



**ST THOMAS'
PRIMARY SCHOOL**

P&F Group

P&F General Meeting - Meeting 1 for 2024

Date: Wednesday, 13th March 2024
Location: School Library and via Microsoft Teams

Time: 6.30 pm
Chair: Malini De Silva

Attendees: 9

F2F (School Library) - 6		
▪ Heath Nankivell	▪ Malini De Silva	▪ Rachael Walker
▪ Sarah van Bockxmeer	▪ Patrycja (PK) Spears	▪ Sarah Whitehouse

Microsoft Teams - 3		
▪ Joep Vaessen	▪ Sha Ragnauth	▪ Carin Penberthy

Agenda Item 1.

Welcome – Malini
Acknowledgement of Country – Patrycja
Prayer - Rachael

Agenda Item 2.

Apologies:

▪ Natalia Thomson		
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Approval of minutes of previous meeting:

The minutes of the P&F meeting of 15th November 2023 were agreed by all to be accurate.
Approved by Rachael Walker and Sarah van Bockxmeer.



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Agenda Item 3.

Assistant Principal Report, Mr Heath Nankivell

Mrs Thomson is on leave. Mr Heath Nankivell will be Acting Principal until the beginning of Term 2

2024 – THE YEAR OF COMPASSION

- Term 1 Self-compassion – talk on Day 1 to children, and reminders at Gathering, teachers to pick-up in class at appropriate level
- Keeping ourselves healthy in mind, body and spirit

FR WAYNE

- We miss our dear friend, Fr Wayne
- Thank you to parents for their understanding and well-wishes during this sad time
- Thank you to CEWA for staffing our school for Wednesday afternoon of the funeral – important for staff to attend

PARISH & MASSES

- Fr Richard has supported the parish and the school pastorally, and has been formally appointed to St Thomas' the Apostle, Claremont.
- Opening mass and Ash Wednesday have been celebrated, and we look forward to Harmony Day liturgy (as part of a day of cultural celebrations) and Holy Week culminating in the Stations of the Cross on the final Thursday of the term.

STAFFING

- Over the term we have welcomed 2 teachers and 4 EAs, and a Finance Officer
- Students are well supported by enthusiastic, knowledgeable and committed staff
- We are very lucky to have the staff we have

NAPLAN

- Children are well prepared for tests that start today, and continue into next week
- Balance between getting out what the kids know and creating anxious-ness amongst the Year 3 and Year 5 group
- Results will be released earlier than previous years (we are told...) and will be released to Year 3 and 5 parents when available

PANCAKE/SHROVE TUESDAY

- A beautiful occasion in lead up to Lent, where buddies can spend time together
- Thank you to P&F and the chefs who made this happen!

P&F SUNDOWNER

- What a beautiful night
- Thank you for the organisation and commitment to inclusivity and community (two of our school values) the P&F put in to the night
- Feedback was that new parents in particular felt very welcomed on the night

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Agenda Item 3. *continued*

SWIMMING CARNIVAL

- An amazing community-filled (hot) day of competition
- Thank you to all the parents who helped on the day and at the swim trials
- The closest result for some time!

OTHER ACTIVITIES

- Installation of two additional shade sails at sand pit
- Pre-primary and Y1 formal testing, and PP Speech Screening
- Interschool swimming training
- Year 5 & 6 Surfing lessons
- Parish Masses
- Chickens in PP
- Staff professional learning – Pedagogy, Leadership, Early Years, Wellbeing, English as an Additional Language/Dialect

OTHER UPCOMING EVENTS

- GRIP Leadership conference (for student leaders)
- Harmony Day – thank you in advance for the contribution by the P&F on the day
- Parent-teacher meetings (and Interim Reports released afternoon of Mon 25/3 through SEQTA)
- Term One concludes Thursday 28 March
- Term Two commences Monday 15 April

Question was asked by parent in relation to Harmony Day:

Heath's Response:

On Harmony Day, cultural dress is allowed as well as orange clothing. A thank you in advance to the P&F for buying the icy poles and on the day Sarah and Rachael will be coming to the school to assist with handing out the icy poles to the children.



