



St Clare's Catholic Primary School
Parents & Friends Association

P & F AGM MEETING MINUTES – 22 FEBRUARY 2023

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 Vigra, Amy Haar, Kerri Toweel

Apologies:

Minutes: Maureen Donaghey

Item	Responsible
1. Meeting opened at 7.00pm & Welcome	Trent White
2. Acknowledgement & Opening Prayer	Marg Foldes
3. Attendance / apologises (as above)	Maureen Donaghey
4. <u>Confirmation of minutes</u> Minutes of meeting from 18 October 2022 summarised and read out Moved: Ashleigh Cagney Seconded: Amy Haar Accepted: Unanimously	Trent White
5. <u>Principal's Report</u> Summary Very settled start to the new school year. It was wonderful to celebrate our school Mass last Friday and welcome the parents and grandparents who joined us. We have welcomed our new kinder students, as well as 20 new students to other grades with this we have a number of new families joining our St Clare's community in 2023. Over the last couple of weeks, the class teachers have met with parents at meet and greets and I look to this as the beginning of an ongoing relationship that supports your children in their educational, faith and well-being journey. I also ran 2 information sessions for any parents wishing to come along. Whilst there were only a few parents, it was an opportunity to discuss any questions they had. I would welcome some feedback on running such meetings in the future. Last year we engaged the community in a Cyclic Inquiry and through the process have developed our improvement plan. Through the parent voice both at the survey level and the parents who volunteered to be part of a panel, it was obvious that parents want more communication about their child's learning and to be engaged in conversations with the class teachers more frequently. Our three goals have links to parent engagement Goal 1: By the end of 2023 , all teachers will have a shared understanding about the expectations for teaching and learning as outlined in the V4L and the English and Mathematics syllabus documents	Marg Foldes

<p>Share and unpack the St Clare’s Narellan Vale Vision for Learning with the parent community.</p> <p>Goal 2: By the end of 2023, all teachers will have engaged in Collaborative Professionalism and developed quality formative assessments for Number and Writing</p> <p>It has a focus on teachers collaborating to improve student growth and also includes creating quality assessments that allow students to identify their ability in different KLA’s, Students will all have individual goals, which are updated according to their learning achievements. Teachers will be making sure these goals are shared with parents at different times across the year.</p> <p>By the end of 2023, all grades will have engaged in a cycle of inquiry to develop knowledge of church tradition, church doctrine and scripture in relation to planning one of their class Religious Education units inclusive of planning and leading a liturgical community celebration.</p> <p>The third goal is around Catholic Life Education and mission. We see the opportunity to invite parents in 2023 to a class or grade liturgy which would be an expression of what the students have learnt in that unit of work. These will occur across the year. As well as continuing to invite parents to our other liturgical celebrations, where possible.</p> <p>Last year at our last meeting I spoke about the need for some 2- way radios for use on the playground and specifically during carnivals. We had a very generous offer from Dave Cornett who is the president of the Magdalene Catholic College P&F late last year and he has since supplied us with 10 radios and the</p> <p>charging docs. Whilst I have thanked him for his generosity I feel it would be appropriate for a thank you to come from our P&F. We were able to use these at the swimming carnival.</p> <p>Later this term Yr 3 and Yr 5 will engage in NAPLAN. School Photos. We have our cross-country carnival scheduled for 20 March and there will be a polling centre at the hall for the State Elections on 25 March. School Photographs 31 March.</p> <p>This year we have planned to ‘change up’ the showcasing of ‘creative talents’ by having a school Performance. Katie and Gabby will discuss this in General business. I want to thank the P&F for their support over the last year, it has been great to get back to gathering together for the different events. Mrs Parkes has ordered 3 marquees as approved last year by the P&F to support any carnivals/gala days /the fair etc. She will also be purchasing some soccer jerseys and following up on the order of some netball tunics.</p> <p>Our playground update which includes funds from the P&F and the grant from the Catholic Club for an Active Play Space is with the CEO and should be started later this term or hopefully over the holiday break.</p> <p>I look forward to the year ahead working with each of you to ensure all of our students see improvement in learning and well- being and growth in faith.</p> <p>Moved: Amy Haar Second: Ashleigh Cagney Accepted: Unanimously</p>	
<p>6. <u>President’s Report</u> Summary</p> <p>Successful year with 2 main fundraising events. And many other community ones and a mostly unaffected year of operations.</p> <ul style="list-style-type: none"> ◦ Thanks to Ashleigh and Alicia who lead a new fundraising team. And that extends to the assistance they received from the parents and community. 	Trent White

- The highlight was the kids faces during the colour run event and the mess that it made. I can only imagine the thoughts of the soccer teams that came to use the oval the following weekend.
- Thanks to the fair committee for our highest funds raised ever. The crowds at the fair were huge and we did our best in dealing with them and those demands.
- Thanks to the school and the office for their assistance with various notices, collections and logistics.
- Thanks to our other services this group provide and extend warmth the clothing pool operations and the care committee extend warmth. Leanne and Mel organise this team along with other volunteers who helped with Mother's Day, fathers day, Christmas event, st Clare's day.
 - Thanks to the executive committee this last year and their efforts in running events, meeting, discussion and planning the future legacy of this group.

