



St Clare's Catholic Primary School Parents & Friends Association

P & F AGM MEETING MINUTES – 3 March 2026

Chair: Peta Shanahan & Marg Foldes

Attendees: Peta Shanahan, Marg Foldes, Jen English, Joel Jarrett, Christine Calgaro, Jessica Britton, Amy Haar, Michael O'Brien, Simon Mannah, Kerri Toweel, Hayden McCarthy, Jess Cagney, Kaise Sewalt, Leonie Gromek, Christina Bate, Brooke Laws, Shane Culbert

Apologies: Cassandra Goddard, Bev Holmes

Minutes: Amy Haar

Item	Responsible
1. <u>Welcome</u> Meeting open at 7:00pm	Peta Shanahan
2. <u>Acknowledgement of Country & Opening Prayer</u>	Jen English Marg Foldes
3. <u>Attendance / apologies</u> Noted above	Peta Shanahan
4. <u>Confirmation of minutes</u> Minutes of meeting from P&F AGM Meeting 4 March 2025 provided to attendees. Attendees reminded that copies of P&F Minutes were the available on the P&F website and link provided via compass with meeting notice. No business arising from the minutes Moved: Jessica Britton Seconded: Brooke Laws AGM minutes confirmed.	Peta Shanahan
5. <u>Correspondence in/out</u> No outgoing correspondence Incoming correspondence received from Australian Fundraising regarding fundraising options for 2026. To be discussed in general meeting.	Amy Haar
6. <u>Annual report from Principal</u> Good evening, everyone. Thank you for your continued support and involvement with our school. It's	Marg Foldes

wonderful to be gathered here tonight, and I'd like to take a moment to highlight key events and achievements from 2025.

2025 was a year of growth for our school in many ways. For the second year running, we welcomed an additional stream of students into kindergarten. This expansion means that both our Kindergarten and Year 1 cohorts are now four-stream, a testament to the strong reputation our school enjoys within the wider community.

The active participation of parents in our Masses, liturgies, and afternoon prayers remains an integral part of our community. We also value our strong bond with the Parish, and seeing our children celebrate the sacraments of Reconciliation, Communion, and Confirmation with their families by their side reminds us of the vital role faith plays in our school's mission.

The students and staff's creativity was on full display this year through our School Musical 'Hansome and Petal'. With over 150 students involved in the cast and crew, the dedication was immense. Across three shows—including a wonderful matinee for the students—we welcomed hundreds of families and friends to enjoy the show.

In competitive sport, we saw numerous students find success in various pathways, representing us with pride in Diocesan and MacKillop teams. As well as the running of successful whole school carnivals for Cross Country and Athletics.

Our strategic focus on Mathematics continued to show students' growth across PVAT (Place Value Assessment Tool), PAT-M (Progressive Achievement Tests - Mathematics) and other grade-based assessments.

Our Year 3 mean was above State, National, and Diocesan averages across all NAPLAN areas. We saw significant jumps in proficiency, including a 9.7% increase in Reading and a 5.1% increase in Mathematics. Our Year 5 trend data remained on a positive trajectory with over 94% of Year 5 students achieving positive growth in Reading, Spelling, Grammar, Punctuation, and Numeracy.

A school is only as strong as the community that supports it. I want to extend my deepest thanks to the P&F Committee and every parent volunteer who assisted with our Mother's and Father's Day stalls, Welcome Family BBQ Feast Day and Christmas Concert BBQ as well as the spectacular School Fair.

Fundraising was directed to technology, ensuring our students continue with their digital fluency, new pin boarding in the Hall, new sporting equipment, maintenance of the synthetic grass and the installation of shade sails for our two active play areas—a vital addition for student wellbeing.

As we look toward 2026, we remain committed to providing the best possible environment for your children to flourish and thrive in their learning, faith and wellbeing.

To our 2025 committee members: thank you for your service. It has been a pleasure working in partnership with you all.

Moved: Kaise Sewalt

Seconded: Shane Culbert

Principal's report accepted.

