



St Clare's Catholic Primary School Parents & Friends Association

P & F AGM MEETING MINUTES – 20 FEBRUARY 2024

Chair: Ashleigh Cagney

Attendees: Ashleigh Cagney, Trent White, Peta Shanahan, Marg Foldes, Fran Beringer, Christine Calgaro, Kerri Toweel, Jessica Britton, Damien Britton, Leonie Gromek, Alejandro Buggedo, Shane Culbert, Bev Holmes, Jessica Cagney, Olivia Svalina, Elton Nemuseso, Belinda Booth.

Apologies: Amy Haar

Minutes: Peta Shanahan/ Olivia Svalina

Item	Responsible
1. Meeting opened at 7.00pm & Welcome	Ashleigh Cagney
2. Acknowledgement & Opening Prayer	Marg Foldes
3. Attendance / apologises (as above)	Ashleigh Cagney
4. <u>Confirmation of minutes</u> Minutes of meeting from P&F AGM Meeting 22 February 2023 summarised and read out by Moved: Trent White Seconded: Jessica Cagney Accepted: Unanimously	Ashleigh Cagney
5. <u>Principal's Report</u> <ul style="list-style-type: none"> ● 2023 Achievements: <ul style="list-style-type: none"> - Successful school year with gratitude. - Annual Improvement Goals focused on Mathematics. - Professional learning for staff on Mathematics and English. - Utilised Understanding By Design process for quality assessments on Number. - Celebrated improvement in PAT Maths data. ● 2024 Goals: <ul style="list-style-type: none"> - Aim for expected growth in Mathematics. ● Talents: <ul style="list-style-type: none"> - Debut SCNV Musical "Jack and the Beanstalk" involving a third of students. - Planned Creative Arts Night to showcase student talents. - Students celebrated Sporting and Stem abilities at various levels. ● Acknowledgment of Support: <ul style="list-style-type: none"> - Thanks to Parents and Friends for support and events, such as Mothers Day High Tea, Father's Day Breakfast, etc. - Appreciated volunteer support for various activities, through the year. ● Staff Changes: <ul style="list-style-type: none"> - Farewelled long-serving staff members, who will be missed, including Mr Elks and Mrs Rippoll. - Welcomed new staff and acknowledge staff on parental leave. ● School Growth: <ul style="list-style-type: none"> - Added extra Kindergarten Classroom due to increased interest. - Expectation of 4 Kindergarten classes in 2025. - Welcomed over 60 new families. ● Church Development: <ul style="list-style-type: none"> - Plans for St Clare's Catholic Church in council. 	Marg Foldes

<ul style="list-style-type: none"> - Welcomed Fr James into the community. • Outlook for 2024: <ul style="list-style-type: none"> - Positive start to the year with no major issues. - Emphasis on Vision for Learning based on our three values of High Expectations, Engagement, and Dynamic Learning Environment. <p>Moved: Shane Culbert Second: Bev Holmes Accepted: Unanimously</p>	
<p>6. <u>President's Report</u></p> <ul style="list-style-type: none"> • Highlights of 2023: <ul style="list-style-type: none"> - 2023 marked a successful year for P&F, featuring numerous events and fundraising initiatives. - Funds raised supported the school, enabling purchases ranging from new readers to audio equipment, showcasing the community's generosity. - Recognition extended to the school community, volunteers, and the P&F committee for their contributions and success. • Thank you: <ul style="list-style-type: none"> - Acknowledged her involvement in the Parents and Friends committee, serving in various roles and supporting diverse events over her tenure. - Expressed gratitude for the opportunity to meet new families and forge friendships within the school community. - Announced her decision to step down this year. <p>Moved: Kerri Toweel Second: Christine Calgaro Accepted: Unanimously</p>	Ashleigh Cagney
<p>7. <u>Treasurer's Report</u></p> <p>Trent provided an update of the current status of the P&F's finances.</p>	Trent White

