

MEETING MINUTES

THE HIGHGATE FORREST PARK PLAYGROUP INC. ANNUAL GENERAL MEETING

DATE: 22 September 2025

VENUE: Highgate Playgroup and Online

TIME: 5:30pm

PRESENT: Rosie Paul, Viola Poppe, Yukiko Higashi, Dhyana Ishibashi, Helen Little, Elizabeth Peddler, Michael Christiansen, Mona Humphreys and Momoko Seki

APOLOGIES: Monika Mečević

1. MEETING OPENING

1.1 Welcome & Apologies

RP opened the meeting at 5:45pm.

1.2 Declaration of Interest

No conflicts of interest were raised at this time.

1.3 Minutes from Previous Meeting

The July and August Committee meeting minutes will be approved:

Moved – Rosie Paul

Seconded – Elizabeth Peddler

1.4 Business Arising from Previous Meeting

ACTION LIST FROM MEETING HELD 11 AUGUST 2025					
Item	Action	Date Raised	Responsible	Original Date Due	Revised Due Date
A.	Grant opportunities to be explored	5/2/24	MM	11 MAR	STANDING UNTIL COMPLETE
B.	Playgroup sponsorship options.	11/3/24	MM	8 APR	STANDING UNTIL COMPLETE

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C.	Develop new member information pack.	7/9/24	RP	30 NOV	22 SEP
D.	Remove leaving Committee members from accounts.	10/2/25	RP/MC	10 MAR	22 SEP
E.	Book Committee catch-up	10/2/25	RP	10 MAR	22 SEP
F.	Run a like, follow, share competition on social media to win the toy box.	14/4/25	DI	19 MAY	22 SEP
G.	Project manage flooring repairs.	19/5/25	MC	1 JAN	
H.	Update ABN details.	19/5/25	RP	16 JUN	22 SEP
I.	Update Associations Online account.	19/5/25	RP	16 JUN	22 SEP
J.	Committee member call-out.	16/6/25	RP	7 JUL	22 SEP
K.	Artwork drying option presented.	7/7/25	MH	4 AUG	OCT
L.	Group reps advised of new lockbox code.	7/7/25	RP	8 JUL	
M.	Create additional term deposits for Highgate Playgroup.	7/7/25	RP	7 AUG	
N.	Sunflower artist quote.	7/7/25	VP	4 AUG	
O.	Schedule AGM for members.	11/8/25	RP	22/9/25	
P.	Add 'Would you like to join the Committee' on member form.	11/8/25	RP	22/9/25	
Q.	Repair vacuum cleaner.	11/8/25	MC	22/9/25	
R.	Coordinate meeting with City of Vincent and MC.	11/8/25	RP	22/9/25	

1.5 2024-25 Chair Report

Rosie Paul read the 2024-25 Chair Report.

2. MATTERS FOR DECISION

2.1 2024-25 Treasurer's Report

The 2024-25 Treasurer's Report was presented to members for review and questions.

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➤ **Decision/s:**

- a) The 2024-25 Treasurer's Report and 2024-25 Financial Statement was endorsed and approved unanimously.

2.2 2025-26 Budget

The 2025-26 Budget was presented to members for review and questions.

Due to discussions around the budget for mural artwork to be painted on the outerwalls of Highgate Playgroup, the members approved the Building Maintenance – General budgeted expenditure be increased to \$32,000 (\$1,000 increase) bringing the total projected loss for the financial year to \$8,030.

➤ **Decision/s:**

- a) The 2025-26 Budget was unanimously approved by members noting a \$1,000 increase to the Building Maintenance – General budgeted expenditure.

➤ **Action/s:**

- a) The 2025-26 Budget to be updated to reflect \$1,000 increase to the Building Maintenance – General budgeted expenditure.

2.3 2025-26 Committee Nominations

Rosie Paul opened the floor for Committee nominations. No new nominations were received. The following Committee members would remain for 2026:

- President – Rosie Paul
- Secretary – Viola Poppe
- Enrolment Officer – Mona Humphreys
- Party Hire Officer – Monika Mecevic (confirmation prior to AGM)
- Marketing Officer – Dhyana Ishibashi
- Purchasing Officer – Momoko Seki

The following role would become vacant in 2026 and would need to be filled urgently:

- Treasurer – Michael Christiansen

➤ **Action/s:**

- a) Urgent call-out for the treasurer role.

2.4 2026 Fee Schedule

The proposed 2025-26 fee schedule was presented to members.

Elizabeth Peddler noted that they received a lot of sign-ups in mid-February, after the school holidays and whether the early-bird discount be extended until then. It was determined that the early bird discount remain until the 30 January but noting that, similarly to 2025, the discount would then be extended to mid February.

➤ **Decision/s:**

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- a) The members unanimously approved the 2026 fee schedule.

- **Action/s:**

- a) 2026 fees to updated for the 2026 calendar year.

2.5 New Playgroup Mural Proposal

Rosie Paul presented the proposal for an outside mural to be painted on Highgate Playgroup. The members were supported the concept but wanted to seek an additional quote from the playgroup interior muralist, Melski, before confirming the artist.

The members approved a budget of \$5,000 for the mural.

- **Decision/s:**

- a) Mural with a budget of \$5,000 approved.

- **Action/s:**

- a) Source quote from artist, Melski, for mural.

