



St Clare's Catholic Primary School
Parents & Friends Association

P & F AGM AGENDA – 7 May 2024

Agenda Item	Topic	Person Responsible
1	Prayer and welcome	Marg Foldes/ Fran Beringer
2	Record of attendance & apologies	Peta Shanahan
3	Confirmation and acceptance of the Minutes from previous meeting	Peta Shanahan
4	Principals Report	Marg Foldes
5	Presidents Report	Peta Shanahan
6	Treasurers Report	Trent White
7	Committee Reports: <ul style="list-style-type: none">- Events (Volunteering & fundraising)- Clothing Pool & Care Committee	Christine Calgaro Kerri Toweel Bev Holmes
8	General Business <ul style="list-style-type: none">- Matters from previous meeting- Matters on notice- Matters for future consideration	All
9	Conclusion	Peta Shanahan



St Clare's Catholic Primary School Parents & Friends Association

P & F AGM MEETING MINUTES – 7 May 2024

Chair: Peta Shanahan

Attendees: Amy Haar, Belinda Booth, Belinda Michelin Brian, Brooke Laws, Christine Calgaro, Damien Britton, Fran Beringer, Jessica Britton, Jessica Cagney, Keira Momi, Leonie Gromek, Marg Foldes, Olivia Svalina, Peta Shanahan, Shane Culbert, Trent White

Apologies: Bev Holmes

Minutes: Olivia Svalina

Item	Responsible
1. Meeting opened at 7.00pm & Welcome	Peta Shanahan
2. Acknowledgement & Opening Prayer	Marg Foldes, Fran Beringer
3. Attendance / apologises (as above)	Peta Shanahan
4. Confirmation of minutes Minutes of meeting from P&F AGM Meeting 20 February 2024 summarised and accepted. Moved: Trent White Seconded: Shane Culbert Accepted: Unanimously	Peta Shanahan
5. <u>Principal's Report</u> <ul style="list-style-type: none"> • Vision & values <ul style="list-style-type: none"> - Vision & vales have been set for the school - Values include Engagement in learning, High Expectations and Dynamic learning environment • Learning <ul style="list-style-type: none"> - Students engaged in a writing task based on the giant egg stimulus in the front of the school., which encouraged imagination and creativity. Great to hear feedback on the engagement of the task across the school from students and families . - Year 3 & year 5 NAPLAN results have been received for the school, with an average of 'strong' received. - Continued focus on Maths for professional development. - Teachers are working on setting 'high expectations' for students. • Events <ul style="list-style-type: none"> - Holy week: The liturgy was well attended with a reverend retelling of the holy week story - BBQ: A nice opportunity to connect with families in a casual setting. - Mothers Day: The stall, liturgy and morning tea are happening this week. Thank you to everyone involved, particularly the volunteers. - Parent Reading Support workshop: This workshop will kindergarten parent reading helpers to better support students with reading, in line with classroom 	Marg Foldes

<p>practices.</p> <ul style="list-style-type: none"> - Parent Listening sessions: Planning parent listening sessions to <ul style="list-style-type: none"> • Staff update <ul style="list-style-type: none"> - Mrs Harris has secured a permanent position in another school. - A replacement for Year 5 Green will be announced soon. - An additional teacher will be joining to support Year 5 and 6 with Creative Art scripture response. • Sport <ul style="list-style-type: none"> - St Clare's is well known for the sporting opportunities for students, with Mrs Parks an advocate for students pursuing sporting achievements. - Cross Country was held last term, with great community atmosphere. - Mater Dei joining the event continues to be a success, with one representative going on to compete at nationals. - Recognition of the school community for coming together to host a successful event. • Finance <ul style="list-style-type: none"> - P&F funding has supported a number of initiatives including the purchase of sport uniforms and equipment, new playground equipment, decodable readers, above ground sandpits, and iPad and screens in classrooms. - During the storm last month, one of the shade sails was damaged, this is being replaced as a priority. • Kindergarten 2025 <ul style="list-style-type: none"> - Enrolment interviews have commenced - 137 students will be interviewed to fill 120 positions. - This includes 47 sibling families. <p>Moved: Amy Haar Second: Christine Calgaro, Accepted: Unanimously</p>	
<p>6. <u>President's Report</u></p> <ul style="list-style-type: none"> • Welcome BBQ: <ul style="list-style-type: none"> • Kicked off P&F activities for 2024. • First Welcome BBQ in 5 years, many new participants. • Over 150 attendees, exceeded expectations. • Positive feedback, kids reluctant to leave. • Acknowledgments: <ul style="list-style-type: none"> • Thanks to Christine and volunteers for assistance. • Volunteer Base Building: <ul style="list-style-type: none"> • Emphasis on building volunteer base and awareness of P&F activities. • Contact list created for parents, grandparents, and friends. • Online form facilitated by Christine, closed early due to high response. • Aim to utilize volunteers for upcoming events like Fair Day. • Mother's Day Celebrations: <ul style="list-style-type: none"> • Amy led preparation for Mother's Day stall. • Over 20 parent helpers lined up. • Emphasis on children shopping independently for gifts. • Stall not treated as a fundraiser. • Mother's Day Morning Tea: <ul style="list-style-type: none"> • Large number of RSVPs, over 120 scheduled to attend. • Weather may be inclement, but anticipation for a pleasant morning. <p>Moved: Belinda Michelin Brian Second: Christine Calgarao Accepted: Unanimously</p>	Peta Shanahan
<p>7. <u>Treasurer's Report</u></p> <ul style="list-style-type: none"> • Trent provided an update of the current status of the P&F's finances. 	Trent White