**Agenda Item 4.
PART A: Men of St Thomas "MOST"- Joep Vaessen**

Joep Vaessen – 0400 401 362 | Joepvaessen@gmail.com

Malini advised that we were fortunate to have Joep attend the P&F meeting online and speak to everyone more about "M.O.S.T. – Men of St Thomas". Joep uploaded the following PowerPoint slide sharing with the group all the planned ideas and events for this year.

Topic	Detail
Get involved	<ul style="list-style-type: none">Encourage dad's to get on the class whatsapp and school emailIf you'd like to get involved in planning or need support, get in touch with Joep (0400 401 362) or Joepvaessen@gmail.com
Background	<ul style="list-style-type: none">Dad's & kid'sDad's & dad's

EVENTS		
What	When	Details
Kids + Fathering figure / Dad Events	<ul style="list-style-type: none">Saturday 1-6-24One other TBC	<ul style="list-style-type: none">WAFL EventPottery / Painting / Other
Family Event	<ul style="list-style-type: none">Saturday 2-11-24 or Saturday 9-11-24	<ul style="list-style-type: none">Family Movie night + Mass
Dad's Campout	<ul style="list-style-type: none">Confirmed 7-8 September (same location as last year)	<ul style="list-style-type: none">Dad's Campout
Quarterly Catchups	<ul style="list-style-type: none">Friday 3-5-24 (updated date)Thursday 25-7-24Thursday 17-10-24	<ul style="list-style-type: none">Golf + DinnerFlight Club – Darts (optional speaker)Nearby Bar (optional speaker)

Joep advised that he would like to encourage dads to join and would like to include as many dads as possible.

Joep very generously reminded the P&F that all we need to do is send a text if any assistance is needed for any P&F events and that dads are very happy to help out.

Joep informed the group that last week the MOST group had a planning meeting at the Claremont Hotel. He advised that it was a good meeting and a great opportunity for open discussions and ideas. It was mentioned that last year, most of the events were sports and male orientated. Joep informed the group that discussions were held on new ideas to create more opportunities for dads to join in with their daughters for activities like potentially painting or pottery.

Each term there will be one catch up as per the list above.



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Joep advised that he is looking for a good injection of new dads as he won't be there for the 2nd half of year; however, he will be back in January 2015. He will also be looking for a volunteer to be Camp Leader as well as organising a camp committee to assist with all the preparations for the event.

A question was asked:

Is there any other way to know about the events if some dads are not part of the WhatsApp group?

Answer:

Joep explained that events will be included in the school newsletter as well as the school calendar. They will also look into promoting 2 weeks before an event is due to happen. This may be achieved with a text via the school or notice via the Parent Reps. The P&F will also include all MOST events in their notes.

Agenda Item 4. *continued*

PART B: Malini De Silva

❖ Introduction to Committee for 2024

- Malini De Silva as Chair
- Rachael Walker as Vice Chair
- Patrycja Spears (PK) as Secretary
- Sarah van Bockxmeer as Treasurer

❖ Aims of the P&F for 2024.

Malini advised that she would like P&F to carry forth like in previous years, supporting the school, build the school community and provide connections between staff, students and parents as we seek to keep the "FUN" in fundraising.

❖ New P&F meeting day and time going forward.

Malini informed the group that there will be a new day and time going forward for the P&F meetings. Natalia stays at school for the meetings and we would like to accommodate her as best we can and hold the meetings earlier at 6.30 pm instead of the usual 7.00 pm start. The meetings will also be changed from a Wednesday to a Monday and the P&F will strive to have two meetings per term.



Agenda Item 5. P&F Financial Position Update

P&F General Account Balance

- Starting Balance (Term 1 2024) = \$6,034.26
 - Current Balance (estimation as at 11.03.24) = \$3,800
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- ❖ At the end of Term 4 2023, Natalia and the P&F agreed to carry over into 2024 an amount of roughly \$6K. This was due to the fact that several early Term 1 events/fundraising activities needed to have available funds to utilise, given the first fundraising activity for the P&F isn't until Mother's Day, and in prior years the first Levy instalment wasn't received until Term 2. Confirmed/actual amount carried over \$6,034.26
 - ❖ Currently there is an estimated incoming amount of \$3,700 from sundowner ticket sales and the uniform shop to be received. There may be additional income forthcoming from the uniform shop second hand sales and potential Levy instalments, but this is not yet confirmed.
 - ❖ There is also an estimated deduction amount of \$5,900 relating to general expenditures, sundowner catering/drinks, Harmony Day and Mother's Day stall gifts to be completed.
 - ❖ Not sure of when the school levy will be coming through, we are in discussions with Natalia. Hence our available funds as of **11th March 2024 will be approximately \$3,800.**
 - ❖ The amounts provided are estimations, as the school faced some challenges finding a replacement for Mary Courtney (the previous Finance Officer). We are delighted that the school has now filled this position.
 - ❖ As the new Finance Officer (Victoria) settles into their role, we will be provided with an up-to-date account reconciliation and at the next meeting will be able to deliver accurate balances. We understand and appreciate the difficulties faced by the school and the finance team during this transition period and we thank them for the assistance provided to the P&F in the interim.



