



Minutes to P & F Meeting

Held in the Staff Room at 7.05pm on Wednesday 2 May 2018

Welcome / Prayer / Reflection

Present: Kerry Hewitson, Jo Saunders, Helen Barry, Susie McAtee, Katrina Catalano, Anne Scascerra, Bec Drury, Alysia Hickling, Libby Murray, Yvette Spadaccini

Apologies: Michelle Williams, Emily Fyshe, Kate Pfoeffler, Tania Napoli, Rosalie Bonekamp, Jodi Fagents

Minutes of previous Meeting

1st

2nd

Actions from Previous Minutes:

1. Parents Business Directory – lots of interest
2. P&F Constitution – 6th June, Special meeting – vote to adopt changes. Will be held in school office if you want to have a look at current documentation.

Correspondence

Correspondence Out: Nil

Correspondence In: Nil

Reports

Principal Report

Kerry Hewitson

*Please see report attached

Board Report

Katrina Catalano

12 April 2018

*Please see report attached

Treasurer Report

*Please see report attached

As at 26 April 2018:

Opening balance as at 4 April 2018	\$14,575.04
Income for the Month	\$1579.00
Expenses for the Month	\$2529.80
Unpresented cheques	\$2095.75

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

Bank Statement Balance as at 4 April 2018 **\$15719.99**

CDF Term Deposit as at 26 April 2018 \$5981.56

Full reconciliation attached

Figures true & correct

1st 2nd

General Business

1. Movie Night – Friday 25 May
*Pizza order forms are out. Promotion on FB & posters
*Will need float, DVD cost
2. Mothers Day Stall
Emily
3. Bali Raffle tickets ready for pick up

Other Business

1. Libby Murray – P&F will pay for lunch/coffee for busy bee workers \$177? Approx \$250 in total *Disco booth to be painted/recreated
2. Helen Barry – Raffle ready to go out Fri 11 May, all enveloped up, book of 20 for each family. Can be redistributed if families can't sell so return ASAP. Selling period of 6 weeks. Australind Soccer club are also doing the same raffle.

3. Uniforms – lemon socks/shirts/sports socks/grey socks – colour not lasting, and they are shrinking and fading. *Suggestion to donate uniforms with old logo to Buckets for Jesus. Kerry will contact people

Meeting closed at 7.45pm

Next Meeting – Wednesday June 6, 2018

Christianity Friendship Respect

Principal Report P & F

2nd May 2018

Learning

The Year 1 & 2 outdoor area was completed over the school holidays under the expert supervision of Sonia West. This area has been planned for 18 months and money was set aside in the 2018 budget for this purpose. The completion of this space will enable lots of intentional learning through play for the children, which is a core component of Walker Learning. Parents and staff gave of their time for this to occur which we are very grateful for.

The Fogarty Team will be in Perth next week for two days to further develop our School Placemat which will be implemented over the next three years. Feedback from the surveys conducted in Term 1 will be shared later in the Term.

Students in Year 3 & 5 will sit the NAPLAN tests in Week 3.

Swimming lessons take place over 4 weeks beginning in Week 4; timetables will be sent home by the end of this week.

Engagement

The annual Mother's Day stalls will be held next Wednesday morning and a Liturgy on Friday afternoon. All Mums and Grandmothers are warmly invited to join us.

During August we will host guest speaker John Coutis for a day. He is an internationally renowned, inspiration speaker and will meet with students in the day, staff after school and address the school community in the evening. <https://www.youtube.com/watch?v=9QLTnBRAwaQ>

Accountability

In order to meet CEWA's Teacher Workload and Hours of Work Policy, schools need to ensure 330 minutes per day in timetabled operating(including recess) and 320 minutes per day of Instructional Time (face to face teaching). As a result of this directive, the following changes took effect from the start of Term 2.

First bell 8:45 am (oval duty will be 8:25 - 8:45) but classroom doors will be opened at 8:30

Recess 10:55 - 11:10. The rest of the bell times remain unchanged.

Discipleship

The children in Year 4 are preparing to make their First Holy Communion later this term. This weekend 5/6 May, Year 4 will attend an enrolment Mass for Eucharist; either Saturday Vigil or Sunday Morning. The following weekend 11/12 May, is enrolment weekend for the Year 6 students who will be making their Confirmation in Term 3.

Kerry Hewitson

Report from Board Meeting held 12/04/2018 : To be tabled at P&F Meeting on 02/05/2018

Carpet cleaner (Bissell) has been purchased and was used over the school holidays. Yearly professional clean of the whole school will still be done annually.

The flooring of the undercover area is still being investigated. At the last board meeting another option was investigated with a representative from PCS giving a small presentation. A sample board will be made for assessment.

The new dishwasher for the canteen installed over the holidays and had its first RUN today.

New refrigerated drink fountains have been installed in undercover area and outside near sports shed.

Solar panels for the school are still being investigated.

Some internal fencing of the school is being investigated.

Cleaning of gutters and removal/maintenance/storage of shade sails should have taken place over the holidays.

Painting contract is being reviewed.

Some carpets in the school are due for replacement. Anyone with a contact in the carpet business can forward this information to Kerry or Bree.

A trophy cabinet to be investigated so that all our wonderful awards can be displayed for all to see.

The possibility of a touch typing course for our students is being investigated by Kerry.

Bree floated the idea of John Coutis visiting our school for motivational presentations. This was well received by the Board so stay tuned for more details.

Agreed that students should wear their hats during Centurions' runs.

Roofing works done in the Years 1 & 2 area over the holidays but unfortunately it leaked last night so this will be looked at again in the very near future.

Undercover area - slabs removed and concreted on the edge nearest Year 6.

Cabinet for storage of iPads in library done!

Treasurer's Report

1. Bank Balance as at 26th April for the Catholic Development fund is \$13,624.24.
 - Income since the last meeting:
\$1,579.00 for Easter Egg Raffle
 - Expenses since the last meeting:
 1. AMD Accountants, Audit fee for 2016 \$660.00
 2. Helen Barry, licence fee for Bali Raffle \$48.00
 3. Parents & Friends Federation PFFWA, annual fee \$1,821.80
2. Bank Balance as at 26th April for the Term Deposit is \$5,981.56 – no change
3. Get permission from members to pay \$5000.00 to school for Redcat microphones.
4. Any other expenses coming up before the next meeting? Mother's Day?

Leschenault Catholic Primary School P&F
Bank Reconciliation as at 26th April 2018

Catholic Development Bank Account

			\$
Bank Balance as at 4th April 2018			14,575.04
Add:			
Deposits			
Date	Description		
05/04/2018	Income from Easter Egg Raffle - coins		199.00
5/04/2018	Income from Easter Egg Raffle - notes		1,380.00
			1,579.00
Less:			
Cheques			
Date	Chq #	Description	
13/04/2018	155	AMD Accountants - Audit 2016	660.00
13/04/2018	156	Helen Barry - Licence for raffle	48.00
13/04/2018	157	Parents & Friends Federation PFFWA - Annual fee	1,821.80
			2,529.80
Bank Balance as at 26th April 2018			13,624.24

Add:

Outstanding Cheques

Date	Chq #	Description	
29/03/2018	152	Elizabeth Murray - Disco sausages, buns, sauces	225.95
13/04/2018	156	Helen Barry - Licence for raffle	48.00
13/04/2018	157	Parents & Friends Federation PFFWA - Annual fee	1,821.80
			2,095.75

Bank statement balance as at 4th April 2018 **15,719.99**

Catholic Development Term Deposit

Opening Balance as at 4th April 2018	5981.56
No change	
Closing Balance as at 26th April 2018	5981.56