Profit and Loss

St Clare's Parents and Friends Association For the year ended 31 December 2023

	2023	2022	2021
Trading Income			
Christmas BBQ Income	3,102.14	2,523.97	-
Clothing Pool Income	17,285.64	9,192.18	4,424.00
Colour Run Income	-	55,984.20	-
Disco	22,277.50	-	-
Fair Income	62,981.72	83,985.98	-
Interest Received	1,091.08	302.26	345.00
Raffle Income	-	-	13,022.00
Stalls Income	13,169.02	7,763.45	4,807.00
Total Trading Income	119,907.10	159,752.04	22,598.00
Gross Profit	119,907.10	159,752.04	22,598.00
Operating Expenses			
Accountancy	660.00	2,145.00	-
Administration Expenses	1,899.00	1,606.99	83.00
Bank Fees & Charges	471.21	690.53	-
Care Committee	850.50	-	-
Clothing Pool Purchases	10,044.06	-	-
Fundraising Expenses - Christmas BBQ	1,365.66	2,028.70	-
Fundraising Expenses - Colour Events	9,802.10	25,597.48	-
Fundraising Expenses - Fair	32,667.51	46,461.29	-
Fundraising Expenses - Raffles	-	-	287.00
Fundraising Expenses - Stalls	14,718.78	6,216.96	325.00
Printing & Stationery	430.45	9,578.95	-
School Contributions	39,967.41	6,177.24	12,652.00
Total Operating Expenses	112,876.68	100,503.14	13,347.00
Net Profit	7,030.42	59,248.90	9,251.00

Balance Sheet

St Clare's Parents and Friends Association As at 31 December 2023

	31 DEC 2023
Assets	
Bank	
Catholic Development Fund - TD I3 (Nov Matures)	31,886.76
Catholic Development Fund S2	134,616.96
Catholic Development Fund S2.1	199.37
Total Bank	166,703.09
Current Assets	
Prepayments	426.60
Sundry Creditors	(994.37)
Total Current Assets	(567.77)
Total Assets	166,135.32
Net Assets	166,135.32
Equity	
Accumulated surplus (deficit)	159,104.90
Current Year Earnings	7,030.42
Total Equity	166,135.32

Moved: Olivia Svalina
Second: Christine Calgarao
Accepted: Unanimously

<p>8. Sub committee reports</p> <p>8.1 Care Committee</p> <p>Activities: Since last reporting to the AGM in February 2023, the care committee has undertaken the following work:</p> <ul style="list-style-type: none"> • Welcomed 16 new babies to our community with a small gift & card • Sent out 7 sympathy cards • Prepared 18 care meals • Purchased and prepared meal kits for volunteers • Received stock of hats, bags, ties and socks (Most of which were donated from Yeronga) • Recruited new volunteers to help run the clothing pool. • Held Teacher’s appreciation morning tea on Tuesday 24 October (Catered by Fresh Start2U catering) <ul style="list-style-type: none"> • The Clothing Pool has grown and evolved over the last 12 months. We now accept card payments, have an online store and our very own library bag. • We are very appreciative and thankful to Tony from Yeronga who has kindly donated many uniform items to the clothing pool throughout the year. • We organised morning tea which consisted of individual packs for each staff member. A big thank you to Brittney and her team at FreshStart2U who did an amazing job and a big thank you to Bev and Belinda who set it all up. <p>Clothing Pool hours are Monday 8am – 9am and Thursday 2pm – 3pm</p> <p>Care Committee Coordinator’s Christine Calgaro & Bev Holmes Carecommittee@outlook.com.au</p> <p>8.2 Fundraising / Social Committee</p> <p>Fair is scheduled for 9 November 2024. More information to follow. Plenty of other events have been scheduled for this year as well.</p> <p>Moved: Trent White Second: Shane Culbert</p>	Christine Calgaro
<p>9. Committee Elections</p> <p>As this was also the AGM, all executive committee positions were declared vacant by Marg Foldes and the nominations were as follows:</p> <ul style="list-style-type: none"> • Position of President – 1 nomination for Peta Shanahan – nominated by Trent White and seconded by Olivia Svalina. Position Accepted. • Position of Vice President – 1 nomination for Jessica Britton - nominated by Peta Shanahan and seconded by Olivia Svalina. Position Accepted. • Position of Secretary – 1 nomination for Olivia Svalina – nominated by Ashleigh Cagney and seconded by Trent White. Position Accepted. • Position of Treasurer – 1 nomination Trent White – nominated by Ashleigh Cagney and seconded by Bev Holmes. Position Accepted. • Position of Assistant Secretary – 1 nomination Amy Haar – nominated by Trent White and seconded by Peta Shanahan. Position Accepted. <p>Sub committee</p> <ul style="list-style-type: none"> • Care committee co-ordinators – Christine Calagro and Bev Holmes 	

<ul style="list-style-type: none"> • Fundraising – Amy Haar, David Britton, Jessica Britton • Fair Committee – Trent White. 	
<p>10. <u>General Business</u></p> <p>9.1 School Expenditure</p> <p>The meeting agreed to support the purchase of new sporting equipment, school signage, additional school gates, new decodable readers.</p> <p>9.2 Welcome BBQ</p> <p>Welcome BBQ will make a return this year after four years. This is scheduled for 7 March 2024.</p>	
<p>11. Next meeting to take place on Tuesday 7 May 2024</p>	
<p>12. Meeting close 8:00pm</p>	<p>Ashleigh Cagney</p>