y4 Fri	-\$40.00	



12 May 2025	DEPOSIT ONLINE 2589238 TFR Westpac Com PlayHQ netball fee	\$123.30
09 May 2025	WITHDRAWAL MOBILE 1123455 PYMT Indigo Sta	-\$30.00
09 May 2025	WITHDRAWAL MOBILE 1118526 PYMT Sally John	-\$20.00
09 May 2025	WITHDRAWAL MOBILE 1116522 PYMT Olivia Bur Netbl Umpiring Y3	-\$15.00
06 May 2025	WITHDRAWAL MOBILE 1384498 PYMT TL Cawthor Netball Exp 06/05	-\$336.21

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## Westpac Community Solutions One Statement of recent transactions

**NEWBOROUGH PRIMARY  
SCHOOL PARENTS AND  
CITIZENS' ASSOCIATION  
INCORPORATED  
178 NEWBOROUGH ST  
KARRINYUP, WA, 6018  
AU**

Account/Card number  
**036-027 821030**

Account opened:04-Jul-2024

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### Transactions

This statement covers transactions from 05-May-2025 to 13-Jun-2025

Current balance: \$500.00

Date	Description	Withdrawal	Deposit
05 May 2025	WITHDRAWAL ONLINE 1668083 TFR Westpac Com Elec SS Cash Part2	-\$120.00	
05 May 2025	DEPOSIT 0000035 INNALOO WA		\$120.00

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### Things you should know

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## NPS Kids Club

Specific activity based clubs run in the library. Student leaders supporting the activities, rule explanations and social interactions. Leaders supported by staff with in the moment coaching.

Benefits of Lunchtime Clubs based on evidence.

- **Social Inclusion:**

Lunchtime clubs help students, particularly those who struggle with unstructured social situations, to connect with peers in a safe and supportive environment.

- **Skill Development:**

Clubs provide opportunities for students to develop various skills, including social skills, leadership skills, and practical skills related to the club's focus (e.g., art, sports, creative writing).

- **Reduced Bullying and Negative Behaviour:**

Providing structured activities during lunchtimes can help reduce instances of bullying and playground conflicts.

- **Student Engagement:**

Lunchtime clubs can increase student engagement by offering activities that align with their interests and passions.

- **Sense of Belonging:**

Clubs provide a space for students to connect with peers who share similar interests, fostering a sense of belonging and community. They also provide an opportunity for genuine friendships to develop.

- **Leadership Opportunities:**

Students can take on leadership roles within clubs, organizing events, leading discussions, or mentoring younger students.

- **Support for Specific Needs:**

Lunchtime clubs can be particularly beneficial for students with autism spectrum disorder or anxiety, providing a structured and predictable environment for social interaction.

- **Positive Impact on Whole School Community:**

Lunchtime clubs can contribute to a more positive school climate, increased student sense of safety, and a reduction in bullying and playground behaviour incidents.

I would like to request an amount of \$800 to purchase sets/resources to begin NPS Kids Club starting in Term 3.

To start, the following will be purchased based on student interest. Students who spend time on verandah and in the library will be surveyed by the student leaders and I will develop the clubs in collaboration with the leaders and Amanda Edmondson.

Chess Sets

Uno

Basic board games

Puzzles

STEM/Craft

Lego

Storage



## LIBRARY FUNDING REQUEST

**Mandy Edmondson**  
Library Officer

17/06/2025

**To the P&C Committee,**

Firstly, I wanted to thank you for the wonderful donation for the books. I have been busy ordering, receiving and covering the books. I am now writing to respectfully request financial assistance from the P&C to support some much-needed upgrades to our school library.

The library is a vital part of our school, serving as a learning hub and community space for all students from every year level. In order to continue providing a welcoming, functional, and inspiring environment, we are seeking funding to help purchase the following items:

- **Library shelving:** 2–3 new units to better organise and display our growing collection
  - Shorter shelving units: \$1,800 each
  - Taller shelving units: \$2,000 each
  - *Plus applicable freight costs*
- **A jigsaw puzzle table:** \$82 plus postage – to encourage collaboration and quiet engagement during library time
- **A STEM table:** A multipurpose surface ideal for building and construction activities to foster creative and critical thinking
- **Two acrylic book spinners:** \$545 each – perfect for showcasing book series and making it easier for students to browse popular titles
- **Additional flexible seating:** To create inviting reading and group work zones throughout the space

We believe these additions will enhance the library's role as a central learning and gathering area for students, teachers, and visitors alike. By improving functionality and comfort, we aim to further ignite students' love of reading, support curriculum delivery, and provide inclusive spaces that cater to diverse learning needs.

Your support would directly benefit every student at our school. We are very grateful for the continued efforts of the P&C in supporting our learning community, and we hope you will consider this request as part of your valuable contribution.

Please don't hesitate to contact me if you would like any further information, quotes, or to view the library space.

Warm regards,  
**Mandy**