



## P&F General Meeting - Meeting 1 for 2023

**Date:** Wednesday, 15 March 2023  
**Location:** School Library and via Microsoft Teams  
**Attendees:** 23 Total

**Time:** 7pm  
**Chair:** Clare McIlree

F2F (School Library) - 12		
▪ Natalia Thomson	▪ Clare McIlree	▪ Carin Penberthy
▪ Sarah van Bockxmeer	▪ Patrycja (PK) Spears	▪ Kathryn Monaco
▪ Malini De Silva	▪ Sha Ragnauth	▪ Sarah Whitehouse
▪ Natalie Cloud	▪ Libby Crawford	▪ Asha John

Microsoft Teams - 11		
▪ Heath Nankivell	▪ Danah Dunkeld	▪ Paul Indaimo
▪ Joanna Glynn	▪ Kai Wang	▪ Lyndal Gallagher
▪ Melissa Di Latte	▪ A J (Alex)	▪ Ric Koutakis
▪ Deliah Cassidy	▪ Sara	

### Agenda Item 1

Welcome – Clare  
Acknowledgement of Country – PK  
Prayer - Carin

### Agenda Item 2

Apologies:

<i>None this meeting.</i>		
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### Approval of minutes of previous meeting:

The minutes of the P&F meeting of 19 October 2022 were agreed by all to be accurate.  
*Approved by Carin Penberthy and Sarah van Bockxmeer.*

### Agenda Item 3

**Introduction to Committee | Aims of the P&F | Sporting the P&F**

Clare McIlree introduced the P&F Committee for 2023:

- Chair: Clare McIlree
- Deputy Chair: Carin Penberthy
- Treasurer: Sarah van Bockxmeer
- Secretary: Patrycja (PK) Spears



## ST THOMAS' PRIMARY SCHOOL

### P&F Group

Clare advised that the P&F operates in accordance with the Terms of Reference mandated by Catholic Education Western Australia (CEWA) and that the updated terms can be located via St Thomas' website "Parents and Friends" section.

Clare described the role of the committee and that the aim of the P&F is:

- To form community
- Fundraising
- Being positive advocates for the school
- Support the Principal
- Initiatives
- Money expenditure – Ensuring that the money earned is spent on the children in that year. Exception to the rule would be big capital expenses.

Clare expressed her gratitude for all that attended this first meeting, in person and online. The ongoing support is so appreciated as the P&F will continue to use the Sign Up website whenever support and assistance is required at the school for any future events.

Clare concluded in highlighting that even now at this early stage parents can consider the role of being a Class Representative for next year as well reminding everyone that in 2024 the P&F Executive Team will require a new Chair and Vice-Chair to join the team for a two year tenure.

#### **Agenda Item 4.1 P&F Financial Position Summary**

Sarah provided a summary of the financial position at the start of the year as:

- Current Balance = \$29,036.64 (as at 14.03.23)
- Building / Maintenance Fund = \$9,134.76
  - P&F General Balance = \$19,901.88

Sarah advised that there will be further incomings and outgoings for Term 1. It was also clearly noted that the amount in the "Building / Maintenance Fund" was not for the P&F to spend and will be utilised at the discretion of the Principal as required. Sarah also noted that all pledges requested in 2022, have had the funds contributed to.

A question was asked in the meeting and Sarah responded that the school levy which is received twice a year in June and around October / November, has not been included in the current P&F General Balance. It was advised that the amount would be approximately \$14,000.

Sarah also wanted to highlight that the \$20,000 amount carried over from 2022 was exceptionally high this year as at the end of last year the P&F received a one off legacy payment from the uniform shop "Perm-A-Pleat Schoolwear". It was in relation to transferred stock and stock sold from when the school did run their own uniform shop.



**ST THOMAS'**  
**PRIMARY SCHOOL**  
**P&F Group**

**Agenda Item 4.2**  
**Changes to Reimbursement Procedures**

- A new P&F reimbursement form has been uploaded to the St Thomas' Primary School website under the section "Parents" and sub section "Parents and Friends". When submitting a reimbursement, please attach original invoices/receipts to the form.
- The completed form can be submitted to the P&F tray located in the front office. Payments are processed on Fridays in line with the school's existing payment schedules.

It was advised that queries can now be directed to your P&F representatives via a new gmail account that has been set up: [stthomaspandf6010@gmail.com](mailto:stthomaspandf6010@gmail.com)

**Agenda Item 5**  
**School Wish List from Principal**

The following school wish list for 2023 was received from Natalia and presented by Clare. It was voted in by the group and signed off by Clare. All physically there approved and 4 online raised hands to show approval.

Learning Area/Outdoor	Item	Staff Requesting	Approximate Cost
Curriculum	Literacy Resources	Natalia	\$2,000
Parent Information Session	<i>"Raising children in the digital age."</i> Presenter – Claire Orange <a href="https://claireorange.com.au/">https://claireorange.com.au/</a>	Natalia	TBC \$1,000 - \$1,200
Classroom	Sensory wobble stools – set of 30.	Natalia	\$83 each x 30 = \$2,490
Drama	Money towards Drama Production.	Renee	\$500
Music	New Bass Guitar	Natalie	\$400
Music	Xylophones (6)	Natalie	\$40 each x 6 = \$250
PE	Sand for long jump pit.	Sharon	\$1,000
PE	Trolley to carry equipment for carnivals.	Sharon	\$300
PE	Sports Items – balls & equipment for recess and lunch time.	Sharon	\$1,000
Sand Pit   Ship Play	Heavy duty sand toys.	Sharon	\$900
		<b>TOTAL:</b>	<b>\$10,040 (Approx)</b>



