

St Thomas' Catholic Primary,
Claremont

Annual General Meeting School Board and Parents &
Friends Association 2017

'not words but deeds'
Nano Nagle



Agenda

1. Gathering Prayer – Fr. Wayne
2. Present
3. Apologies
4. Minutes of 2016 School Board and P&F AGM
5. Board
 - Chairperson's Report
 - Treasurer's Report
 - Principal's Report
 - Election of Board Members
6. P&F
 - President's Report
 - Treasurer's Report
 - Nomination of Office Bearers

Opening Prayer

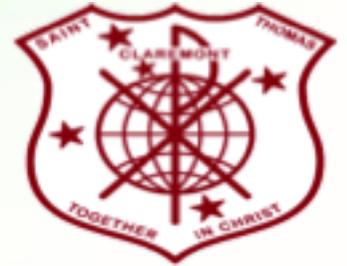


- Fr. Wayne

Minutes of 2016 Board AGM



- Minutes were read and accepted
- Moved:
- Seconded:



Board Chairperson's Report

- Presented by Mr Peter Gibbons



St. Thomas Primary School

AGM Chairpersons Report

21 November 2017

St Thomas School Board Overview

- School Boards primary responsibility:
 - Strategy
 - Financial management – capital budget, fee setting, expenditure recommendations
 - Support to Principal and Senior Staff
 - Culture setting and standards

St Thomas School Board Overview

- Key Committees
 - Finance
 - Grounds and Maintenance
 - Specific Issues e.g. Principal review
- Composition includes Principal, senior staff, parents, Parish and P&F representatives. Note this is a volunteer role
- Much of the work, by its nature, is unseen but crucial to the schools sustainability.

Key Issues and Achievements 2016

- Reappointment of Principal Justin Tuohy
- Very positive developments across all of the LEAD (Learning, Engagement, Accountability and Discipleship) within our strategic plan. Justin will highlight.
- Catholic Education Office Funding.

Key Issues and Achievements 2016

- Continued Faith and Community culture and focus.
- Introduction of before and after school care
- Continued upgrading of facilities, both of a capital and IT nature. Proactive P&F actively involved in subsidizing learning and community driven projects.
- Happy, healthy, educated and community minded children

The Future – 2017 Plans

- Barry and Carol have completed their terms on the board and we would like to thank them for their invaluable contribution
- Single greatest challenge is managing funding and resources oversight in an extremely constrained environment
- Constant oversight of the impact of the CEO transitional funding model and the need to maintain the highest educational and community outcomes for our students.
- Resource allocation to existing and new initiatives around educational outcomes

The Future – 2017 Plans

- Staff Development – our staff are exceptional
- Continue the positive collaboration with the P&F for the benefit of our children and community.
- Promotion within the community and Church of the importance of Parish Schools
- Effectively communicate with and embrace our community at all levels – primary beneficiary – everyone's responsibility.

Our Exceptional Staff

- Egg Hatching Program
- SciTech
- Teddy Bears Picnic
- Kalamunda Historical Village
- Perth Zoo
- Aboriginal Sculpture
- Robotics
- Claremont Museum
- Kings Park
- Freshwater Bay Museum
- Cooking Excursion
- Dinosaur Exhibition
- Before School Swimming
- Sacramental Workshops
- Chinese Lessons
- Perth Writers Festival
- Perth Law Courts
- Martial Arts
- St Mary's Cathedral Tour
- Together for Humanity Incursion
- AQWA Overnight Sleepover
- Cyber Safety
- Money Smart
- Dwellingup Camp
- Before School Surfing
- Before School Athletics

Thank You / Acknowledgements

- Fr Wayne and St Thomas Parish.
- Justin, Ryan, Nicky and the team for their educational and operational leadership.
- The wonderful teaching staff who nurture, educate and positively encourage each of the varied gifts our children have. Educational, personal and faith development.
- Julie and Lea in Administration / Front Office. They are an incredibly welcoming face for our community and make sure everything runs very smoothly.

Thank You / Acknowledgements

Carla and the amazing parents of the P&F. The collaborative work between the Board and P&F continues to build our community and benefit our children.

