



## Minutes to P & F Meeting

Held in the Staff Room at 7.05pm on Wednesday 1 August 2018

Welcome / Prayer / Reflection

Present: Kerry Hewitson, Jo Saunders, Michelle Williams, Rosalie Bonekamp, Libby Murray, Katrina Catalano, Anne Scasserra, Kate Pfoeffler, Susie McAtee, Viv Mell, Stacie Morabito, Helen Barry, Alysia Hickling

Apologies: Emily Fyshe

### **Minutes of previous Meeting**

1<sup>st</sup> Libby Murray                      2<sup>nd</sup> Helen Barry

### **Pre-Meeting**

Melbourne Cup Luncheon 2018 - Nia & Fran from the Catholic Women's League (CWL)

\*Discussed possibility of LCPS P&F taking over the event from the CWL

\*lunch buffet style with meats and 20-25 salads. Wine provided, sweeps etc. mainly in the senior category. Seniors look forward to it. Not a huge amount of work, salads donated. The co-ord of food from CWL prepared to do it again for 2018 to help P&F out.

\*fundraiser for the parish, but mainly run for the enjoyment for people to come

\*profit of just over \$3500 in 2017

\*tickets on sale mid sept. sold out by end of sept. 85 cut off number. Always sells out.

\*possibility of having it at Leschenault Pavillion in 2018 to cater for higher numbers. They have agreed to have it there. AV is there, can have up to 250 people. Commercial kitchen, large coolroom. Pavillion will run cash bar. \$350 to hire (provide staff, water, wash glasses, 1 person to work in kitchen but have to fund half of cost)

\*P&F need to provide someone to co-ordinate, ticketing, raffle

\*2017 tickets \$30, included glass of wine and unlimited punch.

\*parishioners help, small donation back to parish

**\*\*WILL DISCUSS IN GENERAL BUSINESS IF WE GO AHEAD WITH EVENT FOR 2018\*\***

## **Actions from Previous Minutes:**

### **Correspondence**

Correspondence Out: Nil

Correspondence In: General Mail, brochures

### **Reports**

#### **Principal Report**

Kerry Hewitson

\*Please see report attached

#### **Board Report**

Katrina Catalano

June/July 2018

\*Floor in undercover area has been installed

\*IT upgrades approved and done

\*Solar panels are approved. Have chosen a 30kW system, which is very efficient. Kindy solar panels being removed.

\*John Coutis coming on 31 August 2018

#### **Treasurer Report**

\*2 invoices to pay Ziggies – red cats pay school back, glow products for disco

#### **As at 31 July 2018:**

Opening balance as at 6 June 2018	\$13003.79
Income for the Month	\$10118.55
Expenses for the Month	\$4657.51
Unpresented cheques	\$0.00
Outstanding Deposits	\$72.95

Bank Balance as at 31 July 2018 **\$18464.83**

Bank Statement Balance as at 31 July 2018 **\$18391.88**

CDF Term Deposit as at 31 July 2018 \$5981.56

*\*Full reconciliations attached\**

#### **Figures true & correct**

**1<sup>st</sup>** Jo Saunders

**2<sup>nd</sup>** Susie McAtee

## General Business

### 1. 2018 Bali Raffle

\*Bali Raffle Winners

1<sup>st</sup> Luke Portolan

2<sup>nd</sup> Barry Family

3<sup>rd</sup> Toni Bastholm

Student MP3 player winner: Emily Cahill

\*Raffle overall was successful, but STILL trying to get books back. A lot handed in unsold, or late. Ordered 350 books. 84 not returned by the due date. 13 books are STILL outstanding.

\*Feedback to company to make sure that same raffle isn't run in the same area next time. Soccer club and LCPS had exactly the same raffle at the same time.

\*Profit as at end of July \$10118.55 – minus final payment for raffle \$4552.00 (PROFIT \$8865.55)

\*General process of raffle, nothing to change

### 2. P&F Business Directory

\*Advertise one more time for more business cards

\*Luke to scan and put on website with links to their websites

### 3. Term 3 Fundraising & Events

\*Kids Disco – Thursday August 23 (Friday Aug 24 Pupil Free Day)

Everything all purchased. Glow products are on the way. Sausage sizzle – McAtee boys cooking (new bbq coming). Bree & Luke DJ event.

