



St Clare's Catholic Primary School Parents & Friends Association

P & F AGM MEETING MINUTES – 4 March 2025

Chair: Peta Shanahan & Marg Foldes

Attendees: Trent White, Peta Shanahan, Marg Foldes, Jen English, Christine Calgaro, Kerri Toweel, Jessica Britton, Leonie Gromek, Bev Holmes, Chris Holmes, Jessica Cagney, Amy Haar, Keira Momi, Brooke Laws, Belinda Booth, Kate Cohen, Simon Mannah, Jessica McCarthy, Jayne Haddad & Birgit Hoffman

Apologies: Olivia Svalina, Belinda Michlin, Joel Jarrett, Cassandra Goddard

Minutes: Amy Haar

Item	Responsible
1. <u>Welcome</u> Meeting open at 7:00pm	Peta Shanahan
2. <u>Acknowledgement & Opening Prayer</u> Opening prayer lead by Mrs English and read by meeting attendees	Marg Foldes & Jen English
3. <u>Attendance / apologises (as above)</u>	Peta Shanahan
4. <u>Confirmation of minutes</u> Minutes of meeting from P&F AGM Meeting 20 February 2024 provided to attendees. Attendees notified that copies of P&F Minutes were the available on the P&F website. Moved: Christine Calgaro Seconded: Jessica Britton Accepted: Unanimously	Peta Shanahan
5. <u>New Committee Elections</u> All positions were declared vacant, and the following nominations were presented to the meeting: <ul style="list-style-type: none"> ● President - Peta Shanahan (self-nominated) Moved: Trent White Seconded: Keira Momi Position accepted. ● Vice President - Jessica Britton (self-nominated) Moved: Amy Haar Seconded: Brooke Laws Position accepted. ● Secretary - Amy Haar (self-nominated) Moved: Trent White Seconded: Jessica Britton Position accepted. ● Assistant Secretary – no nominations Position not filled. ● Treasurer - Christine Calgaro Nominated: Trent White Seconded: Bev Holmes 	Marg Foldes

<p>Position accepted.</p>	
<p>6. <u>Principal's Report</u> Thank you for your continued support and involvement with our school. It is wonderful to be gathered here tonight to share updates and reflect on the exciting progress we are making as a community. I would like to take a moment to highlight key events and achievements so far this year, as well as share important upcoming initiatives.</p> <p>AIP Goal: Our school's key goal this year is to ensure that all students are appropriately challenged and achieve expected growth in Mathematics. We continue to focus on strengthening our curriculum and support systems to help each student reach their full potential. Teachers are committed to providing tailored instruction that ensures every child is both engaged and challenged in their learning journey.</p> <p>Other priority areas include a focus on:</p> <ul style="list-style-type: none"> • Staff having a deep knowledge and understanding of Scripture, Theology and Catholic Traditions of the RE curriculum and how it impacts them as a Catholic Educator. Today the staff began a Lenten Prayer Journey connecting scripture with action and the Catholic Social Teaching principles. • We will be continuing our professional learning with the Berry Street Education Model, with another full staff day on Day One of Term 2 and two twilight staff meetings in Term 3. Hopefully you have heard your children talk about the morning circle, which every class has adopted. Leading to further developing strong, mutually respectful, trusting and supportive relationships for every student, family and staff member promoting faith, learning and wellbeing. <p>We had a wonderful start to the year with our opening school mass, where we came together as a community to celebrate and reflect. We welcomed 124 new students to our school at the beginning of the year, and along with them, many new families who are now part of our community. A Welcome BBQ will be held on 24 March, and an invitation will be extended to our families.</p> <p>Additionally, we will be hosting an Open Afternoon on Thursday 20 March, where we will showcase our school and highlight our point of difference, which makes us stand out as a school community.</p> <p>We are pleased to welcome new staff members this year, including Mr Joel Jarrett (Assistant Principal), Mrs Mel Lewis (SSO Admin), Alecia Begovich (indentured casual teacher) and Mrs Amber Lindon (additional classroom support across Year One). Their contributions are already enriching our school community.</p> <p>Thanks to the generous funding provided by the P&F, we have been able to purchase new iPads for use in Year Three and infants classes. These iPads will help support learning and engagement in the classroom, further enhancing the educational experience for our younger students. Three of our classes have been fitted with new COMBOX's – interactive televisions that enhance learning and teaching and the hall is being fitted with a new LED screen.</p> <p>NAPLAN is next week, our teachers have been working diligently to prepare students and ensure they are confident and ready for the test. We understand the importance of these assessments and continue to provide targeted support to ensure our students are well-prepared to perform at their best.</p> <p>Last Friday we held our Cross Country Carnival, which was a great success. Students participated with enthusiasm, and we saw some impressive performances. It was a fun and spirited event that brought our school community together. Thanks to all the parent volunteers and supporters.</p> <p>Students have already had success at several sporting events, including a team who competed at the Western Regions Swimming Carnival. St Clare's took home: most successful school, girls champion, and many students achieved first, second or third in their events. 17 students will</p>	<p>Marg Foldes</p>

