



St Clare's Catholic Primary School Parents & Friends Association

P & F MEETING MINUTES – 21 October 2025

Chair: Peta Shanahan

Attendees: Peta Shanahan, Joel Jarrett, Jen English, Amy Haar, Christine Calgaro, Trent White, Simon Mannah, Leonie Gromek, Kerri Toweel

Apologies: Marg Foldes, Jessica Britton, Brooke Laws

Minutes: Amy Haar

Item	Responsible
1. Meeting opened at 7.00pm & Welcome	Peta Shanahan
2. Acknowledgement & Opening Prayer	Joel Jarrett
3. Attendance / apologises (as above)	Peta Shanahan
4. <u>Confirmation of minutes</u> Copies of the minutes of meeting from P&F Meeting 29 July 2025 were provided to the meeting. Moved: Simon Mannah Seconded: Christine Calgaro Accepted: Unanimously	Peta Shanahan
5. <u>Acting Principal's Report</u> It's been another busy and productive term at St Clare's, filled with wonderful achievements, community spirit, and ongoing growth across many areas of school life. Enrolments and Growth Over the past term, we have had four student withdrawals (Year 5, Kinder and Year 1) and one new enrolment, bringing our current total student number to 684. Looking ahead, we continue to see strong interest in our school, with the exciting inclusion of a fourth Kindergarten stream in 2026. This growth will bring our projected enrolment for 2026 to approximately 710 students. Sporting Success St Clare's continues to shine in the sporting arena. This term, our students proudly represented the school at the South West Basketball Gala Day, Cricket Gala Day, and the Tiger Shield, where our senior boys' team claimed first place and the girls' team reached the semi-finals. Locally, our infants athletics carnival was a great success, despite being rescheduled several times due to weather—thank you to everyone for your patience and support. Extra-Curricular Highlights Our students have once again embraced a range of extra-curricular opportunities. The school musical, "Hansom and Petal," was a tremendous success, showcasing the creativity and talent of our students and staff. We also had enthusiastic participation in the STEM MAD Challenge,	Joel Jarrett

<p>encouraging innovation and problem-solving. Excursions and Learning Beyond the Classroom Students have enjoyed a variety of excursions this term, helping to extend their learning beyond the classroom: Year 1 – Symbio Zoo Year 3 – Stanwell Tops Year 4 – Kamay Botany Bay Year 2 – Science Centre and University of Wollongong (this week) Kindergarten – Calmsley Hill Farm (later this term)</p> <p>Catholic Life and Community Our Catholic identity remains central to all we do. This term we celebrated St Clare’s Feast Day, Pyjama Day, the Year 2 Grade Liturgy, and a beautiful Father’s Day Liturgy—each event reminding us of the importance of faith, community, and service.</p> <p>Facilities and Improvements During the holiday period, two upgrades were completed to enhance our learning spaces. These included the installation of glass sliding doors in the Year 5 and Year 6 areas to create more flexible learning environments, and a new library door to form a small breakout space for group learning.</p> <p>Staffing and Professional Learning As Term 3 typically marks the beginning of planning for the next school year, our focus has been on recruiting and determining staffing for 2026. This will continue throughout Term 4. Staff have also completed the final professional learning module in the Berry Street Education Model, which supports student wellbeing and engagement. A highlight from this has been the introduction of the “Ready to Learn” dance, ready to learn scales and morning circles practices that allow all members of our community to reset and prepare themselves for the learning in the classroom.</p> <p>Looking Ahead We are excited to continue working alongside the P&F to host what will be another successful St Clare’s Fete on Friday, 8th November.</p> <p>Ms Foldes is due to return Thursday.</p> <p>Moved: Christine Calgaro Second: Trent White Accepted: Unanimously</p>	
<p>6. <u>President’s Report</u></p> <p>It’s hard to believe we are already in Term 4 with only 18 sleeps until Fair Day! But who is sleeping!!!</p> <p>Term 3 was a busy one starting with our Feast Day celebrations. Once again, we took on the massive task of feeding all our students and staff. A huge thank you to the volunteers who helped on this day. Cooking and serving 800 sausages is quite the operation but we did it!! Next were our Father’s Day Celebrations. Once again, the Father’s Day Stall was a hit amongst all students. We have successfully kept prices at \$5 per gift for many years, with all students given the opportunity to purchase a second gift. We may need to look at this in the future though as our population continues to grow. Once again thanks to all the volunteers who helped at this event.</p> <p>We tried something new for Father’s Day this year with a before school breakfast including both dads and children. It was extremely busy and definitely a learning process, but we did receive a lot of positive feedback. We just under 300 rsvp’s however we served 400 people. We can’t emphasize the importance of rsvp’ing to assist us with these events.</p> <p>The same week we backed up to stock the School Musical Candy Bar! It was a big week!</p> <p>At the end of the term, we bought back the mufti day. There were so many excited little people arriving on that Monday morning. We raised almost \$1000. We would like to consider more mufti days next year, as they prove to be an easy fundraiser for both parents & our committee. All attention now turns to the Fair! I’d like to extend a huge thank you to all the sponsors who have generously donated towards the Fair. Please stay tuned for further Fair updates!</p> <p>Moved: Christine Calgaro Second: Simon Mannah Accepted: Unanimously</p>	<p>Peta Shanahan</p>

7. Treasurer's Report

Christine Calgaro

Christine provided an update of the status of the P&F's finances:

