



St Clare's Catholic Primary School  
**Parents & Friends Association**

**P & F AGM MEETING MINUTES – 22 FEBRUARY 2022  
(via Zoom)**

**Chair:** Trent White

**Attendees:** Trent White, Ashleigh Cagney, Maureen Donaghey, Birgit Hoffman, Melissa McDonald, Leanne McMonical, Peta Shanahan, Mitchell Elks, Marg Foldes, Alicia Broadhurst, Abby Vigna, Amy Haar, Corey ?, Marie Eggleton, Holly Fleming, Vanessa ?, Joan Barnes, Jess Cagney

**Apologies:** Carly Cosmo, Kerri Toweel

**Minutes:** Maureen Donaghey

<b>Item</b>	<b>Responsible</b>
1. Meeting opened at 7.00pm & Welcome	Trent White
2. Acknowledgement & Opening Prayer	Marg Foldes
3. Attendance / apologies (as above)	Maureen Donaghey
4. <u>Confirmation of minutes</u> Minutes of meeting from 23 November 2021 summarised and read out by Maureen Moved: Ashleigh Cagney Seconded: Melissa McDonald Accepted: Unanimously	Trent White
5. <u>Principal's Report</u> Summary <ul style="list-style-type: none"><li>• 2021 brought a few hurdles our way which together we made our way over. With everything the year put in our way there is plenty to be thankful for. The students continued to show improvement in their learning and I acknowledge the support of parents and carers who supported students learning throughout term 3 at home. And our wonderful staff who went above and beyond to ensure ss were supported whether they were learning from home or at school.</li><li>• I acknowledge and thank the P&amp;F for their support across 2021 - even though there were more restrictions placed upon us they were able to move forward and successfully run the Mother's Day Stall and improved their success with the Christmas raffle. They supported the students' return to school with a BBQ lunch.</li><li>• There has been a great start to this year with students and staff and I'm sure parents are happy to be back at school. While staff and families continue to be impacted by Covid we are able to continue on relatively as planned to ensure learning continues.</li><li>• We have welcomed new staff and families who have settled well into SCNV.</li><li>• Our Big Goals this year include a focus on Mathematics for all students, focusing on students learning growth in both writing and reading skills. Staff will be working on a shared vision for learning which will underpin our consistent approach to learning across the school.</li></ul>	Marg Foldes

<ul style="list-style-type: none"> <li>• We had a successful competitors only swimming carnival last week with a number of students going to the next level next week. The students in K, 2, 4 and 6 began a gymnastics program supported by the sporting schools grant yesterday and today, this program will run for 4 weeks.</li> <li>• Lesley Shaw, our canteen coordinator has taken leave for part of this term and is retiring mid March.</li> <li>• We are looking forward to our opening school mass on Friday, weather permitting. With the beginning of Lent starting next week there will be an Ash Wednesday - parish Mass in the Hall at 8am and an outdoor mass for students beginning at 9. We have our Cross Country Carnival to look forward to later in the term, with the hope parents will be allowed back on site.</li> <li>• I am looking forward to working with you all and planning a successful year ahead.</li> </ul> <p>Moved: Trent White  Second: Ashleigh Cagney  Accepted: Unanimously</p>	
<p>6. <u>President's Report</u>  Summary:</p> <ul style="list-style-type: none"> <li>• Disappointing that we were not able to provide for our functions for the kids. Not just for funds, but also the funds planned to be raised for additional purchases but the events that the children enjoy.</li> <li>• Welcome BBQ/fathers day/fair/Christmas concert including parents and St Clare's feast day were all lost.</li> <li>• Current school expenditure plans still require fundraising for the PF to fund ongoing school items.</li> <li>• We heard that still on the agenda is playground changes but also technology replacements so we need to get back to raising funds.</li> <li>• But perhaps more importantly we need to get together for the school community.</li> <li>• Ongoing Care committee assistance, social events for the children and regular parent connections will help greatly in this isolated world.</li> <li>• Re-launching the fair will create an event we can be proud of and create an excitement for the kids.</li> <li>• These are the challenges we are faced with coming into the new year.</li> </ul> <p>Of course, there are many people to thank.</p> <ul style="list-style-type: none"> <li>• Last year's year 6 parents we lost multiple long term volunteers along with Kristy who did the fundraising events for many years. We thanked them at the time with a small gift.</li> <li>• To the current committees, thank you for your efforts and organisation this past year and to us all in aiming for the improvement of the school community and to deliver to our children.</li> </ul> <p>Moved: Ashleigh Cagney  Second: Leanne McMonical  Accepted: Unanimously</p>	Trent White
<p>7. <u>Treasurer's Report</u></p> <p><b>Bank balances:</b>  Working account: \$61,044.05  Term Deposit: \$30,712.95  Sweep Account: \$0.00  Paypal: \$0.00</p>	Birgit Hoffman