<p>participate in the primary selection trials on Friday. Teams will also be attending Chris Lawrence 7's Rugby League gala day on Thursday.</p> <p>Staff had the privilege of attending the Education Mass last week, where we gathered with educators from other diocesan schools and the Catholic Education Office. This Thursday Bishop Brian hosts the Diocesan Pastoral works welcome dinner for new staff.</p> <p>Mrs English and I had the honour of attending the Project Compassion launch today with two Year 6 students, where we focused on how we can be like Jesus and help others in our community and beyond throughout Lent.</p> <p>Tomorrow we will observe Ash Wednesday with parish and school masses. It's a special time to reflect on the season of Lent and embrace the opportunity for spiritual growth and renewal.</p> <p>Next Thursday, Mr Birkbeck and I will take 16 year six leaders to a Leadership Experience at the ICC in Darling Harbour. Dream and Lead is a one-day highly engaging event designed to support primary school students in discovering their leadership potential, while supporting them with strong foundations to succeed. Throughout the day, students will participate in purposeful activities, developing their problem-solving skills and increasing confidence and independence. Facilitated by internationally trained young leaders, students will recognise the impact they can create as a young person.</p> <p>Looking forward to the remainder of 2025, we are excited for the opportunities that lie ahead. Church update – set to begin later this year, potentially September. Father Michael and I have a meeting scheduled at the end of March to discuss and review the first ideas for the school master plan as we grow in numbers, and I look forward to sharing these once they are finalised.</p> <p>Thank you again for your on-going support and involvement. Together we are building an even stronger school community, and I am confident the 2025 will be a year of continued growth and success for our students. I look forward to continuing to work in partnership with you.</p> <p>Moved: Trent White Second: Christine Calgaro Accepted: Unanimously</p>	
<p>7. <u>President's Report</u> 2024 was another successful year for our P&F. We hosted many fantastic events and through the generosity of our school community we were able to support the school with a large number of purchases including but not limited to, new signage, sports equipment, new readers, leadership blazers, VEX equipment, Apple pencils and the annual School Calendar.</p> <p>Our events were all attended by huge numbers, these included:</p> <ol style="list-style-type: none"> 1. Our Welcome BBQ – our first in 5 years attended by over 150 members of our school community. 2. Mother's Day High Tea – the weather caused a lot of stress in the lead up, but everything came together in the end. This was a lovely morning for over 120 Mothers and Grandmothers in our school community. 3. Mother's Day and Father's Day Stalls – the kids love them, and we always have so many volunteers for these days. 4. Feast Day BBQ – feeding all the students and staff is no mean feat but our great volunteer team always come together and pull this off with ease! 5. Father's Day Breakfast – last year we opted for Bacon & Eggs which was well received by over 100 hungry Dad's and Granddad's. 6. Colour Run – a wonderful, colourful, messy day (for some more than others)! In terms of fundraising goals, we set the bar fairly low with the cost of living being high, but we absolutely exceeded all our expectations. 7. School Disco – the disco wasn't a fundraising event this year but a thank you to the students for their fundraising efforts. It was extremely loud, but everyone had a blast!! 	<p>Peta Shanahan</p>

Our Care Committee continued to ensure that clothing pool was a success, really keeping with the times with online purchases, click and collect and even a Black Friday sale!! The Care Committee also celebrated all our wonderful teachers with a lunch for World Teacher's Day.