Balance Sheet

St Clare's Parents and Friends Association
As at 21 October 2025

	21 OCT 2025
Assets	
Bank	
Catholic Development Fund - TD I3 (Nov Matures)	33,322.09
Catholic Development Fund S2	59,571.46
Catholic Development Fund S2.1	22,337.64
Total Bank	115,231.19
Total Assets	115,231.19
Net Assets	
Equity	
Accumulated surplus (deficit)	186,570.85
Current Year Earnings	(71,339.66)
Total Equity	115,231.19

Profit and Loss

St Clare's Parents and Friends Association
For the period 29 July 2025 to 21 October 2025

	29 JULY-21 OCT 2025
Trading Income	
Clothing Pool Income	4,099.88
Fair Income	8,535.03
Fathers Day	5,113.85
Fundraising - Other Income	2,703.60
Interest Received	30.92
Total Trading Income	20,483.28
Gross Profit	20,483.28
Operating Expenses	
Administration Expenses	1,992.29
Care Committee	989.75
Clothing Pool Purchases	1,624.36
Fathers Day Expenses	5,298.22
Fundraising Expenses - Fair	2,423.83
Fundraising Expenses - Other Events	1,584.65
Fundraising Expenses - Stalls	2,676.17
School Contributions	81,504.60
Total Operating Expenses	98,093.87
Net Profit	(77,610.59)

Moved: Trent White
Second: Simon Mannah
Accepted: Unanimously

8. Subcommittee reports

Christine Calgaro

8.1 Care Committee

Since last reporting to the committee on 29th July the Care Committee has undertaken the following work.

- Welcomed 2 new babies into our community with a card and small gift.
- Prepared 3 sympathy cards
- Purchased stock for the clothing pool

This term we will be at each of the Kindy playgroups selling our library bags and hat clips. The care committee will also be celebrating the staff at St Clare's on Thursday 30th October with a catered lunch box and small gift. I would like to extend my gratitude to those volunteers on the care committee for always being available and willing to help

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

<p>Christine Calgaro & Bev Holmes Carecommittee@scnvpf.com</p> <p><u>8.2 Fundraising Committee</u></p> <p>We would like to thank members of the school community for their help in recent events:</p> <ul style="list-style-type: none"> • those parents who assisted with the Father’s Day Stall, including set up the night before and those who helped sell on the day. • P&F committee and other parents who helped sell refreshments at the school concert <p>Coming up for Term 4</p> <p>Fundraising will focus on the upcoming fair, please support where you can. If you can’t make it on the day, there is a raffle and silent auction available online, with some great prizes on offer.</p> <p>After the fair we will be selling snacks and drinks at the Christmas Concert. Please come along and support if you can.</p>	<p>Amy Haar</p>
<p>9. <u>General Business</u></p> <p>Fair update –</p> <ul style="list-style-type: none"> • Raffle and ride band sales are live • We are still looking for volunteers • Upcoming donation days – baskets (bring in on time for the ride band draw), bake sale, books and drinks 	<p>Peta Shanahan</p>
<p><u>General business</u></p> <p>2026 School Calendar –</p> <p>Peta proposed that the P&F does not supply a printed calendar for families in 2026, advising the cost of the calendar was \$5884 in 2025 and it is also a considerable amount of work for staff to produce the photos. The discussion was opened to the floor, who raised potential for an online replacement, acknowledgement that the expense was high, an enjoyment for seeing photos is experienced by kids and parents, the printed calendar was often out-dated.</p> <p>Determined that the wider school community should be included in the decision.</p> <p>Finalised to draft an online poll to seek votes from the school community.</p>	<p>Peta Shanahan</p>
<p>10. <u>Other business raised by the meeting</u></p> <p>Mr Jarrett advised the meeting that uniform policy will be refreshed for consistency and to formalise the process when the policy is not adhered to. This included changes to the wording regarding black leather shoes, haircuts/styles</p> <p>A <u>unanimous</u> vote of those present:</p> <ul style="list-style-type: none"> • Change to uniform policy <u>agreed</u> - change from black shoes to black leather shoes • Change to uniform policy <u>agreed</u> - inclusion of follow-up procedures in the instance that a student is not adhering to the uniform policy. • Change to uniform policy <u>agreed</u> - boys haircut to include 'boys hair needs to be a minimum of a number two, with no extreme variations in length or extremely styled haircut acceptable (e.g. mullet, shaved lines, step etc) <p>The meeting also raised the question of a better pants option for the girls winter uniform, which Mr Jarrett acknowledged and will raise with the school.</p>	<p>Joel Jarrett</p>
<p><u>Other business raised by the meeting</u></p> <p>Kerri raised to the meeting that there were a number of families leaving the school this year and that a number of those families have had a significant impact or involvement with the school and P&F during their time. She proposed consideration to some sort of recognition, such as record of service, life membership, etc. The proposal was opened to the floor, who agreed recognition was something important to consider, something often seen in sporting clubs etc and there were many worthy people/families that could be considered. The meeting raised concerns regarding who would be responsible for making decisions, potential risks of missing people or not being aware of achievements prior to</p>	<p>Kerri Toweel</p>

<p>starting on P&F/at school and the potential for those unable to help to feel unfairly left out or judged for not helping.</p> <p>Mr Jarrett advised that he would take the discussion back to the school executive as the idea needed further time and consideration. He acknowledged the gift that is given to each departing family at the Year 6 Graduation mass, being humble and the difficulty that singling families out may raise in the wider school community.</p>	
11. Meeting close 8:14pm	Peta Shanahan