



## Minutes to P & F Meeting

Held in the Staff Room at 7pm on Wednesday 4<sup>th</sup> April 2018

Welcome / Prayer / Reflection

Present: Kerry Hewitson, Jo Saunders, Rosalie Bonekamp, Michelle Williams, Libby Murray, Katrina Catalano, Alysia Hickling, Viv Mell, Natalie Griffin, Brigid Bryce, Kate Pfoeffler, Stacie Morabito, Bec Drury, Emily Fyshe, Kym Pennefather, Susie McAtee, Danielle Forrest, Helen Barry.

Apologies: Teneale Fitzgerald, Anne Scassera, Tania Napoli, Yvette Spadaccini

### **Minutes of previous Meeting**

1<sup>st</sup> Susie McAtee

2<sup>nd</sup> Libby Murray

### **Actions from Previous Minutes:**

1. List is of trades of local businesses or trades available to school through parents and families.  
\*Jo Saunders will arrange a bowl to be placed in Admin to collect business cards. Information will be published in the newsletter, Facebook groups and school app asking parents to bring in business cards.  
\*Kerry mentioned at her old school they used to sell newsletter space for parents businesses – might be a possibility??
2. Red Cats – no reduction on price from Ziggies. School has ordered 5, and P&F will contribute partially to the total invoice. The P&F contribution will be \$10,000.
3. P&F Constitution

### **Correspondence**

Correspondence Out: NIL

Correspondence In: PFFWA Assn handbook

## **Reports**

### **Principal Report**

Kerry Hewitson

\*Please see report attached

### **Board Report**

Katrina Catalano

15 March 2018

\*Please see report attached

### **Treasurer Report**

**As at 4 April 2018:**

Opening balance as at 7 March 2018	\$13,005.67
Income for the Month	\$7177.70
Expenses for the Month	\$5608.33
Unpresented cheques	\$2808.33

Bank Balance as at 4 April 2018                    **\$14575.04**

Bank Statement Balance as at 4 April 2018   **\$17363.37**

CDF Term Deposit as at 4 April 2018            \$5981.56

*\*Full reconciliation attached\**

### **Figures true & correct**

**1<sup>st</sup>** Katrina Catalano    **2<sup>nd</sup>** Kym Pennefather

\*AMD Audit – 2016 Audit, first audit that the P&F has undergone. Main thing to come out of audit, filing was not done properly and we need to concentrate better on our filing of all documents.

\*P&F is NOT incorporated.

Accept audit document as correct, and no issues were raised regarding the audit for 2016.

### **General Business**

1. P&F Constitution – P&F Executive met last Wednesday to discuss the new constitution. Jo still trying to get hold of PFFWA to confirm changes for constitution.

\*Jo will come back at next meeting with correct answers from PFFWA so we can amend document correctly and get it passed at next few meetings. A copy will be available at next meeting.

\*Event planning documents will be part of next constitution. Cash handling, event planning etc. Will be added as appendix to constitution.

2. Disco feedback                    \*possible purchase of new BBQ?  
    \*Gap between two discos effected BBQ sales, but unavoidable with parish reconciliation on at the same time  
    \*No glow swords for sale next time. Kids loved them, but they were starting sword fights.
3. PFFWA Conference Dinner Fri 25 May, Sat 26 May. Night @ Crown, Conference @ St Brigid's – anyone interested in attending? Please let Jo know.
4. Bali Raffle – update from Helen Barry. Tickets will be issued around Week 3 of Term 2. Selling period of 6 weeks. Prize is for 2 adults, 3 children. 1 raffle ticket book per family, 20 tickets per book, \$3 per ticket. If we sell all 350 ticket books, profit of over \$12,000. MP3 player prize incentive. Meat voucher, Harvey Norman voucher and cleaning voucher will be minor prizes.
5. Mother's Day stall – Emily Fyshe to organise. Same stall as former years. Approximate spend on stock of \$1500-\$1600. Supplier has free delivery.
6. Movie Night – early Term 2. Confirmed it will go ahead. Date confirmed as Friday May 25. Pizza & Movie. Advertise a Save the Date.
7. Easter Raffle – 3500 tickets given out, just over 2000 came back. Spent about \$450 on prizes. About \$1500 profit. Final figures to be tabled at next meeting. Thank you to Danielle Forrest
8. Fete – other fundraising options have been more successful in shorter amount of time. Is it worth running the fete again? If we co-ordinate with BCC would splitting profits be an issue? Very clear split of money, tasks etc.. to make it fair.  
       We need to establish a dedicated fete committee if we want to head down that road.  
       Commitment of at least 2 years required.  
       Short, sharp fundraising efforts have been more effective over the past 2 years.  
       3/18 at meeting would be able to help organise. Most would help on the day, but not organise. We will make a final decision on the fate of the fete at the next meeting.

### **Other Business**

1. Libby Murray – Thank you to Danielle Forrest for organising Easter raffle.
2. Rosalie Bonekamp – payment of invoice of \$1800 for PFFWA to be made. Make payment when fits with budget.
3. Helen Barry – money raised barometer, work on 2016, 2017 figures. Set aims on barometer, show what we have purchased, plus money raised and display on P&F board.

Meeting closed at 8.25pm

Next Meeting – Wednesday May 2, 2018

*Christianity    Friendship    Respect*

Principal Report P & F

4<sup>th</sup> April 2018

### **Learning**

Harmony Week provided lots of opportunities for the children to have some fun and learn about other cultures. A highlight of the week was the long table lunch for the Year 6 students and a visit from the WA Symphony Orchestra.

### **Engagement**

The school disco was a huge success thanks to the P & F and Bree Dudek & Luke Portolan who excelled as DJ's. In recognition of their work a small gift of appreciation was given to Luke & Bree on behalf of the P & F.