Profit and Loss

St Clare's Parents and Friends Association
For the 4 months ended 30 April 2024

JAN-APR 2024

Trading Income	
Clothing Pool Income	5,630.22
Interest Received	32.62
Total Trading Income	5,662.84
Gross Profit	5,662.84
Operating Expenses	
Care Committee	701.76
Clothing Pool Purchases	3,073.83
Fundraising Expenses - Stalls	4,141.56
Printing & Stationery	4,746.50
Total Operating Expenses	12,663.65
Net Profit	(7,000.81)

Moved: Amy Harr
Second: Shane Culbert
Accepted: Unanimously

8. Sub committee reports

8.1 Care Committee/ Clothing Pool

- 1 care meal was prepared
- 3 new babies welcomed to the St Clare's community with a card and small gift
- Purchased and prepared meal kits for volunteers
- If you would like to find out more about more or join the care committee please contact Carecommittee@outlook.com.au.
- Magnetic hat clips are now available for purchase from the clothing pool and are almost sold out.
- Looking into ordering additional hat clips towards the end of the year as an option for the Kindy 2025 families.
- 300 pairs of knee high socks are available for purchase from the clothing pool, 80 pairs have sold already.
- 40 clothing pool orders have been filled in the previous fortnight. Online ordering continues to be a success.
- Clothing pool trading hours: Monday 8am-9am and Thursday 2pm – 3pm.

8.2 Fundraising / Social Committee

- Thank you to volunteers, with a specific shout out to Christine Calgaro for improvement to the volunteer process.
- Mothers day: Thursday 9 May will be the annual mothers day stall, with gifts available for \$5 each. Up to two gifts can be purchased per student.
- Colour Run: Fundraising will launch on 27 May, with details being sent home soon.

Moved: Belinda Michelin Brian
Second: Jessica Cagney
Accepted: Unanimously

Christine Calgaro

9. General Business

9.1 Fair

- Fair is scheduled for 9 November 2024.
- Service booking have commenced (Rides, cool rooms etc.)
- A meeting for stall coordinators and fair committee to take place in the next few week to commence planning.

9.2 Listening and feedback

- Tell Them From me Survey to open next week, this will be the third year consecutive year we've had this opportunity to provide feedback.

<ul style="list-style-type: none"> • Students in Years 4-6 will complete the Survey, along with Teachers and Parents. The survey is an opportunity to share feedback with the school. • Listen and feedback sessions are being planned, they will provide additional opportunity for Survey result playback and discussion, along with feedback on the Strategic Plan 2026. <p>9.3 Uniform</p> <ul style="list-style-type: none"> • Working with Uniform supplier to provide option for Winter Girls Trousers. <p>9.4 Church</p> <ul style="list-style-type: none"> • Plans are in Council. <p>Moved: Shane Culbert Second: Keira Momi Accepted: Unanimously</p>	
<p>10. Next meeting to take place on 30 July 2024, 7pm.</p>	
<p>11. Meeting close 7:45pm</p>	<p>Peta Shanahan</p>