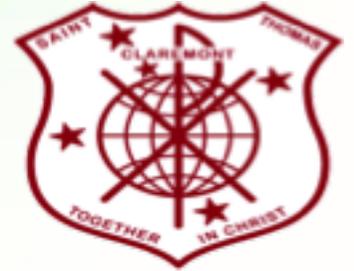
Special thanks also to Linda Foot who has done an incredible job as Treasurer. Countless (but not thankless) hours ensuring we are compliant and accountable for every cent we spend

Best wishes to parents, families and staff that are leaving the school.

We have a wonderful community here with a continued opportunity to support each other, regardless of our roles, with the support, care and development of our beautiful children as our shared achievement.



Treasurer's Report



- Prepared and Presented by Linda Foot
- Presentation of 2018 budget

ST. THOMAS PRIMARY SCHOOL

AGM TREASURER REPORT

21 November 2017

- Student numbers
- 2017 forecast result
- 2018 budget
- Our vision for beyond

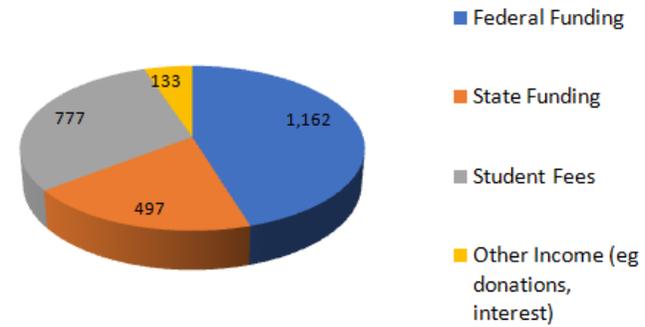
ST THOMAS PRIMARY SCHOOL
Student Numbers - Review

	2017 Budget	Feb 2017 Census	Oct 2017 Census	2018 Budget
K-Yr 6 Full Time	215	211	218	204

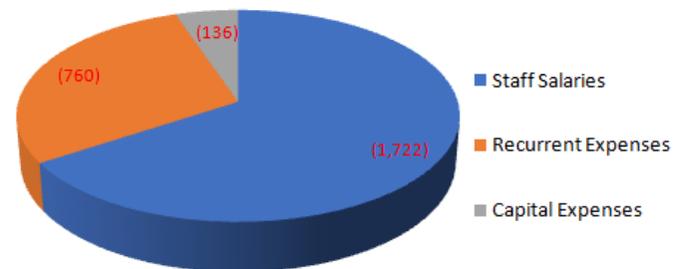
**ST THOMAS PRIMARY SCHOOL
STATEMENT OF RECEIPTS AND PAYMENTS - CASH BASIS
2017 RESULT**

	\$'000	
	2017 Budget	2017 Forecast
Total Receipts	2,613	2,569
Total Payments	(2,670)	(2,617)
(Decrease) in Cash	(57)	(48)

