



## Minutes to P & F Meeting

Held in the Staff Room at 7.05pm on Wednesday 7 November 2018

Welcome / Prayer / Reflection

**Present:** Kerry Hewitson, Jo Saunders, Michelle Williams, Libby Murray, Rosalie Bonekamp, Brenda Tilbrook, Susie McAtee, Stacie Morabito, Viv Mell, Alysia Hickling, Bec Drury, Katrina Catalano, Danielle Forrest, Tania Napoli, Natalie Griffin, Helen Barry

**Apologies:** Anne Scasserra

### **Minutes of previous Meeting**

**1<sup>st</sup>** Katrina Catalano                      **2<sup>nd</sup>** Libby Murray

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

#### **Correspondence**

Correspondence Out: NIL

Correspondence In: NIL

#### **Reports**

##### **Principal Report**

Kerry Hewitson

\*Please see report attached

##### **Board Report**

Katrina Catalano

\*New carpet Year 5 & 6 classrooms

\*Basketball court resurfacing over Christmas break

\*Bus shelter has been rectified

\*PPB is getting some fencing to extend their area

\*Standards of uniform has been slipping, has been advertised to families to improve their standard of dress  
AGM on Wed 14 November 7pm in Library

## Treasurer Report

### As at 7 November 2018:

Opening balance as at 10 October 2018	\$14436.76
Income for the Month	\$3562.26
Expenses for the Month	\$1948.31
Unpresented cheques	\$433.00
Outstanding Deposits	\$2944.20

Bank Statement Balance as at 10 Oct 2018 **\$13539.51**

CDF Term Deposit as at 7 Nov 2018 \$6115.66

*\*Full reconciliations attached\**

### **Figures true & correct**

**1<sup>st</sup>** Helen Barry                      **2<sup>nd</sup>** Danielle Forrest

## General Business

### 1. Fundraising

\*Fundraising focus 2019 from school perspective – more fencing of the bush play and oval areas.

\*Fundraising goal of \$10000?

\*Finish fundraising barometer for the end of the year.

### 2. School Disco, 2019 events

\*Great success. Nice low key evening without the pressure of kids (and parents!) having to spend too much money.

\*2019 – Year groups to start organising disco and movie night events in 2019.

\*Give a clear outline of what event per term. E.g: – Term 1 – Disco, Term 2 – Movie Night etc.

### 3. Year 6

\*Graduation booklets are completed! Taryn York did a great job.

\*Step by step guide created in 2017. Perfect for coming years to follow without it becoming a daunting task. Hardest part was getting a photo of all the kids without anyone missing.

### 4. AGM

\*Board & P&F AGM Wednesday 14 November in the school library. Wine and cheese on the night.

\*Libby has to step down as Vice President of the P&F. Does anyone know anyone that is keen to take up the position?

### 5. Welcome Sundowner 2019

\*Second Friday of Term 1. Friday 15 February.

\*Details to follow with exact location, time etc.

\*Save the date in the final newsletter for the year

### 6. Parent Only function 2019

\*11 or 18 May? Date and type of event to be decided.

### 7. PFFWA – Class Reps

\*Phone conference on Friday with Theresa from PFFWA with Libby, Bec and Stacie. Advice on class reps and how to recruit and retain class reps.

- \*Invite parents to be part of the P&F via class rep and make it attractive and getting them involved
- \*Attend class meetings in 2019 to advertise the P&F – what we do, what we have raised money for, events and asking people to get involved. And outline year group expectations for what event they will be organising in 2019.
- \*Send a one page letter/flyer home in early in the year – possibly at class meeting early in the year. Add e-mail address and mobile number if people want more information.
- \*P&F executive to meet before school starts in 2019 to fine tune.

### **Around the Table – Other Business**

- \*Tania – Susie McAtee has her final child finishing at LCPS! Has been around the P&F for about 12 years.
- \*Big thank you to Susie and family for being part of the school
- \*Kerry – Thank you to everyone for their support this year, we have an amazing P&F and good grounds for a successful P&F
- \*Rosalie – Thank you to everyone for your help, she will be stepping down from the Treasurer role. She has a few people that she is going to approach regarding the position.
- \*Libby – will be stepping down from Vice President role, she has sat for her maximum time on the P&F executive

Meeting closed at 8.03pm

Next Meeting            Wednesday 14 November 2018 – AGM  
                                  First 2019 meeting to be confirmed

*Christianity    Friendship    Respect*



## **Principal Report to P & F 7<sup>th</sup> November 2018**

### **Learning**

Tomorrow a team of four students from LCPS will travel to Perth with Susie McAtee & Luke Portolan to take part in the state Numero challenge.