Moved: Ashleigh Cagney

Second: Kerri Toweel

Accepted: Unanimously

Treasurers Report AGM 21/2/2023

Birgit Hoffman

Account Balances as at 21/2/2023

Working	\$	106,067.19
Sweep	\$	22,077.36
TD	\$	30,927.94
Paypal	\$	375.89
total	\$	159,448.38
available	\$	128,520.44

FINANCIAL SUMMARY 2022 YEAR

All accounts

Expenses	\$	107,051.46
Administration total	\$	14,022.47
Audits	\$	2,145.00
Calendars 2023	\$	5,245.63
Calendars 2022	\$	4,333.32
farewell flowers Maloney	\$	113.00
farewell flowers Shaw	\$	113.00
thank you gift McMonigal	\$	105.99
Teacher lunch	\$	675.00
Volunteer Gifts 2021	\$	600.00
PAYPAL FEES	\$	691.53
Fundraising total	\$	86,851.75
Christmas BBQ	\$	2,028.70
Colour run	\$	25,597.57
Fair	\$	51,696.77
Fathers Day stall	\$	3,378.50
Mothers Day stall	\$	2,912.46
Online Raffle 2021	\$	1,237.75
School contribution	\$	6,177.24
Bus for Celebration Sing Out	\$	350.00
Feast Day	\$	1,280.71
Maths Resources	\$	657.29
Mosaic Tiles	\$	505.46
Ukuleles for music	\$	1,682.27
Christmas BBQ 2021	\$	1,701.51
Income	\$	175,024.15
Eftpos Test	\$	1.00
Fundraising	\$	174,720.89
Christmas BBQ	\$	2,523.97
Clothing Pool	\$	9,192.18
Colour run	\$	55,984.20
Fair	\$	90,922.21
Fathers Day stall	\$	3,861.60
Mothers Day stall	\$	3,501.85
Online Raffle 2021	\$	8,734.88
Interest working and TD	\$	302.26
totals:	\$	67,972.69

<p>7. Sub committee reports</p> <p>7.1. <u>Care Committee</u></p> <p>Since last reporting to the AGM on 22nd February 2022 the Care Committee has undertaken the following work.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepared 19 care meals. <input type="checkbox"/> Welcomed 8 new babies into our community with a card and small gift. <input type="checkbox"/> Sent out 5 sympathy cards to families in our community. <input type="checkbox"/> Purchased and prepared meal kits for volunteers, (following covid safe guidelines). <input type="checkbox"/> Received stock of hats, (donated from Yeronga) <input type="checkbox"/> Recruited new volunteers to help run the clothing pool. <input type="checkbox"/> Held Teachers appreciation morning tea on Wednesday 26th October. (Catered by a local business “Catermaid”) <p>Looking back over the years the Care Committee has been impacted due to covid especially with preparing meals for our school community. We hope that this year we can provide more meals for those families in need. We continue to provide meal kits to our volunteers to make sure we are following covid safe protocol. We wish to thank our beautiful volunteers for always being available and willing to help. We are very appreciative and thankful to Tony from Yeronga who has kindly donated school hats to our clothing pool. On Wednesday 26th October 2022 the Care Committee organised morning tea which consisted of individual packs for each staff member. A big thank you to Amanda and her team at catermaid who yet again did an amazing job.</p> <p>The clothing pool is open Monday from 8am to 9am and Thursday 2pm to 3pm. We would like to thank our amazing volunteers for giving up their time each week to assist families in our school community.</p> <p>On that note, it is with great sadness that Mel and I have decided that it is time to hand over the reins to someone else. We took over the role as coordinators together from Joanna Young almost 6 years ago. It wasn't long after we took over, we thought 'Oh boy' what have we signed up for? We have big shoes to fill! I can honestly say that we both never thought how rewarding this role would be, looking back over the years we have welcomed so many new families including new babies. We have farewelled many too. We have seen leadership change hands and welcome those changes that came with it, one of which I know Mel and I were very excited about being the new girls summer uniform. We have witnessed our school community come together especially over the last 2 years with all the challenges we have faced. We could not have done this without the amazing support of our volunteers and our beautiful office ladies, especially Ms Christine Mills, who has helped make our job as coordinators easier. We enjoyed our time as coordinators and have found it to be enriching and fulfilling, we would like to take a moment to thank you all for trusting us and for giving us the opportunity to be able to give and support those families in our school community.</p>	<p>Melissa/Leanne</p>
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<p><u>Fundraising / Social Committee</u></p> <p>.</p> <p>7.2. <u>Fair Committee Update</u></p> <p>.</p> <p>Moved: Amy Haar Second: Alicia Broadhurst Accepted: Unanimously</p>	
<p>8. <u>Committee Elections</u></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 Ashleigh Cagney – position accepted by ** and seconded by ** • Position of Vice President – • Position of Secretary – 1 nomination for Alicia Broadhurst – position accepted by Alicia and seconded by ** • Position of Treasurer – 1 nomination Trent White – position accepted by Trent and seconded by ** • Position of Assistant Secretary – <p><u>Sub committee</u></p> <ul style="list-style-type: none"> • Care committee co-ordinators – Christine ** • Fundraising – Ashleigh Cagney and Alicia Broadhurst • Fair Committee – 	
<p>9. <u>General Business</u></p> <p>•</p>	
<p>10. Next meeting and AGM to take place on Tuesday 2nd May 2023</p>	
<p>11. Meeting close **</p>	<p>Trent White</p>