**ST THOMAS PRIMARY SCHOOL
2017 SOURCE OF RECEIPTS**



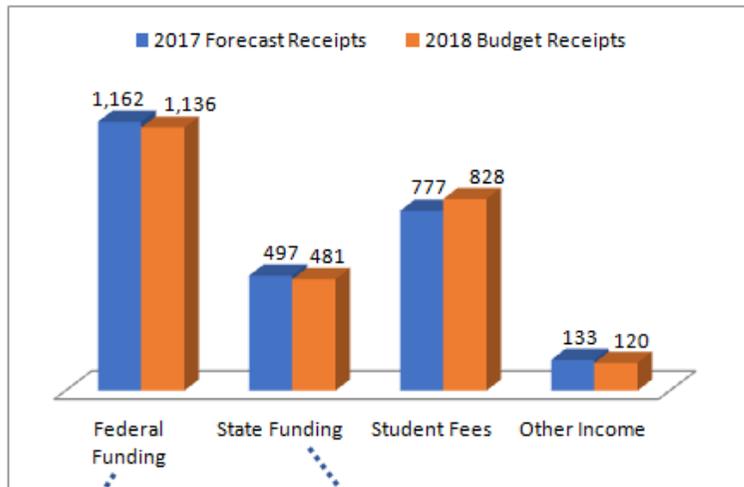
**ST THOMAS PRIMARY SCHOOL
2017 PAYMENT PROFILE**



**ST THOMAS PRIMARY SCHOOL
STATEMENT OF RECEIPTS AND PAYMENTS - CASH BASIS
BUDGET ANALYSIS**

	\$'000	\$'000
	2017 Forecast	2018 Budget
Total Receipts	2,569	2,566
Total Payments	(2,617)	(2,622)
(Decrease) in Cash	(48)	(56)

**ST THOMAS PRIMARY SCHOOL
REVIEW OF RECEIPTS**



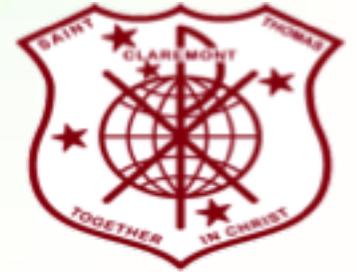
A 1% decrease in the per capita funding from the Federal Government

A 1% increase in the per capita funding from the State Government

ST THOMAS PRIMARY SCHOOL Summary of School Fees and Charges 2018		
	Kindy	PP – Year 6
Tuition Fees	\$1,745	\$2,170
Total Amenities and Levies	\$1,235	\$1,450
Total School Fees per student	\$2,980	\$3,620
Total Family Levies (<i>Building Levy</i>)	\$954	\$954

ST THOMAS PRIMARY SCHOOL 2018 STUDENT FEE COMPARISON 1 CHILD (\$)				
		Kindy	PP to Yr 6	Differential (St Thomas 2018 Fee v Neighbouring School 2017 Fee)
St Thomas Primary School	2018	3,914	4,574	
	2017	3,935	4,158	
Loreto Primary School	2017	5,695	7,585	3,011
JTC	2017	6,524	(PP-Yr3) 7,418	2,844
	2017		(Yr4-6) 8,393	3,819
Iona	2017	5,025	6,865	2,291

Principal's Report



Discipleship – Catholic Identity

Religious Education

Parents as First Educators

Faith

Liturgies

Bishop's Religious Literacy Assessment

Christian Service

Community Outreach

Principal's Report



Learning – Education for the Future

Independent, life-long learners

Engagement

NQS

E-Challenge

EduDance, Performing Arts, Choir

[NAPLAN](#)

LOTE, Makerspace, Visible Learning

Staffing



Principal's Report

Engagement – Our Community

Safe environment

See-Saw

Parent workshop

Mini-vinnies

School Board

ECE Playground, Maintenance Plan

P&F

Principal's Report



Accountability – Stewardship

Staff

Professional Development & Learning

Principal's Report

School Improvement – 2018



Strategic Plan

Annual Improvement Plan

Quality Catholic Schooling Tool

Curriculum Plan

Strategic Plan 2016 - 2019

Goals

- To ensure all staff demonstrate best practice in teaching and learning, whilst remaining cognisant of evolving educational practices and trends.
- Support students on their journey to develop independent and life long learning skills.
- Communication to be a strength of our school.
- Provide opportunities for our students to be engaged in contemporary issues to enhance their world view.
- Harness the talents and knowledge of the parents for the benefit of our students and the whole community.

- Enhance Early Childhood Education to ensure National Quality Standards and the Quality Improvement Plan are attained.
- Create a physical environment that is well maintained, inviting and conducive to effective learning.
- Ensure the ongoing financial administration of the school continues to be conducted in a prudent and responsible manner.
- To ensure that we demonstrate a consistent level of Christian Service by supporting the marginalised, both vulnerable and poor, within and beyond our community.
- Engage students, staff and parents in their own learning and faith formation.