Agenda Item 6

P&F Review:

❖ Pancake Shrove Tuesday

The event ran smoothly as it was estimated that we cooked over 450 pancakes allowing the children to have 2 pancakes each. A huge thank you to the P&F team as well as the parent volunteers. Another thank you goes out to all the teachers and support staff as they assisted in the pancake express way.

❖ P&F Sundowner

On Friday 23rd February, we held the annual P&F Sundowner. This event was open to all parents and teachers and we had approximately 100 attending the event enjoying the warm evening, delicious paella while the drinks flowed.

A big thank you to all that attended the event especially Natalia and Heath. A lot of time was spent setting up for the event as well as assistance given during the night. A special thanks goes to John Spears for creating the lighting set-up and all those that assisted with the clear up.

Important Dates for Term 1:

- ❖ Harmony Day, Wednesday 20th March – Prayer Service | Buddy Day | Costumes | Icy Poles
- ❖ Last day of Term 1, Thursday 28th March
- ❖ First day of Term 2, Monday 15th April

P&F Meeting Term 2:

- ❖ Next P&F meeting will be held on Monday 22nd April - Week 2 of term 2.

Agenda 7.

Planned P&F Events for 2024:

- ❖ Mother's Day Stalls (2 days before school) - *Natalia to confirm the days*
- ❖ Mother's Day Liturgy & Morning Tea
- ❖ Founder's Day Liturgy & Morning Tea
- ❖ Father's Day Stalls (2 days before school) - *Natalia to confirm the days*
- ❖ Father's Day Breakfast & Liturgy
- ❖ Arts Show with Afternoon Tea, Thursday 12th September – Term 3
- ❖ Art Show Fundraiser Parent Evening, Friday 13th September – Term 3
- ❖ Grandparents Day Liturgy & Morning Tea - Term 4



Agenda 7. Continued

ARTS SHOW FUNDRAISER, 12th and 13th September

- ❖ In relation to the Arts Show, Malini advised that the SignUp Arts Committee invitation has been sent out for parent volunteers to register their details to assist in any way possible. No art experience is required as there are so many facets and areas where assistance will be required. At the moment we only have 11 volunteers that have placed their name down.
- ❖ Early in term 2 we will send the link out to all parents again via the Parent Reps; however, the initial invitation with link was sent by the school as a direct email.
- ❖ The SAVE THE DATE will also be sent out to parents in the first week of term 2 to secure their babysitters.



Arts Show Committee Volunteers

St Thomas' Primary School are delighted to host a whole school Arts Show & Fundraising Evening across the 12th and 13th September. The two-day event is aimed at bringing our wonderful community together whilst celebrating our children's creative efforts to the theme of "Around the World".

The P&F are looking for any volunteers who would like to be involved in any capacity in our Arts Show or who may have any contacts in the art industry which could enhance our evening and exhibition.

Specific roles will be allocated early in Term 2 once we gauge the size of our team. Any assistance will be gratefully appreciated to produce a celebratory community occasion.

Thank you in advance for being a part of our St Thomas' Arts Committee 2024 and we greatly appreciate your involvement.

- ❖ Planning is under way and dates have been confirmed for the 2-day event. The P&F are working closely with the school and together with the help of the Arts Committee, we would like to have this event have plenty of planning time.
- ❖ The committee will have their first meeting in term 2 to further define the roles and areas of where assistance is required.
- ❖ All art work will be done during the school as part of the school curriculum.



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Agenda Item 8 Conclusion

To conclude, Malini 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

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