## Agenda Item 6

### Other Expenditure Requests – for Discussion | Decision:

- A question was asked about the early years playground wish list that was presented last year. Sarah confirmed that the money has been allocated for that and reconfirmed that all pledges from last year have been actioned.
- A parent made reference to an idea that was discussed last year, “Mindfulness Space” – purchasing big bean bags for the outside courtyard in the library for children to use. It was advised that Natalia would consider this suggestion.
- Natalia informed the group that last year \$5,000 in funds was used to upgrade the library
- A question was asked by a parent if the “wish list” purchases for this year are age specific. Natalia explained that the wish list caters for all age groups across the school.
- Natalia explained that the wish list was about sharing the resources across the whole school and highlighted that this year it was spread across learning resources, parent information session, classrooms, drama, music and sport.
- Natalia further expanded the “Literacy” component of the wish list and advised that it included:
  - Novels for Library | Class Readers | Learning Resources
- A question was asked if there were any ideas on how to spend the \$9,000 in the Building | Maintenance Fund. A suggestion was made that a new fence may be needed near the pirate ship play area.

## Agenda Item 7

### Planned Events for 2023:

#### Events Held:

- Pancake Shrove Tuesday (an event that was held earlier this term)
- P&F Sundowner (an event that was held last Friday night)

#### Events Upcoming:

- Harmony Day, Tuesday 21 March
  - It was agreed that P&F would purchase icy poles and deliver to school on day (250)
  - Children are encouraged to wear orange clothing or come to school in their cultural costumes
- Sausage Sizzle Community Masses – Saturdays throughout the year, dates in newsletter.
  - Upcoming is the **YEAR 4 Mass, Saturday 25 March.**
- Mother’s Day Stall & Morning Tea
  - P&F advised that the Mother’s Day gifts have been selected and stock has been delivered
  - Mother’s Day stalls will run before school in the week before Mother’s Day
  - Mother’s Day morning tea will be held on **Friday 12 May after Liturgy at 9.00 am**
  - A sign up request will be created to ask for volunteer helpers



## ST THOMAS' PRIMARY SCHOOL

### P&F Group

- EduDance
  - Natalia advised that this will take place starting Term 2.
  - The class will be held on Tuesday and children will wear their sport uniform on that day.
  - The final concert will be held at Loreto Primary School at the LPAC.
  - P&F advised that they will look into hosting tea and coffee for the show.
- Father's Day Stall and Breakfast
  - Father's Day stalls will run before school in the week before Father's Day
  - Breakfast TBC
- School Disco
  - Natalia confirmed that the date has been set for **Friday, 23 June.**
  - Confirmed that the year 6 children and parents will plan the event and set a theme.
  - The block out curtains (purchased last year) will hopefully be installed by then. Natalia advised that they had to alter the exit signs in preparation for the installation.
- St Thomas' Feast Day – Plans to be confirmed for this event.
- Term 3 Open Morning
- Parent Fundraising Event – Term 3, date TBC.
  - Will be held at venue outside of school
  - Entertainment will be organised – Bingo Style

### Questions & Discussions:

- **Slip Road Construction:**
  - Natalia advised that she has been in constant discussions with the Claremont Council and the slip road is due to be completed over these upcoming term holidays.
  - Full details on use will be sent out; however, between 9.00 – 2.30 pm parents will be able to use it to park if needing to pick up children or visit the school.
  - The slip road will be quite long reaching past Father Wayne.
  - Question was asked by parent on how the slip road will be used for pick up. Natalia advised that if it is raining the children will wait undercover and each child will be walked to the car. If not raining then the children will be sitting on the basketball courts awaiting their pick up.
- **Girl's Uniform:**
  - Question was asked by a parent in potentially organising shorts for girls instead of the tartan skirts. Natalia advised that this is a topic that has been discussed on multiple occasions and short term suggestion was to purchase bike shorts for the girls at Target for under the tartan skirts.
- **Uniform Shop:**
  - Libby advised that the school uniform shop sells the St Thomas Swimwear and Early Learning Tops.
  - Libby was informed by Clare that no stock take needs to be made of the second hand uniforms.
  - If new purchases need to be made by Libby, it has been requested that she send an email to the P&F account for approval and then email through the invoice once the stock has arrived for reimbursement.



## ST THOMAS' PRIMARY SCHOOL

### P&F Group

#### ▪ P&F Meetings:

- Term 1: One meeting that was just held 15 March.
- Term 2 & Term 3: Two meetings will be held in the term.
- Term 4: One P&F meeting with AGM end of year final meeting

#### PRINCIPAL REPORT:

- Welcoming all new parents and welcoming back all.
- Natalia was delighted with Shrove Tuesday
- Was excited for St Patrick's Day fun with kids Friday 17<sup>th</sup> March where they are allowed to wear a green shirt, socks or ribbons.
- Advised that NAPLAN started this week and will finish up next Monday.
- Harmony Day celebrations – children wearing orange or their cultural costumes.
- Natalia extended her gratitude and thanks for the Sundowner that was held last Friday.
- Advised that we no longer have COVID restrictions but healthy hygiene practices are still being implemented.
- Natalia informed the group that the staggered play times at the morning tea and lunch breaks are working well.

#### Agenda Item 8

- Thank you and meeting close.
- Keep in touch and if you have any questions please contact the P&F Executive Team via:
  - ❖ [stthomaspdf6010@gmail.com](mailto:stthomaspdf6010@gmail.com)