2018 Annual School Improvement Plan

- **L- Learning**
 - Brightpath Writing Assessment Program
- **E – Engagement**
 - Aboriginal Education Plan
- **A – Accountability**
 - Sustainability and Environmental focus based on 2017 Energy Audit
- **D – Discipleship**
 - Implementation of new Religious Education Units of Work
 - Improved results in Bishop’s Religious Education Literacy Assessment

Quality Catholic School Review & 2018 Curriculum Plan

- QCS:

Integrating Catholic Faith, Life and Culture
Systematic Curriculum Delivery

- Curriculum Plan:

Writing in Years 3 – 6 (Brightpath)

Numeracy in Kindy – Year 2

Spelling will continue to be an ongoing focus.

NQS instructed by the schools QIP will also be an ongoing focus.

2018 Staffing (until budget has been confirmed by CEWA some positions remain open)

- Pre- Kindy: Mrs Kate Byrne
- Kindy: Mrs Karen Jones
- Pre-Primary: Miss Gemma Canalini
- Year One: Mrs Kelly Migliore
- Year Two: Mrs Lila Gibbs
- Year Three: Mr Peter O'Mara
- Year Four: Mrs Nicky Sullivan
- Year Five: Mrs Chelsea Hubbard
- Year Six: Mr Ryan von Bergheim
- Mrs Sam Valentine

2017 Staffing

- Teaching Assistants: Mrs Suzanne Richardson
- Mrs Virginia Gamble
- Mrs Jeanette Koong
- Mrs Sue Vincent
- Specialist Teachers: Mrs Lisa Keatch (Science & Gifted and Talented)
- Mrs Kate Byrne (Art)
- Mrs Cathy Cotton (Music)
- Miss Loretta Kerse (Physical Education)
- Mrs Ann Barry (Health)
- Mrs Rebecca Newman (Library)

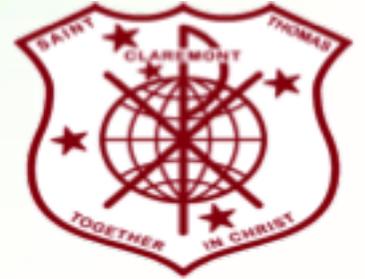
2017 Staffing

- Support Areas: Mrs Ann Barry (EMU)
- Mrs Sam Valentine (Reading Recovery)
-
- Admin Officers: Mrs Julie Wray
- Mrs Leanne Hancock

Vote of Thanks

- Father Wayne
- P&F
- Board
- Staff
- Students

Election of Board Members:



Retiring Board Members:

- ▶ Mr Barry Newman
- ▶ Mrs Carol Unkovich

Nominating Board Members:

Mrs Rosemary Roach nominated by Carol Unkovich seconded by
Mr Steven Dunn nominated by Nat Bogoiias seconded by

Minutes of 2016 P&F AGM



- Minutes were read and accepted
- Moved:

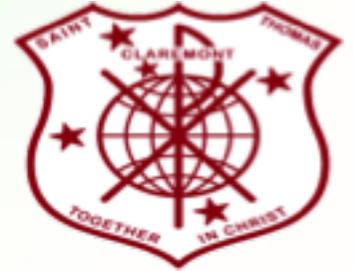
- Seconded:

Parent's & Friends



- *President's Report: Mrs Carla DiLatte*
- *Treasurer's Report: Mrs Belinda Hammond*
- *Nomination of Office Bearers*

President's Report



- *Presented by Carla DiLatte*

Role of the P&F

- Recap of the P&F role within the school:
 - Putting together community building and fundraising events that are designed to develop a sense of friendship, community and cooperation between parents, teachers and students which reflects our Catholic ethos.
 - Raise funds and use these funds in ways that will enhance the School and facilitate better learning and social experiences for all students.
 - Work collaboratively with the Principal and provide assistance to staff in respect to school activities
 - Continue on with the marvellous sense of community that exists and endeavour to have all parents enjoy the experience of their children's primary school years by active participation and personal involvement in school activities.

- **P&F Financial Results for 2017**

- P&F Committee set target at commencement of 2017 to raise approximately \$26,000.
- 2017 profit (fundraising only) as per Treasurer's Report is circa \$19,000
- A somewhat successful year, particularly when looked at in light of the continuing economic downturn.

