# **SRC Meeting Minutes (Example)**

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| **Date:** 5 June 2025 | **Time:** 10:00 am to 11: 00 am |
| **Location:** Library, Sunshine Public School | **Chairperson:** Sarah Smith  **Secretary:** Chris Wang |

**1. Welcome and Acknowledgment of Country**

Chairperson welcomed attendees and acknowledged Traditional Custodians of the land.

**2. Attendance and Apologies**

Attendees: Mary Jones, Jake Watson, Eva Murray, Mrs Arora

Apologies: Andy Poska

**3. Review of Previous Meeting Minutes**

Previous minutes accepted by motion Mary and seconded by Chris.

**4. Updates on Current Initiatives**

* Eco Garden Project: Jake reported that new plants have been ordered, and the planting day is scheduled for next week.
* School Fundraiser: Eva confirmed $350 raised so far for new sports equipment.

**5. New Business**

* Student Wellbeing Initiative:
  + Proposal for a "Wellbeing Wednesday" activity day discussed.
  + Action: Jake and Sarah to draft a plan and present at the next meeting.
* Sports Day Planning:
  + Roles assigned: Mary to coordinate volunteers, Jake to manage equipment.

**6. Feedback from Classes**

* Year 3 requested more shaded seating near the playground.
* Year 10 suggested adding vegetarian options at the school canteen.

**7. Staff Input**

Mrs Arora reminded the SRC about letting classes know the outcome of fundraising drive.

**8. Action Items**

* Eco Garden: Jake to coordinate planting day.
* Fundraiser: Eva to oversee remaining donation collections.
* Wellbeing Wednesday: Jake and Sarah to present a proposal at next meeting.
* Shaded Seating: Sarah to bring the request to school principal.

**9. General Business**

No additional items raised.

**10. Close and Next Meeting**

Meeting adjourned at 11:03 am. Next meeting 19 June at 10:00am in the library.