



**ST THOMAS'
PRIMARY SCHOOL**

P&F Group

P&F General Meeting - Meeting 4 for 2023

Date: Wednesday, 9th August 2023
Location: School Library and via Microsoft Teams
Attendees: 16 Total

Time: 7pm
Chair: Clare McIlree

F2F (School Library) - 9		
▪ Natalia Thomson	▪ Clare McIlree	▪ Carin Penberthy
▪ Sarah van Bockxmeer	▪ Patrycja (PK) Spears	▪ Kathryn Monaco
▪ Rachael Walker	▪ Natalie Cloud	▪ Malini De Silva

Microsoft Teams - 7		
▪ Heath Nankivell	▪ Elorita Sadecki	▪ Bianca Della Vedova
▪ Sha Ragnauth	▪ Paul Indaimo	▪ Alejandra Zapata
▪ Melissa Di Latte		

Agenda Item 1.

Welcome – Clare
Acknowledgement of Country – Carin
Prayer - Patrycja

Agenda Item 2.

Apologies:

▪ Simone Mason	▪ Eleni Radici	
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Approval of minutes of previous meeting:

The minutes of the P&F meeting of 14th June 2023 were agreed by all to be accurate.
Approved by Carin Penberthy and Sarah van Bockxmeer



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Agenda Item 3.

Principal Report, Mrs Natalia Thomson

Clare acknowledged that today was "International Principal's Day and thanked Mrs Thomson for all her service, devotion and dedication that she gives to the school. We are all so grateful for all that she does. Mrs Thomson advised that she received cards from the children, morning tea by the teachers and they spoke of "Gratitude".

We welcomed several new families as we commenced the term celebrating NAIDOC week. With a busy term ahead, students have been relishing their learning opportunities and the immense co-curricular clubs the school has to offer.

Catholic Identity - Inspiring Christ-Centred Leaders

August is a busy time in the Church calendar with several very important Feasts and Solemnities:

- St Mary MacKillop Mass
- Feast of the Assumption Mass

Students continue to attend Parish Masses every Wednesday and on Saturdays rostered throughout the school year.

Education - Catholic Schools of Excellence

- **Catholic Performing Arts Festival** is in full swing. Lots of entries, across different disciplines of speaking, drama, performance, vocal and instrumental.
- **Angelico Visual Arts Exhibition** in Forrest Chase commenced Monday 7 August. 25 exhibits from St Thomas' students.
- **Drama Production** - "Mystery of the Missing Medallion" - two nights, two matinees', a wonderful performance.
- **Assemblies** commenced this term.
 - Year 6 - Federation, Democracy & Migration
 - Year 5 this Friday at 8.45am
- ICAS Testing - Optional, started this week for the children involved.
- RE Assessments - Year 3 & 5
- Fair Game - Dress up as a sporting hero.
- PP - Wacky Wednesday / Early Years - 100 Days of School
- First Aid Awareness PP-Yr 6
- Speak Up Awards
- Interschool Chess
- Athletics Carnival / Running Club Friday mornings
- Book Week - Wed. 23 August - Parents welcome to attend the parade, weather permitting.

Community - Catholic Pastoral Communities

- Hollywood Glam Musical Bingo - P&F
- NSI Climate Survey - please complete and return to the school in paper form or online.
- School Photos - whole school photo will be taken at a later date due to bad weather.
- PUPIL FREE DAY - Friday 18 August. Staff will be participating in some professional learning on the Catholic Education WA Wellbeing Framework.
- Open Morning - Wednesday 6 September - New and prospective parents morning tea will be held.
- Learning Journey - Wednesday 6 September - Please come and join your children and bring the Grandparents.

Stewardship - Accessible, Affordable and Sustainable System of Schools

- Principals Conference
- Playground options - Still in the process as hard to get people in. Also drainage issue needs to be resolved first.
- Wish List - Grateful for an additional wish list and we are in the process of discussion and review.

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Agenda Item 4.

Important Dates for Term 3.

- Pupil Free Day, Fri 18th August
- Father's Day Stall, Tue 29th & Wed 30th August - This coming week we will be sending out a "SignUp" request for volunteers to assist across the two Father's Day gift selling stall days.
- Father's Day Breakfast | Liturgy – Thurs 31st August.
- **St Thomas' Dad's Camping**, Saturday 9th September – Tickets are on sale for event with 56 bookings remaining for this overnight event. There are dorm and tent site bookings as well as a Saturday day only ticket option. Promising to be a great event at the "**Kerem Adventures Camp**" 100 Kirby Rd, Bullsbrook.

<https://www.trybooking.com/CJPYK>



Agenda Item 5.

P&F Financial Position Update

P&F Financial Position (as at 31.07.23)

Current Balance = \$19,894.85

- The P&F have distributed the legacy Building / Maintenance Funds of **\$9,134.76** to the school, that were previously sitting in the P&F account balance.
- Hollywood Bingo Fundraiser - great night with lots of stylish outfits. **\$6,500** was raised from 10 Silent Auction Items.
- Bond from the fundraiser event is due to come back as well as small expenses to come through – Father's Day Morning Tea and Class Mass Sausage Sizzles. Mary is going on a well deserved break at the end of this month so the 2nd Levy was issued early.
 - ❖ This amount is included in the listed balance and was an amount of **\$7,170**.