P&F Key Achievements and Activities for 2017

-
- Established a P&F Constitution in February to formalise our guidelines, voting procedures and the way we are to operate.
- Scheduled the sundowner for February but unfortunately cancelled due to inclement weather.
- Bush Dance in March, a family event that was enjoyed by all.
- A sub-committee assisted with the Principal's Review of Justin Tuohy in March and April.
- Bogan Bingo in July, a well attended and fun event.
- Assisted with financial support, volunteers and catering for school led events/ incursions: Shrove Tuesday, Easter (Raffle), Harmony Day, St Thomas Feast Day, Mothers and Father's Day morning teas, Presentation Sisters Mass and Morning Tea.

- Organised Mother's Day and Father's Day stalls.
- Show parking– organised through Ryan Von Bergheim.
- Assisted with the School Disco in October.
- Applied for and was awarded a grant by the Town Of Claremont to have funding (\$900) for an energy audit of the school.
- Hosted the Mayor of Claremont and Town of Claremont staff in August for the audit process and a morning tea.
- Saturday evening Parish masses continued with the support of the P&F providing sausage sizzles.
- Ran the Entertainment Books.

- **P&F Expenditure 2017**

- Refer to Treasurer's Report

- Bulk of expenditure for the year attributed to:

- New faction marquees

- Solar Panels

- Upgraded Lighting System

- Teachers' Wish Lists (including new PA system)

- Makerspace expenses – Ozobots

- New school hats – reversible with faction colours for all 2018 Kindy – Year 6 students

- **Acknowledgements**

- We are indebted to:

- Our canteen coordinators Damira Relota and Lucinda Temby, who took over the role for 2017 and continued to run the canteen successfully at 2 days per week . Thanks to all the parent volunteers.
- Uniform shop coordinators Nicola Lovejoy, Judy Lucas, Kim Bennett, and Clare McIlree who also ran the shop successfully, with online purchases working well in addition to the various open days.
- Lines of communication ran effectively through our class rep coordinator Simone Mason. Our P&F goings on were very regularly emailed through via herself or the class reps.

- All of the class reps who undertook the roles for the year and organised social events for each year group, greatly contributing to community building at the classroom level.
- Ann Johnston our Parish rep kept the link between the parish and the School strong and facilitated our involvement in many parish events.
- Our PR Rep, Sheree O'Sullivan, ensured we were constantly in the local press throughout the year. We believe the profile of the school in the local community has been raised considerably this past year due to her efforts.
- Helen Martella undertook the secretarial duties and kept all the records and minutes of meetings perfectly.
- Our financials were well and truly taken care of by Belinda. They are currently in an immaculate state.

- Lyndal and Nat assisted me greatly in my role in many ways, not only taking charge of fundraising but in every facet of the work that P&F involves. Thankyou greatly!
- Thanks to Justin. The calm voice of reason in our many discussions and queries.
- Lastly thanks to all the parents who assisted in various ways throughout the year, whether it be in the canteen helping out at our many school events, helping to set up and clear away after our events, volunteering on our stalls, all those who helped out with the Bogan Bingo in any way and all those who donated items or spent on P&F throughout the year, including all those who contributed to the Building & Maintenance Fund.

- **Future Direction: P&F Plan for 2018 and beyond**

- 2018 to be operated a little differently to how we have run the current year.
- The aim of fundraising still exists but not the large scale events we have held in the past. Research on past events shows that the smaller events like the Mother's day, Father's Day, tea towels, show parking are very effective fundraisers and profitable with much less effort and volunteering required.
- Plan to continue with 1 or 2 larger community events next year but without the high entry fees as were required in 2017.

- **Motion: P&F Levy commencing from 2018**

- Timely to consider a P&F levy for the School.

- **Reasoning behind the levy**

- Entry fees to events would be heavily subsidized or removed.
- Need to consider the long term longevity of the P&F with everyone's lives getting busier.
- It will allow for future events to focus on fun and community building rather than fundraising.

