



St Clare's Catholic Primary School Parents & Friends Association

P & F MEETING MINUTES – 6 May 2025

Chair: Peta Shanahan

Attendees: Peta Shanahan, Marg Foldes, Joel Jarrett, Amy Haar, Christine Calgaro, Jessica Britton, Kass Goddard, Renee DeUbago, Bev Holmes, Chris Holmes, Jessica Cagney, Belinda Booth, Brooke Laws, Hayden McCarthy, Jayne Haddad, Rebecca Bakous, John Obalum, Trent White.

Apologies: Belinda Michelin

Minutes: Amy Haar

Item	Responsible
1. Meeting opened at 7.00pm & Welcome	Peta Shanahan
2. Acknowledgement & Opening Prayer	Marg Foldes
3. Attendance / apologises (as above)	Peta Shanahan
4. <u>Confirmation of minutes</u> Copies of the minutes of meeting from P&F AGM Meeting 4 March were provided to the meeting. The meeting was also advised that minutes are published on the P&F Website Moved: Jess Cagney Seconded: Christine Calgaro Accepted: Unanimously	Peta Shanahan
5. <u>Principal's Report</u> Ms Foldes thanked the school community for their ongoing support and provided an update on events at school since the AGM, including: <ul style="list-style-type: none">• Year 6 students participated in a leadership day with Mr Birkbeck and Ms Foldes• Ash Wednesday and Stations of the Cross• NAPLAN testing was undertaken in Year 3 and Year 5• Harmony Day• Welcome BBQ• Open afternoon for new and prospective families. Thank you to the Year 6 guides who did a wonderful job providing tours, choir and teachers who assisted in the afternoon.• Staff development day where teachers participated in further training in relation to the Berry Street Program.• St Clare's was well represented at the ANZAC Day march in Camden Tell them from me survey opened on 5 May 2025 Ms Foldes provided the meeting with an update regarding expansion of the school to accommodate growth. Discussions are underway with CEO, with plans to consider options including building extensions, internal redesign and reallocation of year groups within the existing school buildings. Ms Foldes provided the meeting with a copy of the 2025 Annual Improvement Plan, with the plan to be provided in the upcoming newsletter.	Marg Foldes

<p>Moved: Christine Calgaro Second: Trent White Accepted: Unanimously</p>																											
<p>6. <u>President's Report</u></p> <p>Term 1 is always a slower start to the year for the P&F, as we don't have the AGM to mid-way through the term. The 2025 executive was elected, and we began plans for moving forward into 2025.</p> <p>The Welcome BBQ was our first event, and it does set the scene for the year ahead. The BBQ is mainly for our Kindy Families, but the invite is also extended to all new families. It was fantastic to see over 100 members of the School Community in attendance. We were blessed with lovely weather and a great team of volunteers to once again make the welcome BBQ a success.</p> <p>Term 2 is already proving to be busier than our first term. This week started with the Mother's Day stall and plenty of excited students!! Thank you to all our volunteers on both Sunday afternoon setting up and yesterday. This is an event where we only have to ask once and we have more than enough helpers, which is fantastic. Well done to Amy on all her efforts putting the stall together. As prices rise, it is a greater challenge to keep our prices down to \$5 per gift but she did a fantastic job of this.</p> <p>On Friday we hope to see all the Mum's of the School Community joining us for morning tea following the Assembly. As many of our volunteers are Mum's, we have outsourced the catering once again to Fresh Start 2 U Catering.</p> <p>Once we recover from this week, we will be moving forward with Fair Planning. The Fair may look a little different this year with the Church construction, however we will push forward and make things work. Jess and I will be organising a Fair Information Session in coming weeks. This will be to discuss all things fair – we are interested in hearing ideas, thoughts and suggestions in relation to the 2025 version of the Fair.</p> <p>Moved: Trent White Second: Kass Goddard Accepted: Unanimously</p>	<p>Peta Shanahan</p>																										
<p>7. <u>Treasurer's Report</u></p> <p>Christine provided an update of the status of the P&F's finances:</p> <p>Balance Sheet</p> <p>St Clare's Parents and Friends Association As at 5 May 2025</p> <table data-bbox="209 1541 1177 1966"> <tr> <td></td><td style="text-align: right;">5 MAY 2025</td></tr> <tr> <td>Assets</td><td></td></tr> <tr> <td>Bank</td><td></td></tr> <tr> <td>Catholic Development Fund - TD I3 (Nov Matures)</td><td style="text-align: right;">33,322.09</td></tr> <tr> <td>Catholic Development Fund S2</td><td style="text-align: right;">142,499.90</td></tr> <tr> <td>Catholic Development Fund S2.1</td><td style="text-align: right;">8,266.96</td></tr> <tr> <td>Total Bank</td><td style="text-align: right;">184,088.95</td></tr> <tr> <td>Total Assets</td><td style="text-align: right;">184,088.95</td></tr> <tr> <td>Net Assets</td><td style="text-align: right;">184,088.95</td></tr> <tr> <td>Equity</td><td></td></tr> <tr> <td>Accumulated surplus (deficit)</td><td style="text-align: right;">186,570.85</td></tr> <tr> <td>Current Year Earnings</td><td style="text-align: right;">(2,481.90)</td></tr> <tr> <td>Total Equity</td><td style="text-align: right;">184,088.95</td></tr> </table>		5 MAY 2025	Assets		Bank		Catholic Development Fund - TD I3 (Nov Matures)	33,322.09	Catholic Development Fund S2	142,499.90	Catholic Development Fund S2.1	8,266.96	Total Bank	184,088.95	Total Assets	184,088.95	Net Assets	184,088.95	Equity		Accumulated surplus (deficit)	186,570.85	Current Year Earnings	(2,481.90)	Total Equity	184,088.95	<p>Christine Calgaro</p>
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Profit and Loss