\*Fathers Day Stall – Thurs August 30

Undercover area after bell. Same float as Mother's Day stall. Emily Fyshe to co-ordinate

## Other Business

1. Facebook P&F class reps page – are all reps sharing?? Comment on class reps page when events/posts have been shared. Not all parents are on FB, so make sure that teachers can share to Dojo.
2. John Coutis Friday August 31 - Need a co-ordinator to run the night. Lots of helpers available, just need someone to co-ordinate the lead up. Decided as a group effort to run the night and co-ordinate after even refreshments, ticketing. Libby, Stacie, Helen, Susie all volunteering.
3. Melbourne Cup event (as per pre-meeting – We voted a no to take over the event. We aren't going to be able to give the 100%. Jo will contact the CWL and politely decline the invitation to take over the event
4. BCC Open Day 2018 – to be held on Tuesday August 14. Flyer will be put in newsletter and share on P&F reps page.
5. Class Reps – Encourage class reps to attend meetings. Class reps need to step up and take part more in meetings and run certain events.

6. Hay bales for farmers Libby is interested in supporting this initiative. Free dress to raise money? Kerry will look into it.

Meeting closed at 8.30pm

Next Meeting – Wednesday September 5, 2018

*Christianity Friendship Respect*

## **1<sup>st</sup> August Principal Report P& F**

### **Learning**

Term 3 has started well with children settling into routines quickly. Last Thursday students from Years 3 – 6 competed in the Interschool Cross Country Carnival which was held at BCGS. All students finished the course with particularly competitive results in Years 3 & 4.

### **Engagement**

Many thanks to all who put in the many extra hours selling tickets, counting money, checking up on unreturned books for the raffle fundraiser. Your efforts are very much appreciated

On Friday 31<sup>st</sup> August John Coutis an inspirational speaker is visiting our school. He will speak with students during the day, staff directly after school and then to parents at 5:30pm. This session will be held in the church followed by refreshments afterwards in our undercover area. Tickets are \$20 and can be purchased through <https://www.trybooking.com/405386>. An invitation has been extended to parishioners and parents at neighbouring catholic schools to join us.

BCC will be having a school Fete on 7<sup>th</sup> April 2019. It is planned that this will be a biannual event. They are still open to us participating if we are interested at any point in time. Dale McAtee is the coordinator.

BBC has an Open Day for parents on 14<sup>th</sup> August.

### **Accountability**

Over the school holidays the undercover area was resurfaced and improvements made to the IT infrastructure in the school.

### **Discipleship**

Last Tuesday morning we had our opening Mass for Term 3, which was led by Year 3B. The children were extremely reverent when entering the church and participated enthusiastically in the Mass.

Bishop Gerard visited the school last Thursday and had morning tea with the staff. He then spoke to the Year 6 students who will be making their Confirmation at the Saturday Vigil and Sunday morning Masses this weekend. Today the students attended a retreat as part of their final preparation for Confirmation.

Students in Years 3 & 5 will complete the Bishop's Religious Literacy Assessment in Weeks 3 & 5.

Kerry Hewitson

Principal

**Leschenault Catholic Primary School P&F**  
**Bank Reconciliation as at 31st July 2018**

**Catholic Development Bank Account**

\$

Bank Balance as at 6th June 2018 **13,003.79**

**Add:**

Deposits

Date	Description	
12/06/2018	Bali Raffle - Notes	1,040.00
12/06/2018	Bali Raffle - Coins	267.40
18/06/2018	Bali Raffle - Notes	450.00
18/06/2018	Bali Raffle - Coins	242.00
21/06/2018	Bali Raffle - Notes	870.00
21/06/2018	Bali Raffle - Coins	95.00
22/06/2018	Bali Raffle	4,477.20
02/07/2018	Bali Raffle - Notes	2,205.00
02/07/2018	Bali Raffle - Coins	399.00
31/07/2018	Bali Raffle	72.95
		<b><u>10,118.55</u></b>

**Less:**

Cheques

Date	Chq #	Description	
06/06/2018	166	Elizabeth Murray - Lunch for parents	105.51
12/06/2018	167	BLC International - Final payment for Bali Raffle	4,552.00
			<b><u>4,657.51</u></b>

**Bank Balance as at 31st July June 2018** **18,464.83**

**Less:**

Outstanding Deposits

Date	Description	
31/07/2018	Bali Raffle	72.95

**Bank Statement Balance as at 31st July 2018** **18,391.88**

**Catholic Development Term Deposit**

Opening Balance as at 6th June 2018 5,981.56

No change

**Closing Balance as at 31st July 2018** **5,981.56**

**Leschenault Catholic Primary School P&F**  
**Profit for Bali Raffle 2018**

	\$
Total Income	13,417.55
Less: Expenses	
BLC International 1st payment	1,213.00
Licence	48.00
BLC International final payment	<u>4,552.00</u>
<b>Profit</b>	<b><u><u>8,865.55</u></u></b>