



St Clare's Catholic Primary School
Parents & Friends Association

P & F AGM AGENDA – 30 July 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">- Clothing Pool & Care Committee- Events (Volunteering & fundraising)	Christine Calgaro Amy Haar
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 – 30 July 2024

Chair: Peta Shanahan

Attendees: Kerri Toweel, Maureen Donaghey, Brooke Laws, Cassandra Goddard, Lucy Watts, Amy Haar, Belinda Michelin Brian, Christine Calgaro, Jennifer English, Damien Britton, Fran Beringer, Jessica Britton, Marg Foldes, Olivia Svalina, Peta Shanahan, Trent White

Apologies: Bev Holmes

Minutes: Olivia Svalina

Item	Responsible
1. <u>Meeting opened at 7.00pm & Welcome</u>	Peta Shanahan
2. <u>Acknowledgement & Opening Prayer</u>	Marg Foldes, Fran Beringer
3. <u>Attendance / apologises (as above)</u>	Peta Shanahan
4. <u>Confirmation of minutes</u> Minutes of meeting from P&F AGM Meeting 7 May 2024 summarised and accepted. Moved: Amy Haar Seconded: Belinda Michelin Brian Accepted: Unanimously	Peta Shanahan
5. <u>Principal's Report</u> <ul style="list-style-type: none"> • Recent Events <ul style="list-style-type: none"> - We've had a busy schedule with several successful events, including the Colour Run, Mother's Day Liturgy, morning tea and stall, athletics and sports carnivals, and the Biggest Morning Tea. It's been wonderful to see both the community and students coming together to enjoy these activities. - This week, we held two Parent Forums, with two more planned. The feedback we've received so far has been invaluable in enhancing the experience for our students and families. • Educational and extracurricular highlights . <ul style="list-style-type: none"> - The World of Learning Maths Incursion took place, reinforcing our annual focus on mathematics. - Year 6 students enjoyed a trip to Canberra, deepening their understanding of the parliamentary system—a key component of student leadership. - Several students have advanced to the next level in various sports, showcasing their talent and dedication. - The Mini Vinnies Beanie and Scarf Day was a success, collecting food items for the St Vincent de Paul Society and reflecting our commitment to community service. • Learning <ul style="list-style-type: none"> - Semester One reports have been distributed, and a Celebration of Learning was held 	Marg Foldes

<p>in Week 10.</p> <ul style="list-style-type: none"> - We acknowledged the hard work of our teaching staff in preparing the reports and appreciated parents for meeting with teachers. Most importantly, we recognized our students for their ongoing commitment to learning, their effort, and perseverance. <ul style="list-style-type: none"> • Up-coming Events <ul style="list-style-type: none"> - Staff Spirituality Week: We recently engaged with the Principles of Catholic Social Teaching and explored their application at St Clare's. - School Photos: The main photo day was last Friday, with a backup day scheduled for this Thursday. - Year 6 Mass: A special Mass with Bishop Brian and student leaders from other systemic schools. - NAIDOC Week: Tomorrow, we will celebrate NAIDOC Week with an assembly led by our indigenous students. - Feast Day: We look forward to celebrating St Clare's Feast Day. • Church <ul style="list-style-type: none"> - Plans for the school church are currently under review with the Council. <p>Moved: Christine Calgaro Second: Maureen Donaghey Accepted: Unanimously</p>	
<p>6. <u>President's Report</u></p> <ul style="list-style-type: none"> • Mothers Day: <ul style="list-style-type: none"> - The children were thrilled with their gifts from the Mother's Day Stall. - A huge thank you to Amy and the volunteers for their incredible efforts in coordinating the event. - The Mother's Day Liturgy and High Tea received positive feedback, with over 100 attendees enjoying the celebrations.. • Colour Run: <ul style="list-style-type: none"> - The Colour Run was a tremendous success, exceeding our expectations. Congratulations to everyone involved! - Both students and volunteers had a fantastic time. - We had a great turnout of volunteers, and a special thanks to Christine for her exceptional work in building and leading the volunteer committee. • Up-coming Events: <ul style="list-style-type: none"> - Feast Day BBQ: Parents and Friends of the school can now express their interest in volunteering for the Feast Day. The P&F will be hosting a BBQ for students and families to enjoy. - Father's Day Celebrations: We are preparing for the Father's Day Stall and pancake breakfast. - School Disco: A school disco is scheduled for the end of September as a thank you to students for their fundraising efforts. - Fair: Planning is underway for the upcoming fair. <p>Moved: Belinda Michelin Brian Second: Trent White 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

