



Minutes to P & F Meeting

Held in the Staff Room at 7.05pm on Wednesday 6 June 2018

Welcome / Prayer / Reflection

Present: Kerry Hewitson, Jo Saunders, Michelle Williams, Rosalie Bonekamp, Anne Scasserra, Katrina Catalano, Janelle Harnett, Danielle Forrest, Helen Barry, Stacie Morabito, Bec Drury, Pia Riachi, Libby Murray

Apologies: Alysia Hickling, Tania Napoli

Minutes of previous Meeting

1st Bec Drury 2nd Helen Barry

****Special Meeting – before commencement of general meeting****

*Voting in new P&F Constitution

*100% agreement of everyone in attendance

*Signed by Jo Saunders, Michelle Williams & Kerry Hewitson

*Original kept at School, and copies on P&F file

*Treasurer procedure will be kept separate

Actions from Previous Minutes:

1. P&F Constitution – 6th June, Special meeting – voted in new constitution, as per beginning of meeting.

Correspondence

Correspondence Out: Nil

Correspondence In: Nil

Reports

Principal Report

Kerry Hewitson

*Please see report attached

Board Report

Katrina Catalano

16th May 2018

*The flooring of the undercover area is still being investigated.

*Solar panels for the school are still being investigated.

*Painting contract is being reviewed

*Bus shelter for stop on Mardo Avenue has been ordered.

Treasurer Report

*No reimbursements to be taken out of money/profits/takings at P&F functions. Money will be reimbursed via the treasurer. To keep track of receipts and to keep all money above board. It helps keep track of proof of expense and profits. There MUST be a paper trail.

There was a breach at the pizza night, where reimbursements were taken out of profits. This cannot happen again.

*Joining CDF banking online will alleviate problems with reimbursing people properly and quicker without having to worry about cheques or cash.

*Possibility of Credit or Debit card through CDF – NAB?

*Still to pay \$5000 on Red Cats, and final instalment on Bali Raffle \$4000

As at 6 June 2018:

Opening balance as at 26 April 2018	\$13624.24
Income for the Month	\$5958.65
Expenses for the Month	\$6579.10
Unpresented cheques	\$21.50
Outstanding Deposits	\$838.00

Bank Balance as at 6 June 2018 **\$13003.79**

Bank Statement Balance as at 4 April 2018 **\$12187.29**

CDF Term Deposit as at 26 April 2018 \$5981.56

Full reconciliations attached

Figures true & correct

1st Jo Saunders

2nd Libby Murray

General Business

1. Movie Night – Friday 25 May
 - *Ran very smoothly and was relaxed
 - *Movie choice was well received
 - *Milo was a great idea and loved by the kids
 - *Thank you to everyone that supported the event!
2. P&F Business Directory
 - *A few more business cards have been received
 - *Leave out for another week (bowl on the front desk in the Admin building) or so and then a reminder again for parents
 - *Add sponsors to the school that always support school events regularly/ Katrina happy to contact these businesses for their permission
 - *What do we do with it now? Link on website? Space in the newsletter?
 - *File on FB Year groups. Stacie happy to type them all up and get them ready to link the pages
3. Bali Raffle update
 - *Good flow of income from Bali Raffle
 - *3 weeks to go until all tickets are due back – 22 June
 - *Helen away on June 16. Stacie, Libby and Lisa Abbey to take over for Helen while she away
 - *Australind Soccer Club has the same raffle running
 - *Will be drawn on Friday June 29
4. Term 3 Fundraising & Events
 - *Adults Only event planned for August. Tentative date Saturday August 25
 - *Kids Disco – Friday August 31. Theme to be decided.

Other Business

1. Helen Barry – parent owns Flight Centre Eaton contacted Helen. Queries re: raffle and business cards and how it is sourced. Flight Centre has a program, to assist the school and P&F with “Giving Back” programs. % of bookings of people that mention LCPS and book through them can be given back to the school for fundraising/raffles etc. There is a contract involved. Renae Milbanke.
Will look into contract further to see what is involved. Can she come and present the idea to the P&F at another date.
2. LCPS Lemon sock options presented. Change to white socks or sport socks? Leave the debate for now. Colour of socks will not be changed until a parent survey is conducted first before a decision is made. Wait until 2019.

Meeting closed at 8.00pm

Next Meeting – Wednesday August 1, 2018

Christianity Friendship Respect

Principal Report P & F

6th June 2018

Learning

The Fogarty Team continue to work with staff and develop our placemat with key performance indicators within Learning, Engagement, Accountability & Discipleship for the next three years inline with our moral purpose in order to improve outcomes for our students.