I would like to extend a huge thank you to the 2024 Committee for all your time and efforts throughout the year. It was my first year as President and it was great to have the support of such a strong team.

One of our aims last year was to build a strong volunteer base. We worked very hard on this and often found ourselves with more than enough volunteers! Thank you to all the parents and friends who volunteered their time during the year, we look forward to seeing you all again this year!

Preparations have begun to make 2025 another big year and we are looking forward to the Welcome BBQ in a few weeks.

Moved: Jessica Britton
Second: Christine Calgaro
Accepted: Unanimously

8. Treasurer's Report

The outgoing Treasurer provided an update of the current status of the P&F's finances.

Trent White

Balance Sheet

Balance Sheet

St Clare's Parents and Friends Association
As at 31 December 2024

31 DEC 2024

Assets

Bank

Catholic Development Fund - TD I3 (Nov Matures)	33,322.09
Catholic Development Fund S2	151,139.13
Catholic Development Fund S2.1	2,109.63
Total Bank	186,570.85

Total Assets 186,570.85

Net Assets

186,570.85

Equity

Accumulated surplus (deficit)	166,135.32
Current Year Earnings	20,435.53
Total Equity	186,570.85

Profit and Loss

Profit and Loss

St Clare's Parents and Friends Association
For the year ended 31 December 2024

	2024	2023	2022	2021
Trading Income				
Christmas BBQ Income	3,527.10	3,102.14	2,523.97	-
Clothing Pool Income	17,068.71	17,285.64	9,192.18	4,424.00
Colour Run Income	37,618.85	-	55,984.20	-
Disco	-	22,277.50	-	-
Fair Income	79,835.65	62,981.72	83,985.98	-
Interest Received	1,583.03	1,091.08	302.26	345.00
Raffle Income	-	-	-	13,022.00
Stalls Income	10,148.00	13,169.02	7,763.45	4,807.00
Total Trading Income	149,781.34	119,907.10	159,752.04	22,598.00
Gross Profit	149,781.34	119,907.10	159,752.04	22,598.00
Operating Expenses				
Accountancy	660.00	660.00	2,145.00	-
Administration Expenses	2,231.69	1,899.00	1,606.99	83.00
Bank Fees & Charges	600.71	471.21	690.53	-
Care Committee	1,606.41	850.50	-	-
Clothing Pool Purchases	4,363.45	10,044.06	-	-
Event Expenses - Disco	1,608.12	-	-	-
Fundraising Expenses - Christmas BBQ	1,717.59	1,365.66	2,028.70	-
Fundraising Expenses - Colour Events	13,407.28	9,802.10	25,597.48	-
Fundraising Expenses - Fair	42,537.16	32,667.51	46,461.29	-
Fundraising Expenses - Raffles	-	-	-	287.00
Fundraising Expenses - Stalls	11,325.26	14,718.78	6,216.96	325.00
Printing & Stationery	10,117.75	430.45	9,578.95	-
Telephone & Internet & Website	130.00	-	-	-
Total Operating Expenses	90,305.42	72,909.27	94,325.90	695.00
Net Profit	59,475.92	46,997.83	65,426.14	21,903.00
Other payments				
School Contributions	39,040.39	39,967.41	6,177.24	12,652.00

Moved: Jessica Cagney
Second: Jessica Britton
Accepted: Unanimously

9. Subcommittee reports

9.1 Care Committee

Care Committee Report:

Since last reporting to the AGM on 20 February 2024, the care committee has undertaken the following work:

- Prepared 11 care meals.
- Welcomed 7 new babies to our community with a small gift & card.
- Sent out 3 sympathy cards to families in our community.
- Purchased and prepared meal kits for volunteers
- Recruited new volunteers to help run the clothing pool.
- Held Teacher's appreciation morning tea (Catered by Fresh Start2U catering)

