

Meeting Minutes Monday 18th February 2019

Meeting Opened: 9.15am

Attendees: x14 in attendance – Debbie Brogan, Trish Coniglio, Helen Martella, Damira Relota, Paul Leighton, Carla Di Latte, Lyndal Gallagher, Belinda Hammond, Peter Telford, Deliah Cassidy, Sarah Chatfield, Basia Garbowski, Celeste Hartfield, Justin Tuohy

Apologies: Simone Lorbeer, Nicola Lovejoy, John Prichard

Opening Prayer: led by School Principal Justin Tuohy

Minutes of Previous Meeting:

Motion: 'The minutes of the previous meeting held 29th October 2018 be received by the committee as a true and correct record'.

Moved: Belinda Hammond, seconded by Lyndal Gallagher; motion carried.

Matters arising from the minutes

None noted.

Principal's Report – Justin Tuohy

The school had a successful 2018, looking forward to 2019. Smooth start to the school year, hoping for this continue

Learning:

- Monday 11 March staff development day (pupil free day), apologies for the double up on two Mondays in a row off school – this is to allow for the Teaching staff to participate in professional development with the Aboriginal Education team.
- Year 6 camp last week was a big success, tree top walk was excellent. Night time walk was a big highlight with much appreciation for the staff who attended
- Year 3-6 swimming carnival will be held on Friday 8 March with swimming training 2 days a week led by Mrs Seaman. Interschool carnival is on Monday 8 April
- School choir will be performing at both Ash Wednesday service (6 March) and Earth Hour (30 March)
- Term 1 Assembly: Year 4 Friday 29 March



St Thomas'

Primary School

**Parents & Friends
Association**

8 Warden Street
Claremont WA 6010
Tel (08) 9384 8680
Email: admin@stthomas.wa.edu.au
Website: www.stthomas.wa.edu.au

ABN: 86 980 465 900

Engagement:

- P&F event last Friday night, great night had by all
- Parent information night was well attended, thanks to Parents who attended and staff for their dedication
- Night on Green – Sat 23 March. Coincides with Year 3 Sat evening mass and sacrament
- NAPLAN online again this year. Year 3 writing test however will be hand written
- Enrolment interviews for 2020/2021 Kindy will be taking place soon

Accountability:

- Painting occurred during holidays. School is in the fourth year of a seven year maintenance contract, this is working well
- Maintenance on playground was also performed during the summer holidays
- Staff Development Plan is continuing this year
- Crisis management plan. The two drills the school will practice with students (fire and shelter in place) this term

Discipleship:

- Year 6 are rostered for Saturday 23 February evening Parish Mass, the first one of this year for the school
- Year 3 will be organising mass on Saturday 23 March, coinciding with Night on the Green and enrolment mass for students undertaking sacraments this year
- Ash Wednesday, 2nd school mass is on Wednesday 6 March
- Term 1 Wednesday mid-day Parish Mass
 - Year 4 – 20 February (this week)
 - Year 6 – 13 March
 - Year 5 – 3 April
- Caritas Australia appeal is being supported again by the school during Lenten.

Treasurer's Report – Belinda Hammond / Trish Coniglio

Belinda tabled the report of the financial position.

- Belinda delivered her final treasurers report
- Handing over to Trish Coniglio for 2019 onwards
- Historical data presented – guide for budget in 2019
- More detail has been provided to reduce the "other" category
- New expense/reimbursement claim form is now online for submitting

- Suggestion to create Treasurer's email address for ongoing use, rather than using personal email accounts
- Justin offered for Trish to check with Lila on options to set up school email account for the Treasurer
- Belinda to confirm if money has been received for the Show Parking from last year

Trish recognised the efforts of Belinda for her work in handing over Treasurer role

Uniform Shop Report – Nicola Lovejoy apology

- Presented by Justin
- Libby Crawford is taking on this role
- Research done on moving uniform shop to online. Permaplete have come back with options. Other providers were not responding or declined, assuming because of the small size of the school.

