



**P&F Meeting Wednesday, 21<sup>st</sup> October 2020**  
**Draft Minutes**

***Present:*** Claire Soulsby, Kristi Bates, Jodi Buzza, Brooke McCamey, Steve Miranda, Michelle Christian, Bianca Keat, Bridget Perrella, Jade Monzu, Jessica Teoh, Jeanette Drury, Kristie Cribb, Fr Nelson Po, Kristal Grace, Anushia Suppiah, Jodie Goddard, Kristie Delaporte, Sonya Lomma, Louise Noronha.

***Apologies:*** Renee King, Jackie Wong, Rebecca Ryan, Liesl Nichol, Michelle Renton, Sage Burd and Jacqueline Grilisiuch.

**1. Welcome / Meeting Opening:**

Brooke officially opened the meeting at 7:05pm.

**2. Opening Prayer:**

Steve Miranda led us in Prayer.

**3. Present and Apologies / Follow up:**

Attendance Register was passed around to record those present at the meeting. Brooke spoke about the importance of having a representation for every year level at the P&F Meetings.

**4. Minutes of the P&F Meeting Wednesday, 23<sup>rd</sup> September 2020:**

***Motion:*** *The minutes of the meeting held on Wednesday, 23<sup>rd</sup> September 2020 be adopted as a true and correct record of the meeting.*

**Mover:** Jodi Buzza

**Seconded:** Anushia Suppiah

## **5. Reports:**

### **5.1 Principal's Report:**

#### **Learning and Education:**

- Year 5 Camp at Woodman Point was a success.
- Thank you to staff who attended.
- Adventure Camp outdoors; as well as history component.
- Booking Woodman Point for 2021.
- Considering options for Year 6 Camp 2021.

#### **Engagement and Community:**

- Book Parade was a great start to Book Week.
- Books have arrived and families have been supporting Book Fair.
- School Year Book for 2019 is currently being done and has gone to the Printer. Survey to follow.

#### **Accountability:**

- This week's newsletter – Board Member positions advertised. Board members can serve a maximum of 6 years. Every 2 years these positions need to be re-nominated.
- Covid Phase 5 restrictions have been extended – Assemblies continue to be split into Junior and Upper Primary.
- Capital Development Plan (CDP):
  - Element 1 – Undercover area
  - Element 2 – adjustment to Alness St (cul-de-sac – designated pick up zone with undercover area. Bombard St has been identified as a safety risk)
  - Element 3 – Junior Primary pick up / drop off zone with shaded cover.
  - Element 4 – Strip of area – Year 1 / Camp Australia to be enclosed to match upstairs
- CDP has been sent to CEWA for approval.
- Funding round in May. Hope to receive funds to do part of or all of projects.
- If approved, start construction December 2021.
- Staffing 2021 Budget tight. No fee increases for School Community and Government funding restrictions due to Covid.
- Steve and Michelle Christian have tried to balance Budget and needs of children. They have worked out a model and feel it is a fair representation.

- Canteen last week – record with over 100 extra sales.
- Thank you to the P&F for the pie warmer.
- Several people assisted in the Canteen (including students).
- Well done Brooke.
- Going forward – Canteen baskets to be distributed to classrooms.
- If the School Community supports Canteen sales – may be able to go to two days a week 2021. This Term, the Canteen aims to ‘break even’.

#### **Discipleship and Catholic Identity:**

- At the beginning of this term, the Staff attended a Professional Development Day focusing on our school motto, ‘Hope, Believe, Love’.
- Staff travelled by bus to three different destinations around Perth.
- Staff visited the Crypt at the Cathedral, where they learnt about the history of our Catholic Bishops.
- Thank you to Michelle Christian for organising the Professional Development Day for the Staff.

#### **5.2 Treasurer’s Report:**

- The Treasurer’s Report was tabled.
- Funds of \$73,240.

#### **5.3 Board Report:**

- Kristi attended the School Board Meeting on **Wednesday, 21<sup>st</sup> October**, prior to P&F Meeting.
- The Board Report was tabled.
- Canteen – the message needs to filter out through us to support our School Community.

## **6 General Business:**

### **Pasta Fundraiser:**

- Brooke has spoken to Sonya.
- Pasta fundraiser was successful – thank you.
- More communication to follow.