Balance Sheet

St Clare's Parents and Friends Association
As at 30 July 2024

	30 JULY 2024	31 DEC 2023
Assets		
Bank		
Catholic Development Fund - TD 13 (Nov Matures)	31,886.76	31,886.76
Catholic Development Fund S2	132,318.51	134,616.96
Catholic Development Fund S2.1	26,590.68	199.37
Total Bank	190,795.95	166,703.09
Current Assets		
Prepayments	-	426.60
Sundry Creditors	-	(994.37)
Total Current Assets	-	(567.77)
Total Assets	190,795.95	166,135.32
Net Assets	190,795.95	166,135.32
Equity		
Accumulated surplus (deficit)	166,135.32	159,104.90
Current Year Earnings	24,660.63	7,030.42
Total Equity	190,795.95	166,135.32

Moved: Kassandra Goddard

Second: Kerri Toweel

Accepted: Unanimously

8. Sub committee reports

8.1 Care Committee/ Clothing Pool

- Since the last meeting the care committee has:
 - Prepared 5 care meal.
 - Welcomed 2 new babies into our community with a card and small gift.
 - Sent out 3 sympathy cards to families in our community.
 - Purchased stock for the clothing pool
- Would like to thank our beautiful volunteers for always being available and willing to help. 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 Events (Volunteering & Fundraising)

- Colour Run: Colour Run: We raised \$37,000, a very successful event in fundraising effort and also enjoyment of students. Gifts will go out in the next few weeks.
- Mothers Day Stall: Over 100 gifts sold, lots of happy mums and grandmothers.
- Thank you to volunteers, these events just would not be possible without you.
- Feats Day: We have 10 volunteers so far.
- Fathers day: Thursday 29 August will be the annual Fathers day stall, with gifts available for \$5 each. Up to two gifts can be purchased per student. Friday 30 August will be the Fathers Day Liturgy and Pancake Breakfast.

Moved: Belinda Michelin Brian

Second: Maureen Donaghey

Accepted: Unanimously

9. General Business

9.1 Fair

- Fair is scheduled for 9 November 2024.

Christine Calgaro

Amy Haar

<ul style="list-style-type: none"> • We will have similar layout to last year, with the expansion of some stalls. • We are looking for some stall coordinators, if interested please reach out to Trent. • An upcoming Fair information session is scheduled. • Start engaging sponsorship and outside vendors. <p>9.2 Fund Requests</p> <ul style="list-style-type: none"> • P&F <ul style="list-style-type: none"> ○ Sport & IT: \$13,000 ○ Blazers for Student Representatives: \$2,000 for 10 ○ Apple Pens: \$4,000 ○ School Signage: Has been ordered and is within \$10,000 budget ○ PA System: has been installed we're just refining the configuration • CEO <ul style="list-style-type: none"> ○ Replacing TVs <75inches ○ Looking into options for bag storage or racks for junior years ○ Requested funds to open room behind library ○ Requested a minor capitol grant for shade sails (approx. \$35,000) for shade sails for kindergarten and bottom playground with mature trees <p>9.3 Uniform</p> <ul style="list-style-type: none"> • Winter Trousers are unisex and can be purchased from the uniform supplier. For girls the trousers can be worn with the girls tie. <p>Moved: Shane Culbert Second: Keira Momi Accepted: Unanimously</p>	
<p>10. Next meeting to take place on 22 October 2024, 7pm.</p>	
<p>11. Meeting close 7:45pm</p>	<p>Peta Shanahan</p>



St Clare's Catholic Primary School
Parents & Friends Association

P & F SIGN ON SHEET – 30 JULY 2024

Name	Signature
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