<p><b>Expenses paid out:</b>          \$2140 for prepaid credit cards, drinks for Christmas BBQ and farewell presents to long term fair stall coordinators.          To B. Hoffman \$170 for ice blocks (kids Christmas concert)          \$1341 to Trent White for Election BBQ, Christmas BBQ and flowers for Mrs Maloney          \$4333.32 to Amanda Grima, Calendar Artwork and Printing Costs (\$605 for artwork, \$3728.32 printing)          \$113 Farewell Flowers for Mrs Shaw (Canteen)</p> <p><b>Income:</b>          \$1242.85 for Election BBQ (with some Christmas raffle tickets)          \$2280 Banking Clothing Pool          \$14.50 Interest          \$7484.68 Christmas Raffle</p> <p><b>Regarding Audits:</b>          The paperwork for 2019, 2020 and 2021 was sent to the accountant 17/1/2022, with the excel files and previous financials for 2018 and 2017 emailed 24/1/2022.</p> <p>The AGM date of 22/2/22 was communicated a few times, yet the reports have not been received back as at 5pm. Expecting it any day now. Last communication was 15/2 where I was advised that audits would be completed this week.</p> <p>Moved: Ashleigh Cagney          Second: Leanne McMonical          Accepted: Unanimously</p>	
<p>8. Sub committee reports</p> <p>8.1. <u>Care Committee</u></p> <p>Since last reporting to the AGM on 16th February 2021 the Care Committee has undertaken the following work and yet again, things have been very different due to the restrictions and lockdowns of covid 19.</p> <ul style="list-style-type: none"> <li>• Prepared 10 care meals</li> <li>• Welcomed 16 new babies into our community with a card and small gift.</li> <li>• Purchased and prepared meal kits for volunteers, (following covid safe guidelines)</li> <li>• Received stock of girls socks and hats.</li> <li>• Held Teachers appreciation morning tea on Tuesday 9th November 2021. (Had this catered by a local business “Catermaid” and not by school community due to covid 19, courtesy of the care committee)</li> <li>• Recruited 5 new volunteers to help run the clothing pool.</li> <li>• Donation of hats from Yeronga.</li> </ul> <p>So, after 2020 we didn’t think that covid would hit us so hard. 2021 was a year like no other! With the whole state going into a 4-month lockdown meant remote learning and closing our school clothing pool which also put a stop to providing meals for our families in need.</p> <p>In October restrictions were lifted and as students started to return to school, we opened the clothing pool and continued to follow the one person at a time appointment rule.</p>	<p>Melissa/Leanne</p>

By following covid safe protocol we were able to provide care meals to families in need. We wish to thank our beautiful volunteers for always being available and willing to help.

In November 2021 the care committee hosted the teacher's appreciation lunch which consisted of individual boxes to each staff member. A big thank you to Amanda and her team at Catermaid.

The clothing pool is open by appointment only Mondays 8am to 9am and Thursdays 2pm to 3pm.

We have just recently recruited 5 new volunteers to help run the clothing pool. Welcome Jenny, Jodie, Katharine, Christine and Bev and thank you for volunteering your time. A special mention to Tiffany for always being there on hand helping us out with rosters and training our new volunteers, we are very grateful for your help.

When we took this role almost 5 years ago back in 2017, we never thought how rewarding it would be. We have welcomed so many new families and farewelled many too. We have seen some changes and have watched our school community come together especially over the last 12 months with the challenges we have all faced. We have enjoyed our roles as coordinators and have found it to be enriching and fulfilling to be able to help others and make a difference.

#### 8.2. Fundraising / Social Committee

See Treasurer's report above for funds made on Monster Christmas raffle.

#### 8.3. Fair Committee Update

Hopefully, the fair will be able to be held again in 2022.

Moved: Ashleigh Cagney

Second: Jess Cagney

Accepted: Unanimously

### 9. Committee Elections

As this was also the AGM, all executive committee positions were declared vacant by Marg Foldes and the nominations were as follows:

- Position of President – 1 nomination for Trent White – position accepted by Trent and seconded by Ashleigh Cagney
- Position of Vice President – 1 nomination for Ashleigh Cagney – position accepted by Ashleigh and seconded by Trent White
- Position of Secretary – 1 nomination for Maureen Donaghey – position accepted by Maureen and seconded by Ashleigh Cagney
- Position of Treasurer – 1 nomination for Birgit Hoffman – position accepted by Birgit and seconded by Trent White
- Position of Assistant Secretary – 1 nomination for Joan Barnes – position accepted by Joan and seconded by Melissa McDonald

#### Sub committee

- Care committee co-ordinators – Leanne McMonical and Melissa McDonald
- Fundraising – Ashleigh Cagney and Alicia Broadhurst
- Fair Committee – executive will run committee along with Jess Cagney. Holly Fleming agreed to help out at fair.

<p>10. <u>General Business</u></p> <ul style="list-style-type: none"> <li>• Marg Foldes advised that the Campbelltown Catholic Club has generously donated \$60,000 to the school and this will help with the shade sails being constructed over the synthetic grass area.</li> <li>• Marg Foldes requested \$15,000 from the P &amp; F for ongoing IT support, ipads and funds for the sensory garden to be completed.</li> <li>• Principal advised that the canteen will be put out to tender.</li> <li>• Principal advised that Chris Mills (in the office) has had a fall and is off work for 6-8 weeks.</li> <li>• Yeronga Uniforms have advised that there is no backlog in receiving the winter uniforms and should arrive by late March/early April. Trent to speak to Tony about providing a constant update in regards to uniform stock.</li> <li>• Welcome BBQ – still on hold.</li> <li>• RAT tests – each student will be provided with a further 8 tests but are not required to be tested</li> <li>• Magdalene hall is now operational and as St Clare’s has a good relationship with them, Magdalene are happy for St Clare’s to use this hall for school functions (ie creative arts nights etc).</li> </ul>	
<p>11. Next meeting and AGM to take place on <b>Tuesday, 3 May 2022</b></p>	
<p>12. Meeting close 7.55 pm</p>	<p>Trent White</p>