### **P&F Morning Tea following Mass:**

- Sunday 25<sup>th</sup> October, 9:30am.
- P&F Executive Team and P&F members to assist with Morning Tea following Mass this Sunday.
- Bring a plate to share.
- Assist with serving tea / coffee.
- Bring milk and cordial.
- Morning Tea – strengthen relationship between Parish and School.

### **Family Mass:**

- Saturday 14<sup>th</sup> November
- Year 2 to assist with Family Mass.
- Requires 3 adults and 5 children to volunteer.
- Given Readings and Prayers of the Faithful.
- Theme – Pizza night.
- Year 2 group to help serve pizzas after Mass.
- Asked for support from P&F - \$300 for 13 Dominos pizzas. P&F voted in favour of financing pizzas.
- Discussed lighting outside. Steve – playground dangerous at night time. School Oval ok to use.
- Michelle Christian in charge that night – Steve at another event.

## **7. Update on upcoming P&F Events:**

### **Tea Towel Fundraiser:**

- Tea Towel fundraiser doing well (165).
- Junior Tote Bag (41).
- Senior Tote Bag – need a minimum of 50 to progress (currently 23 orders).
- Year 5 Class Reps to send an email to Bev with update to distribute to School Community.
- Final numbers by 6<sup>th</sup> November.
- Tote bags not going to go ahead if don't receive minimum numbers for orders.
- 25<sup>th</sup> October – Year 5 Class Reps to send out another email updating School Community.

### **Fun Run:**

- No Fun Run.
- Considered Colour Run and sought advice from Michelle Christian (last year parent complaints – asthmatic children).
- Considered Cake Stall; however, not a healthy option.
- Calendar busy for Term Four.
- Brooke – Class Reps job to organise one event each year. Suggested pizza lunch from Dominos with extended play?
- Kristi suggested Year 2 Class Reps take over the pizza order for Water Fun Day. Liaise with Michelle Christian regarding students with allergies. Claire to send through pizza information from 2019.

## **8. Business forward:**

### **P&F 2021 roles:**

- Brooke – final job as Class Representative is to find a replacement or continue in the role for 2021.
- P&F requires two Class Representatives and one MOB representative from each class.
- Also need to fill two Executive positions for 2021 – Secretary and Treasurer.
- Forms need to be filled out and due by 11<sup>th</sup> November at our AGM. Jodi and Claire will step down from their roles at this meeting.

### **Annual General Meeting (AGM):**

- AGM 2020 will be catered.
- Drinks provided.
- Staff for 2021 announced.
- Thank you to P&F

### **Steve - 2021:**

- Upgrade to ECE area.
- School Art Program with Art Specialist.
- Revamped Science Area for STEM projects.
- Camp Australia until 9am, after which Specialist Teachers will use this room.
- Revamp room – Science / Art / Camp Australia.
- Floor to ceiling storage cupboards.
- Desks – low and high for project work.
  
- Request for P&F to assist the school:
  - \$6000 – Storage cupboards
  - \$3000 – Desks
  - \$1500 – Stools
- Every student will be able to access this facility twice a week.
  
- Brooke – does anybody need extra time to consider this request?
- Feedback – others in the School Community also need to be given this information.
- Kristal suggested an extraordinary meeting prior to AGM to consider this request.

### **Please note:**

***There will be an extraordinary meeting at 3:00pm on Wednesday 11<sup>th</sup> November to consider the above financial request to assist the School with revamping the Multi-purpose Room (Science / Art / Camp Australia) for 2021.***

**Brooke:**

- Subway orders for Sports Carnival close tomorrow.
- Quick Click or fill in form and return to the office.
- All orders help to support P&F.
- Team Games Carnival tomorrow – Canteen orders will be taken down to Shirley Strickland Oval.
- Kristal suggested printing out Class Representative and MOB forms and taking them to the Sports Carnival to recruit P&F members for 2021.

**Brooke officially closed the meeting at 7:54pm.**

**Upcoming Meetings:**

**Extraordinary Meeting:**

**Wednesday 11<sup>th</sup> November at 3:00pm**

**Annual General Meeting (AGM):**

**Wednesday 11<sup>th</sup> November at 3:30pm**

**P&F Meeting:**

***Executive Members, Class Representatives and MOB Representatives 2021***

**Wednesday 18<sup>th</sup> November at 7:00pm**