Staff have been busy meeting for interviews with parents over the past few weeks to inform them of their child's progress and possible areas for improvement.

The Faction House Swimming Carnival was a great day; the children were a credit to our school. Many thanks to the parents for their support in various roles on the day, without which the carnival would not happen. The Interschool Carnival was held the week following our own carnival and the children participated with great enthusiasm.

The Parent/Student Maths workshop facilitated by Scitech was well attended, with parents leaving with lots of simple games they can play at home with their children to engage in Maths.

Drive through in the afternoons on Mardo Ave is causing a few safety issues. Parents are being asked to park in a designated parking bay if they arrive before 3pm. This will allow for the flow of traffic into the Kiss and Drop area.

### **Accountability**

The Leadership Team are planning for the student free day on Monday 30<sup>th</sup> April, which will involve aspects of Health & Well Being, Professional Development & Management, Aboriginal Education Planning & School Improvement.

There is a possibility that school start time will be adjusted by 10mins, meaning a start time of 8:50 am from the start of Term 2 as we are currently in breach of hours of instruction and Teacher Workloads.

Jan Fleming from the CEO conducted an audit of K – 2 recently. She was very impressed with what is happening in the Early Years and suggested a few minor changes to current processes so that we are in line with the National Quality Standards.

### **Discipleship**

The Year 6 Students and their teachers travelled to the Cathedral on Tuesday 27<sup>th</sup> March for the Chrism Mass, where they were joined by students from Catholic schools across the diocese. This special Mass is held once a year where all the oils are blessed that will be used in the Sacraments throughout the year. Over 40 priests from the Bunbury Diocese were present.

During Holy Week the students in Years 2 & 4 led the school in very reflective re-enactments of Palm Sunday, The Washing of the feet and Stations of the Cross. With Easter falling in Term time this year. there was the opportunity to split the Stations into two parts so that we left school on Holy Thursday remembering the death of Jesus and returned this morning to celebrate the Risen Lord.

There is a free dress day on Friday for a gold coin donation. Everyone is encouraged to come dressed as a Superhero to help fight injustice and poverty in the world. The coin cross will be in the undercover area. This day has been organised by the Pastoral Ministry.

Next week ( 9 -11 April) the Leadership Team will attend three Evangelisation Planning Days with Bishop Holohan in Perth. These are compulsory for Beginning Principals and their leadership Team and give us the opportunity to focus on the evangelisation needs of our staff and consider what formation staff will need in the future.

Kerry Hewitson

Principal

***Report from Board Meeting held 15/03/2018 : To be tabled at P&F Meeting on 04/04/2018***

New annual invoicing of tuition fees – parents need to be encouraged to make payments during the year to avoid end of year cashflow issues.

Year 6 roof has been sorted (rescrewed and downpipes replaced).

Roof area over Years 1 & 2 needs attention so quotes being sought.

Online survey recently conducted.

Teachers who volunteered their time to make the Year 6 camp such a success have received a small token of the school's appreciation (movie tickets).

Agreed to persevere with the school app with Luke Portolan monitoring any issues and rectifying as required. Recent IT issues are believed to be due to the migration of the school server to CEWA which blocked the school website which flowed on to the app having some problems.

Following a recent parent survey, coloured sports shoes will be allowed and parents to be informed of this change to our uniform policy.

Hair cuts to be addressed.

The flooring of the undercover area is still being investigated. Currently looking at different painted options as well as polished concrete.

Replacement air-conditioner for the uniform shop has been approved and to be installed.

There was a hiccup with the new dishwasher for the canteen but a unit has been selected and will be purchased and fitted / plumbed.

Sonia West is driving the development of the Years 1 & 2 outside learning area.

Father Jess advised that he is due to be transferred to another parish in the South West by the end of 2019.

Luke Portolan tabled a report on the school's IT requirements. Priority is needed to upgrade the server (now 6 years old), WAPs and switches. Luke is currently obtaining quotes.

Solar panels for the school are being investigated.

**Leschenault Catholic Primary School P&F**  
**Bank Reconciliation as at 4th April 2018**

**Catholic Development Bank Account**

Bank Balance as at 7th March 2018 13,005.67

**Add:**  
Deposits

Date	Description	
27/03/2018	Income from disco - coins	602.70
27/03/2018	Income from disco - notes	6,555.00
4/04/2018	Donation - Easter Egg Raffle money received after raffle	20.00
		<u>7,177.70</u>

**Less:**  
Cheques

Date	Chq #	Description	
20/03/2018	150	Float for Disco	2,800.00
29/03/2018	151	Katrina Catalano - Reimburse for disco supplies	501.86
29/03/2018	152	Elizabeth Murray - Reimburse for disco supplies	225.95
29/03/2018	153	BLC International Pty Ltd - Bali Raffle	1,213.00
29/03/2018	154	Ium8 Glow Products - Glow products for disco	867.52
			<u>5,608.33</u>

**Bank Balance as at 4th April 2018**

**14,575.04**

**Add:**  
Outstanding Cheques

29/03/2018	151	Katrina Catalano - Reimburse for disco supplies	501.86
29/03/2018	152	Elizabeth Murray - Reimburse for disco supplies	225.95
29/03/2018	153	BLC International Pty Ltd - Bali Raffle	1,213.00
29/03/2018	154	Ium8 Glow Products - Glow products for disco	867.52
			<u>2,808.33</u>

**Less:**

Outstanding Deposit  
04/04/2018 Donation - Easter Egg Raffle money received after raffle 20.00

**Bank statement balance as at 4th April 2018**

**17,363.37**

**Catholic Development Term Deposit**

Opening Balance as at 7th March 2018 5981.56  
No change  
Closing Balance as at 4th April 2018 **5981.56**