Permaplete proposal

- Current St Thomas stock would move to Permaplete
- Permaplete will store and manage this stock on behalf of the P&F until sold
 - Approx. \$35,000 in stock currently
 - P&F forward funds stock under current arrangements
 - Stocktake was completed recently
- Proposal is for Permaplete to manage all forward inventory at no cost to P&F
- Any uniform items not currently provided by Permaplete (e.g. sports faction tops) would need to transfer to Permaplete option. This may result in some small colour differences
- St Thomas would be required to keep one of each size of uniform for pupils to try on at the school
- Purchases online only, delivery in 48 hours to home or every Tuesday to school
- Profit margin will need to be the same across all items, may result in some changes to current prices (up or down)
- Profit in current stock is average 30 – 40%, Permaplete would offer 10%
- Lack of Volunteers to support any ongoing self-management of uniform raised as a concern
- Carla noted the move to online/outsourced Canteen has been excellent for the school and keeps this task simple
- Peter noted the Permaplete offer seems very reasonable
- Permaplete should be able to provide forward estimate of uniform requirements and projected cash flow

Motion: to investigate transfer to Permaplete, with view to adopting this approach

Moved by: Peter Telford; Seconded by: Belinda Hammond; motion carried

Fundraising Report:

School has been offered Entertainment Book. P&F would receive \$14 per book sold.

- Agreed Paul to investigate online Entertainment Book for school
- Subsequently Deliah Cassidy offered to investigate

Events:

2019 events that are being planned are

- P&F Sundowner (held 15 Feb)
- Night on green
- Mothers day stall
- Fathers day stall
- 110th anniversary of the school – plans being developed
 - Coordinate with St Thomas Feast Day (last day Term 2)
 - Propose to maybe require committee to help coordinate
 - Possibly looking at a day of activities culminating in a Sundowner
- Quiz night – options to hold this but as a smaller fundraising event.
 - Peter Telford has offered to work with John Prichard on setting this up
 - Look to have “wish list” items available on the night for parents to purchase for the school
- Show parking – run by Royal Agricultural Society
- P&F levy noted as reducing need for events

Canteen Report

Working well. Happy to support swimming carnival with early delivery of food

P&F Support requested

1. To continue co-funding the Year 6 leaving shirts at \$30 a shirt

Motion: P&F agrees to co-fund Year 6 leaving shirts

Proposed: Lyndal Gallagher; seconded by Trish Coniglio; Motion Carried

2. Request for funds for three parent/student events to be run this year:

- Two Parent workshops to be run by Clair Orange (Taking a deep dive into the world of Girls and Taking a deep dive into the world of Boys) at \$585 each; and
- Two presentations to be run by Paul Litherland (Cyber Safe) – one presentation for Years 5 & 6 students, one presentation for all Parents

Motion: P&F to fund workshops provided by Clair Orange and Paul Litherland as discussed at a similar cost to 2018 of \$1,280

Moved: Sarah Chatfield; Seconded: Paul Leighton; Motion Carried

3. Wish list from Teachers for P&F support

- Proposal from Teachers has yet to be received
- Idea for a “wish list board” to be put up at quiz night, option for families to purchase specific items from the list
- Question asked around parent help required in the school grounds. Justin to look at what may be required – gardener takes care of most of this. Parents busy-bee may come up.

Class Rep Report

Sharon Tee has nominated to be overall Class Reps

Wednesday 20 Feb morning catch-up for all class reps at Domain

Parish Rep Report

No report provided

PR and Media Liaison Report

No report provided

General Business

Leanne Hancock, School Finance Officer, requests to be cc'd in meeting minutes

Next Meeting: 18th March 2019, 7pm

Meeting Closed: 10:08am

Meeting minutes approved

St Thomas' Primary School Claremont

Parents and Friends Association General Meeting No. 1 of 2019

Agenda

Venue: School Library

Date: Monday 18 February 2019

Time: 9am

1. Opening Prayer
2. Welcome and Apologies
3. Minutes of previous meeting
4. Business arising from previous meeting
5. Principal's Report
6. Treasurer's Report
7. President's Report
8. Fundraising Report
 - a. Entertainment Books
 - b. Mother's Day/Father's Day Stall
 - c. Show Parking
 - d. Quiz Night
 - e. 110th Anniversary
9. Canteen Report
10. Uniform Shop Report
 - a. Move to online
11. Class Representative Coordinator's Report
 - a. Class Reps morning tea
12. Parish Representative Report
13. PR Relations and Media Liaison Report
14. General Business
15. Next meeting – Monday 18 March 7.00pm (Term 1, Week 7)

P&F Plan for 2019

Term 1:

Sundowner
Night on the Green
P&F Levy

Term 2:

Mother's Day Stall
110 Anniversary

Term 3:

Father's Day Stall
Quiz Night

Term 4:

Show Parking