Christine Calgaro

<p>The clothing pool is always evolving, and our online store is proving to be popular as we have fulfilled over 100 orders in the past 12 months.</p> <p>On 29 October 2024, the Care Committee organised Teacher’s appreciation morning tea which included 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. It looked wonderful.</p> <p>Clothing Pool hours are Monday 8am to 9am and Thursday 2pm to 3pm.</p> <p>Care Committee Coordinator’s Christine Calgaro & Bev Holmes carecommittee@outlook.com.au</p> <p>Members in attendance identified a limited understanding of the role and actions of the care committee.</p> <p><u>ACTION:</u> Care Committee to provide write up for an upcoming newsletter to update and inform the school community and to seek involvement from the school community, noting the list of volunteers had reduced following the departure of families in the last few years.</p> <p>9.2 Fundraising Committee</p> <p>We had a highly successful year in 2024 with fundraising, with many events as previously reporting in the President’s report.</p> <p>In 2025, the fundraising committee will again conduct fundraising events including:</p> <ul style="list-style-type: none"> • Mother’s Day and Father’s Day stalls (ordering is underway for the Mother’s Day stall) • Snack stands at the upcoming school musical. <p>There is room in the fundraising calendar for additional fundraising event/s. There will not be a colour run in 2025, and this will be reconsidered as a fundraising option in 2026. The Committee called for suggestions from the meeting and attendees provided the following suggestions:</p> <ul style="list-style-type: none"> • Jersey Day (attendees noted that this may be a fundraising event for a charity and may provide confusion in the community) • Cookie sales fundraising event (operated via third party, Australian Fundraising) • School cookbook • Movie Night • Fundraising Disco (operated via third party, Australian Fundraising) <p>Suggestions to be considered by the committee and P&F executive.</p> <p><u>ACTION:</u> Update on fundraising activities in 2025 to be provided at the next P&F meeting.</p> <p>Committee nominations:</p> <ul style="list-style-type: none"> • Care Committee – Christine Calgaro and Bev Holmes. Brooke Laws & Jayne Haddad self-nominated to assist care committee. • Fundraising – Amy Haar 	<p>Amy Haar</p>
<p>10. <u>General Business</u></p> <p>10.1 – P&F Support: Ms Foldes sought the assistance from the P&F for some upcoming expenses. The meeting agreed to support the purchase of playground equipment shade sails (following fundraising goal set for the colour run), water bottle fillers, Year 6 leadership day, pin boards in hall and costs for the synthetic grass maintenance.</p>	<p>Peta Shanahan</p>

<p>Further support for Hall AV following the completion of the church, as well as a covered walkway between the new church and front of the school was also noted for future consideration. More details to follow once more information is available.</p> <p>10.2 – Upcoming events for this year:</p> <ul style="list-style-type: none"> • School open day – 20 March • Welcome BBQ – 24 March • Mother’s Day Stall – 5 May • Mother’s Day Breakfast – 9 May • Father’s Day Stall – 1 September • Father’s Day Breakfast – 4 September • School musical – 5 and 6 September • School Fair – 8 November (Brainstorming session to be scheduled ASAP to discuss in respect to changes resulting from the pending church build) <p>10.3 – Other matters raised by attendees</p> <ul style="list-style-type: none"> • Demountable classrooms – parents requested update on options for the next year group in 2026. Ms Foldes advised they were awaiting further information regarding the master plan before determining options. There was potential for year group locations to change, additional levels of classrooms or refurbishments. • Parents feedback: <ul style="list-style-type: none"> ○ Event dates/Fair Donation dates: Parents requested more advanced notice. ○ Calendar: praise for the continued use of the printed calendar. Noted more frequent use of the compass calendar would also be useful, with parents noting they were not aware or didn’t know how to access. Help sheet requested from school. ○ Cross country: requesting a better vantage point for the start and finish next year. ○ Seesaw: Parents noted inconsistency with Seesaw posts across and within year groups, with Ms Foldes advising there are policies in place, and she would provide feedback to staff. ○ Carpark – Ms Foldes advised new marking of lines and arrows is scheduled soon to assist with flow. Parents requested rule reminders in newsletter, with parents noting the are experiencing issues with double parking and confrontation. Ms Foldes advised she is meeting with Sally Quinnell to discuss carpark and traffic flow for the school. 	
<p>11. Next meeting in Term 2</p>	<p>Peta Shanahan</p>
<p>12. Meeting close 8:00pm</p>	<p>Peta Shanahan</p>