The levy funds come through twice a year, managed by the school, but are there to be used by the P&F. During this meeting we discussed the importance of planning ahead and making sure that we have a suitable amount to carry over for the new year to use for the term 1 expenses that come through, like the Parent Sundowner and the purchasing of gifts for the Mother's Day stall. It was discussed and agreed that **\$7,000** will be left in the P&F balance at the end of 2023 to carry into 2024.

Once further calculations have been made for all that still needs to be funded for this year, we will have a better understanding of what monetary figure we can offer Natalia and the teachers for a further 2nd Wish List. The P&F are in discussion with Natalia reviewing the wish list items and we hope to present a full list at the up and coming P&F meeting.

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Agenda Item 6

P&F Update:

▪ *Fundraising Event – “Musical Hollywood Bingo” Summary*

Huge thank you to the P&F team, the husbands, children and parents that helped make the fundraiser a huge success in the preparation, set up and pack up. A special thank you to Bianca for all her help in organising items for the Silent Auction. The P&F are extremely grateful for the generosity of our school community as the 10 prizes were full of fun ideas, amazing family packages, gifts and holiday getaways.

Bianca responded that she loved being involved and thanked everyone for being a part of it.

Not forgetting a huge heartfelt thank you to all that attended the event and supported the fundraiser through their ticket purchase and generous donations. There was such a wonderful school spirit as we had 10 tables booked and 94 parents attending in amazing costumes and outfits, making it a night to remember at the Nedlands Yacht Club.



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- ***PK Creating a “Summary List” of all available decorations***

The recent fundraiser had a large decoration collection and now so many of these items will be available to be used by the school for any upcoming events, especially the Year 6 graduation that is hosted on the school grounds. PK is preparing an inventory list with images to make it easy to review and select what you would like to use and more importantly know what the P&F has available to start planning any future events.

- ***P&F Item Locations Post Holiday Clean Up***

During these last school holidays Clare (her wonderful children) and PK spent time going through all the P&F items across the various locations in the school and they have all been consolidated into two locations. There is a locked cupboard just outside the reception area in the hallway and the remainder of items are located in the school canteen. PK will continue to work on a full inventory list to know all that the P&F owns to make future events easy to organise and run, utilising all that we have on offer.

- ***Advisory Council Update | New Process Going Forward***

The P&F does not report to the Advisory Council as we work closely with Natalia; however, the P&F does attend the meetings and provides a report and update. In the past, this has been a responsibility of the P&F Chair to attend all the meetings, but this year we have decided that it could be a responsibility that can be shared and each P&F team member can attend on behalf of the P&F, sharing the load.

The Advisory Council in support of this have moved the P&F report to the start of the meeting, thus giving the attending member the chance to leave after presenting the report or stay for the whole duration should they wish to do so.

- ***Update on Past and Future “Wish List” Items***

As mentioned by Natalia earlier in the meeting, there are delays for the playground update that was scheduled to happen from the previous wish list presented at the start of the year. Plans are taking a long amount of time and very difficult to get people in to present ideas. One design has been presented to the school but they would like to have other options before deciding on a design. At the same time a drainage issue has to first be resolved and this is something that the school is looking into. Natalia advised that all other items from the initial wish list have arrived and are being utilised around the school.

Due to the additional funds that the P&F have, as mentioned, a second wish list will be presented. At this time the P&F and Natalia are working through the list and we hope to present the full list at the next P&F Meeting.

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Agenda Item 7 P&F Opportunities for 2024

Rachael Walker has offered to Vice Chair for the two years starting in 2024. Rachael advised that she wanted to give something back to the school and said that she is happy to help out; however, if someone wanted to put their hand up for this position, as this is their last chance before finishing up at the school, she would step down and offer them this opportunity.

Clare explained on behalf of all of us in the P&F, that we genuinely feel like we are giving back and we have the opportunity to work together, creating friendships that otherwise we would not have had the chance to form. It is an exciting opportunity for a parent to step into the Chair role and the whole team will be there to guide and support them. Each year is different and there is always a chance to make it your own.

If anyone would like to further discuss this opportunity then please reach out to any of the P&F team to further discuss or contact us via the email shown below. Clare advised that she will soon send out a formal email to present the invitation to the school community as ideally we would like to use term 4 to hand over and make them feel comfortable to start the new year.

The best email is the P&F email as shown below.

stthomaspandf6010@gmail.com

- **Chair – TO BE PLACED**
- **Vice Chair - Rachael Walker – has offered to start this role in 2024**
- Secretary - Patrycja Spears (PK) will remain in this role for 2024
- Treasurer - Sarah van Bockxmeer will remain in this role for 2024

Clare commented that there is no expectation to volunteer if you attend the P&F meetings. We warmly welcome more parents to attend in person or log in online as most meetings are under 30 minutes. This meeting we had a wonderful turn out and we are so grateful for so many taking the time to be part of the meeting.

Agenda Item 8 Conclusion

To conclude, Clare advised that the minutes will be typed up and uploaded to the website. If you need to get in contact with the P&F please use the email below or direct questions via your class reps.

- Thank you and meeting close.
- Keep in touch and if you have any questions please contact the P&F Executive Team via:
❖ **stthomaspandf6010@gmail.com**

POST MEETING DISCUSSIONS:

- ❖ Natalia advised that towards the end of Term 4 we would decide on a date for the 2024 Sundowner to allow a SAVE THE DATE to be sent as well as any catering | ordering secured, before the end of school year.
- ❖ In 2024 it was decided that a WISH LIST amount will be presented to Natalia and the teachers in TERM 2 to fully allow teachers to fully settle into their roles and have time to assess on what wish list items are needed.