The Second block of swimming lessons continue this week and next for student in PP, Yr 3 & 5.

Reports from staff at the Leisure Centre have been very positive with the students emulating the friendship & respect elements of our motto.

The Winter Sports Carnival will take place next Thursday (14th June) at Hay Park for students in Years 5 & 6. Students are preparing for the Cross Country Carnival (21st June) during the PE lessons.

Engagement

On Friday teachers from Years 4- 6 will be involved in a planning workshop for Maths followed by classroom collaboration sessions with the students as part of our partnership with AMEP (Alcoa Maths Enrichment Program).

Thank you to the families who supported the Movie night. Those who attended enjoyed the Paddington 2 Movie.

Accountability

The governing body of a school is responsible for ensuring that the school complies with the many legal requirements associated with its operation and in meeting the requirements of the *School Education Act 1999*. Each school has an audit every 5 years. Our audit took place last Tuesday; three people from CEWA spent the day with us. Their purpose was to make a balanced judgement as to whether we were meeting the NQS in PK – Year 2 and 14 other standards in relation to the operation of the school. They were very impressed with what they saw and gave some recommendations which we are attending to.

A number of staff will be completing a First Aid training course through St John Ambulance over two consecutive Wednesday afternoon/evenings in June.

Teachers are busy writing Semester 1 reports which will be emailed out to parents and carers in Week 10.

The school will undergo an Asbestos Audit in June.

Discipleship

Our Year 4 students make their First Holy Communion at the weekend Masses over the next two weekends. Many thanks to the teachers who have prepared the students for this Sacrament of Eucharist. This is a significant step in their faith formation and as a community we ask that you keep them in your thoughts and prayers.

Confirmation workshops will be facilitated by Brigid Bryce in Week 9 for our Year 6 students and their parents/carers.

Kerry Hewitson

Leschenault Catholic Primary School P&F
Bank Reconciliation as at 6th June 2018

Catholic Development Bank Account

\$

Bank Balance as at 26th April 2018 **13,624.24**

Add:

Deposits

Date	Description	
16/05/2018	Mother's Day Stall - Notes	755.00
16/05/2018	Mother's Day Stall - Coins	1,222.60
24/05/2018	Bali Raffle - Notes	990.00
24/05/2018	Bali Raffle - Coins	216.40
24/05/2018	Bali Raffle - Coins	0.60
30/05/2018	Bali Raffle - Notes	1,110.00
30/05/2018	Bali Raffle - Coins	144.00
30/05/2018	Movie Night - Coins	287.05
30/05/2018	Movie Night - Notes	395.00
06/06/2018	Bali Raffle - Notes	700.00
06/06/2018	Bali Raffle - Coins	138.00
		<u>5,958.65</u>

Less:

Cheques

Date	Chq #	Description	
07/05/2018	158	Float - Mother's Day stall	250.00
18/05/2018	159	Leschenault Catholic Primary School - Redcats	5,000.00
18/05/2018	162	Moon & Back School Gifts - Mother's Day Stall	1,057.60
24/05/2018	163	Float - Movie Night	250.00
24/05/2018	165	Natalie Griffin - Movie Night popcorn, cups	21.50
			<u>6,579.10</u>

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

Add:

Outstanding Cheques

Date	Chq #	Description	
24/05/2018	165	Natalie Griffin - Movie Night popcorn, cups	21.50

Less:

Outstanding Deposits

Date	Description	
06/06/2018	Bali Raffle - Notes	700.00
06/06/2018	Bali Raffle - Coins	138.00
		<u>838.00</u>

Bank Statement Balance as at 6th June 2018 **12,187.29**

Catholic Development Term Deposit

Opening Balance as at 26th April 2018 **5,981.56**

No change

Closing Balance as at 6th June 2018 **5,981.56**

Leschenault Catholic Primary School P&F
Profit for Mother's Day Stall 2018

	\$
Total Income	1,977.60
Less: Float	<u>250.00</u>
	1,727.60
Less: Expenses	
Moon & Back School Gifts	1,057.60
Profit for 2018	<u><u>670.00</u></u>

Profit for 2017 56.25

(2121.25-150-1915) = 56.25

Leschenault Catholic Primary School P&F
Profit for Movie Night 25.03.2018

	\$
Total Income	682.05 See note
Less: Float	<u>250.00</u>
	432.05
Less: Expenses	
Popcorn & cups	21.50
Profit for 2018	<u><u>410.55</u></u>

Profit for 2017 539.80

(838.30-250-48.5)

Note:

This not full amount of money received

This amount is after popcorn of \$5.50 was taken out of cash
as well as amounts for pizzas