- We are finding it increasingly difficult to find room in the school calendar for fundraising and community events. Our role is naturally tending to shift towards collaborating and assisting with school led events, rather than having our own events.
- It's been very difficult in a one-stream school to fundraise. All events in 2017 have showed lower numbers than in previous years proving our families are finding it very hard to commit the time to attend the numerous events we attend and put in the effort to volunteer.

- Introducing a levy will bring an element of fairness to what we do. When we fundraise it is for the benefit of every single student, so a levy would ensure every family supports us (other than families exempt for reasons of financial hardship).
- Comparison Levies with Primary Schools in local area:
 - Loreto \$125
 - Holy Spirit - \$110
 - Holy Rosary - \$100
 - Moerlina - \$100
 - Iona - \$100
- A levy set at \$100 per family will raise approximately \$13,000 per year that we would not have to otherwise fundraise for.

- Motion put forward for a P&F Levy to be introduced in the amount of \$100 per family, to be charged at the start of the 2018 calendar year.
- Request a second person to second the motion.
- Does anyone wish to support/ speak against the motion?
- Put motion to a vote

Treasurer's Report



- *Presented by Belinda Hammond*



St Thomas Primary School P&F Association Treasury Update

21 November 2017

St Thomas Primary School P&F Association

Treasury Update



St Thomas'
Primary School

**Parents &
Friends
Association**

- The numbers presented reflect the activities of the P&F during 2017 – up to 15th November
- Accounting is on a cash basis so only monies received and paid are recorded
- Books will be audited by the end of the year

Financial Position

Cash Book as at 15th Nov 2017

ACCOUNT	BALANCES
P&F Association Operating Account	\$22,620.33
P&F Building & Maintenance Fund	\$2,308.20
Fixed Term Investment	\$28,000.00
TOTAL	\$52,928.53

P&F Association Total for 2017

Total Expenditure \$57,990.93

Total Income \$77,292.44

Profit to date = \$19,301.51



St Thomas'
Primary School

**Parents &
Friends
Association**

Income

Fundraising Events	Profit Made
Bogan Bingo	\$ 14,409.12
Uniform Shop	\$ 8,512.48
Art Show (2016)	\$ 4,980.74
Canteen	\$ 4,202.41
Mother's Day Stall	\$ 1,125.82
Bush Dance	\$ 905.81
Father's Day Stall	\$ 888.30
Other - unprocessed chqs	\$ 875.69
Bank Interest	\$ 75.53
Total Profit	\$ 35,975.90



St Thomas'
Primary School

**Parents &
Friends
Association**

Expenditure

Activity	Cost
Teacher's Wish List	\$ 5,049.23
Faction Marquees	\$ 5,905.95
Maker Space - Ozobots	\$ 2,080.24
Harmony Day	\$ 1,064.53
Leaver's Tshirts	\$ 827.82
Netball uniforms	\$ 369.60
Colour Run	\$ 316.80
Feast Day	\$ 275.45
Disco	\$ 244.91
Mass Sausage Sizzle	\$ 211.19
Trestle Tables	\$ 160.00
Shrove Tuesday	\$ 106.00
Easter Raffle	\$ 62.67
Total Expense	\$ 16,674.39



Teacher's Wish List
PA System
Science - Test Tubes
Science - TLI iMicro Pro
Sandpit Toys
Flexistools for Pre Primary
Typing Tournament



St Thomas'
Primary School

**Parents &
Friends
Association**

Committed Spending

Activity	Estimated Cost
Solar Panels	\$21,000
Energy Saving Lighting	\$10,000
Faction Hats	\$2,500
Invoices yet to be paid in 2017	\$3,000
TOTAL	\$36,500

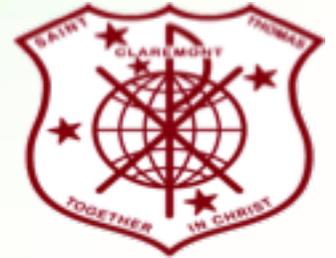
Estimated balance of accounts after commitments paid
\$16,500



St Thomas'
Primary School

**Parents &
Friends
Association**

Conclusion



*Thank you for attending the Annual
General Meeting.*