2.6 Trampoline at Playgroup

The members discussed the trampoline at playgroup ,noting that it was not covered under current insurance coverage and no coverage was able to be sourced that would extend to the trampoline. Due to the insurance risk and the deteriorating state of the trampoline, it was determined that the trampoline would be removed.

Elizabeth Peddler raised the it would be nice to get members opinions and ideas on what could replace the trampoline in that space.

- **Decision/s:**

- a) The trampoline to be removed from Highgate Playgroup.

- **Action/s:**

- a) Remove trampoline from Highgate Playgroup.
 - b) Ask members for ideas to replace the trampoline.

2.7 Additional Cleaning Services

Due to the increase in party hire, it was proposed that the fortnightly cleaning service from Above Cleaning be engaged on a weekly basis.

- **Decision/s:**

- a) Unanimously approved that the cleaner be engaged to clean weekly.

- **Action/s:**

- a) Request cleaner increase cleaning frequency to weekly.

2.8 Outdoor Play Area & Playground

Rosie Paul raised that she had recently met with the City of Vincent and they advised that they would be doing a rebuild of the Forrest Park playground connect to Highgate Playgroup. The City of Vincent

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requested feedback from Highgate Playgroup which could be included in the brief/planning for the playground. The members discussed and determined the following recommendations be provided to the City of Vincent:

- **REQUIRED:**
 - It must be a fenced playground. As there are a lot of young children playing in the area, it must be fenced off to the rest of the park.
 - The inclusion of trampolines in the playground – trampolines have been a big drawcard for Highgate Playgroup children.
 - The inclusion of musical instruments/sensory toys
- **RECOMMENDED:**
 - Parent and child swing so parent can swing with younger children
 - Toddler sized slide
 - Waterplay area – possibly connected to a sandpit
 - Balance beams – planks/posts
 - Rocking horses/seasaws
- What **not** to include:
 - Basket swings – these are dangerous for toddlers and can cause injuries
 - Spinning sticks – too old for toddlers and difficult to use for all children.

Rosie Paul proposed that it be determined what the City of Vincent would be including in their playground before determining what updates should be made to the equipment in the Highgate Playgroup toddler area.

Mona Humphreys proposed a bench/seating area and Yukiko Higashi proposed a garden bed be considered for the toddler area. Rosie Paul advised she would liaise with the City of Vincent to see if these requests would be possible.

➤ **Action/s:**

- a) City of Vincent be provided with member Forrest Park playground requests and recommendations.
- b) Request support for a park bench and garden bed from the City of Vincent.

3. MATTERS FOR NOTING

3.1 Events Update

Viola Poppe advised Forrest Park was unavailable for the proposed Highgate Playgroup Christmas Party. It was determined that the Forrest Park Croquet Club be sourced as an alternative location to fit all members for the celebrations.

The members confirmed Art Markers be booked as the next member event at an approximate price of \$300.

➤ **Actions/s:**

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- a) Book the Forrest Park Croquet Club for Highgate Playgroup Christmas Party.
- b) Book Art Makers event.

3.2 Halloween Activity

As Yukiko Higashi had to leave the AGM early, Viola Poppe proposed that Highgate Playgroup do an organised 'trick or treat' through Highgate starting from Highgate Playgroup on Halloween – 31 October. It was confirmed that this event would be coordinated by Yukiko, Viola and Elizabeth Peddler.

➤ **Action/s:**

- a) Coordinate Halloween 'trick or treat' event.
- b) Promote Halloween event.

6. MEETING CLOSE

7. NEXT MEETING

The next Committee Meeting will be held on **6 October**

Meeting closed at 7:50pm.

MINUTES APPROVED BY:

Date: 6 October

Rosie Paul

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ACTION LIST FROM MEETING HELD 22 SEPTEMBER 2025					
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D.	Remove leaving Committee members from accounts.	10/2/25	RP/MC	10 MAR	6 OCT
E.	Book Committee catch-up	10/2/25	RP	10 MAR	6 OCT
F.	Run a like, follow, share competition on social media to win the toy box.	14/4/25	DI	19 MAY	6 OCT
G.	Project manage flooring repairs.	19/5/25	MC	1 JAN	
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N.	The 2025-26 Budget to be updated to reflect \$1,000 increase to the Building Maintenance – General budgeted expenditure.	22/9/25	MC	6 OCT	
O.	Urgent call-out for the treasurer role.	22/9/25	DI	6 OCT	

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P.	2026 fees to updated for the 2026 calendar year.	22/9/25	MH	DEC	
Q.	Source quote from artist, Melski, for mural.	22/9/25	RP	6 OCT	
R.	Remove trampoline from Highgate Playgroup.	22/9/25	RP	6 OCT	
S.	Ask members for ideas to replace the trampoline.	22/9/25	RP	6 OCT	
T.	Request cleaner increase cleaning frequency to weekly.	22/9/25	RP	6 OCT	
U.	City of Vincent be provided with member Forrest Park playground requests and recommendations.	22/9/25	RP	6 OCT	
V.	Request support for a park bench and garden bed from the City of Vincent.	22/9/25	RP	6 OCT	
W.	Book the Forrest Park Croquet Club for Highgate Playgroup Christmas Party.	22/9/25	VP	6 OCT	
X.	Book Art Makers event.	22/9/25	VP	6 OCT	
Y.	Coordinate Halloween 'trick or treat' event.	22/9/25	VP	31 OCT	
Z.	Promote Halloween event.	22/9/25	DI	6 OCT	