St Clare's Parents and Friends Association
For the period 1 January 2025 to 5 May 2025

1 JAN-5 MAY 2025

Trading Income

Clothing Pool Income	8,572.49
Interest Received	38.07
Total Trading Income	8,610.56

Gross Profit

8,610.56

Operating Expenses

Accountancy	660.00
Administration Expenses	2,201.25
Care Committee	705.92
Clothing Pool Purchases	2,603.02
Mothers Day Expenses	4,717.00
Printing & Stationery	27.90
Telephone & Internet & Website	177.37
Total Operating Expenses	11,092.46

Net Profit

(2,481.90)

Moved: Jess Cagney
Second: Jessica Britton
Accepted: Unanimously

8. Subcommittee reports

8.1 Care Committee

Since last reporting to the AGM on 4th March the Care Committee has undertaken the following work.

- Welcomed 1 new baby into our community with a card and small gift.
- Purchased stock of hats, bags, ties & socks

It has been an extremely strong start in sales for the year. However, we broke a record last Thursday 1st May with over \$1,000 in sales.

We have had an overwhelming amount of donations over the past 6 months so last Friday a few of our wonderful volunteers gave up their day to sort through all the stock and organise the shop by size. They continue to improve and enhance the shopping experience for all. I would like to extend my gratitude to all these ladies for always being available and willing to help.

The clothing pool is open Monday from 8am to 9am and Thursday 2pm to 3pm.

Care Committee Coordinator's
Christine Calgaro & Bev Holmes
carecommittee@outlook.com.au

8.2 Fundraising Committee

We kick started term 2 with our first fundraising event for the year – the Mother's Day Stall. We had a successful day, with over 1000 gifts sold, and students were able to purchase not just one gift but also second, third or even fourth gifts for the Mums, Grandmothers or Mother-like figures if they wished to. While fundraising is not the primary objective of the stall, we achieved a modest profit of \$500 that will go towards projects for school. Thank you to our wonderful volunteers who helped with set-up, gift selling, pack up and counting money. The day would not have been a success without you.

Christine Calgaro

Amy Haar

<p>Thank you also to the school community for their generous support of the student's purchases at the stall.</p> <p>Following discussions at the previous meeting, we have decided to try a movie fundraising night this term. The movie night will be held at United Cinemas Narellan on Friday 30 May 2025 at 6pm, showing Lilo & Stitch. More information will be available soon, but please pop this date in your calendar and watch out for more information about how to book your tickets!</p>	
<p>9. <u>Assistant Principal Update</u></p> <p>Mr Jarrett advised the meeting that recent compliance auditing had been undertaken and in response, presented to the meeting the following updated documents:</p> <ul style="list-style-type: none"> • Behaviour Management Guidelines • Anti- Bullying Policy. <p>Mr Jarrett provided an overview of the documents and advised they would be shared with the wider school community via the upcoming newsletter and via the policy page on the school's website.</p> <p>The meeting provided Mr Jarrett with some initial feedback, including that past feedback has been inconsistent in relation to behaviour issues. They also identified concerns regarding communication, language use and parents with English as a second language. Mr Jarrett conveyed that the document should help provide clarity for all who are part of the process, and the meeting provided positive feedback. He also advised that parent's are always welcome to seek more feedback or information and that these requests will be supported by the ELT.</p>	Joel Jarrett
<p>10. <u>General Business</u></p> <p>Fair update – schedule of upcoming meeting dates to be provided ASAP. First meeting will provide opportunity for feedback on last year's fair and suggestions for 2025.</p>	Peta Shanahan
<p>Next P&F meeting to take place on Tuesday 29 July 2025</p>	
<p>11. Meeting close 8:00pm</p>	Peta Shanahan