Students represented our school at the annual Indonesian quiz which was held at Maiden Park school today. They came second in the competition.

### **Engagement**

The school disco last Thursday was a great success. Many thanks to the P &F for all their efforts that made this a fun night with sales of drinks and hotdogs. Our resident DJs once again did a fabulous job.

On behalf of the staff many thanks for your continued support throughout the year. The purchase of the RedCats in all year levels over the years is very much appreciated. We are grateful for your contribution to the Footsteps dance program for the children which will culminate in the end of year concert.

Plans are underway to increase the size of the basketball courts over the summer. This is a huge project and is an exciting improvement to our school. We are very grateful to all the work Bill Catalano has done to get this project off the ground.

The carpet in Year 3, 4 & 5 classrooms will be replaced with carpet squares in January.

### **Accountability**

The Leadership Team are currently working our way through staffing for next year. We have appointed a Kindy & Pre-Primary teacher today. We have advertised internally for a part-time Education Assistant.

CEO has recommended a maximum 2% increase in school fees for 2019.

### **Discipleship**

Year 3B led us in a lovely Liturgy for All Soul's Day last Thursday and this week 3G have prepared a Remembrance Day Liturgy.

Kerry Hewitson

Principal

7<sup>th</sup> November 2018

**Leschenault Catholic Primary School P&F**  
**Bank Reconciliation as at 7th November 2018**

**Catholic Development Bank Account**

\$

Bank Balance as at 10th October 2018 **14,436.76**

**Add:**  
**Deposits**

Date	Description	
12/10/2018	Trybooking - John Coutis (test of account)	0.86
17/10/2018	Trybooking - John Coutis	617.20
07/11/2018	Disco - Notes	2,430.00
07/11/2018	Disco - Coins	514.20
		<u>3,562.26</u>

**Less:**  
**Cheques**

Date	Chq #	Description	
25/10/2018	183	Taryn York - Year 6 autograph books	140.31
01/11/2018	184	Katrina Catalano - Disco	260.20
01/11/2018	185	Float - Disco	1,375.00
06/11/2018	187	Elizabeth Murray - Disco	172.80
			<u>1,948.31</u>

**Bank Balance as at 7th November 2018** **16,050.71**

**Add: Outstanding cheques**

Date	Chq #	Description	
01/11/2018	184	Katrina Catalano - Disco	260.20
06/11/2018	187	Elizabeth Murray - Disco	172.80
			<u>433.00</u>

**Less: Outstanding Deposits**

Date	Description	
07/11/2018	Disco - Notes	2,430.00
07/11/2018	Disco - Coins	514.20
		<u>2,944.20</u>

**Bank Statement Balance as at 7th November 2018** **13,539.51**

**Catholic Development Term Deposit**

Opening Balance as at 10th October 2018	5,981.56
Interest	134.10
<b>Closing Balance as at 7th November</b>	<b><u>6,115.66</u></b>

Leschenault Catholic Primary School P&F  
Profit for Disco held on 1st November 2018

	1st Session	2nd Session	Sausages/ Drinks/ Snacks	Total
<b>Income</b>				
Income received including float	233.00	270.00	2,441.20	2,944.20
<b>Total Income</b>	<b>233.00</b>	<b>270.00</b>	<b>2,441.20</b>	<b>2,944.20</b>
<b>Expenses</b>				
Float	100.00	100.00	1,175.00	1,375.00
Juices/Chocolates/Soft drinks/Water			260.20	260.20
Sausages/Bread rolls/Napkins			172.80	172.80
<b>Total Expenses</b>	<b>100.00</b>	<b>100.00</b>	<b>1,608.00</b>	<b>1,808.00</b>
<b>Total Profit</b>	<b>133.00</b>	<b>170.00</b>	<b>833.20</b>	<b>1,136.20</b>

**Total Profit for Disco                                 \$1,136.20**

Profit for Disco 1   \$2,762.37

Profit for Disco 2   \$2,678.83

Leschenault Catholic Primary School P&F  
Profit for John Coutis

\$

Total Income   1,120.00

Less: Expenses

Booking fee - Trybooking                             21.94

Wine   83.60

Wine glasses   17.10

122.64

**Profit   997.36**

Total of 56 tickets sold