7. Annual report from President

2025 was a busy but successful year for the P&F! Our efforts included:

Peta Shanahan

- The Welcome BBQ to commence the year and welcome our new kindy families.
- Movie Night – This sold out within days! A very easy fundraiser enjoyed by everyone.
- Mother’s Day Stall – always a favourite with the kids as well as one that everyone wants to volunteer for!
- Mother’s Day High Tea - celebrating all the mum’s of our community
- Feast Day BBQ – feeding the whole school is always feels impossible at first but somehow we get it done!
- Musical Candy Bar – providing our musical attendees with a choice of drinks and snacks.
- Father’s Day Stall – another popular sell-out event
- Father’s Day Breakfast – last year for the first time we included students as well. It was well attended, busy but something we would like to continue with a few tweaks that we learnt along the way.
- Teacher Appreciation Day – our care committee provided lunch for all the staff with a small gift.
- School Fair – we raised over \$40,000 for the school but I think the real measure of success is how all the kids had the best day ever! Thank you to all the Stall Coordinators who worked hard on the day and behind the scenes in the lead-up to make Fair 2025 such a fantastic day.
- Christmas Concert – BBQ & Snacks Stall – to end the year we served 550 sausages as we sold popcorn, drinks and other snacks
- Not to mention record sales for our Clothing Pool team and the ongoing great work of the Care Committee.

A huge thank you to everyone who assisted throughout 2025. Whether it is volunteering at an event (or multiple events), attending a P&F Meeting, making a meal for a family in need, supporting our donation days, attending a Fundraising event, buying a sausage sizzle - We couldn’t do it without you!

A special thanks to the Executive Committee for all their hard work behind the scenes and their support throughout 2025. There’s lots of late-night messages, once our day jobs are finished and the kids have gone to bed to work on all the behind-the-scenes business. So, a huge thank you to you all!

Moved: Kaise Sewalt

Seconded: Shane Culbert

Presidents report accepted.

8. Annual Report from the Treasurer and presentation of the Auditor’s Report

Christine Calgaro

Profit and Loss

St Clare's Parents and Friends Association For the year ended 31 December 2025

	2025	2024	2023	2022	2021
Trading Income					
Christmas BBQ Income	4,659.43	3,527.10	3,102.14	2,523.97	-
Clothing Pool Income	27,688.44	17,068.71	17,285.64	9,192.18	4,424.00
Fundraising - Other Income	7,161.95	37,618.85	-	55,984.20	-
Disco	-	-	22,277.50	-	-
Fair Income	9,805.94	79,835.65	62,981.72	83,985.98	-
Interest Received	1,550.28	1,583.03	1,091.08	302.26	345.00
Mothers Day	5,439.20	-	-	-	-
Raffle Income	-	-	-	-	13,022.00
Stalls Income	79,708.10	10,148.00	13,169.02	7,763.45	4,807.00
Fathers Day	5,113.85	-	-	-	-
Total Trading Income	141,127.19	149,781.34	119,907.10	159,752.04	22,598.00
Gross Profit	141,127.19	149,781.34	119,907.10	159,752.04	22,598.00
Operating Expenses					
Accountancy	660.00	660.00	660.00	2,145.00	-
Administration Expenses	5,535.02	2,231.69	1,899.00	1,606.99	83.00
Bank Fees & Charges	46.34	600.71	471.21	690.53	-
Care Committee	2,100.58	1,606.41	850.50	-	-
Clothing Pool Purchases	10,983.18	4,363.45	10,044.06	-	-
Event Expenses - Disco	-	1,608.12	-	-	-
Fundraising Expenses - Christmas BBQ	1,309.09	1,717.59	1,365.66	2,028.70	-
Fundraising Expenses - Other Events	5,704.65	13,407.28	9,802.10	25,597.48	-
Fundraising Expenses - Fair	9,608.57	42,537.16	32,667.51	46,461.29	-
Fundraising Expenses - Raffles	-	-	-	-	287.00
Fundraising Expenses - Stalls	37,840.93	11,325.26	14,718.78	6,216.96	325.00
Mothers Day Expenses	4,919.68	-	-	-	-
Printing & Stationery	27.90	10,117.75	430.45	9,578.95	-
Telephone & Internet & Website	177.37	130.00	-	-	-
Fathers Day Expenses	5,298.22	-	-	-	-
Total Operating Expenses	84,211.53	90,305.42	72,909.27	94,325.90	695.00
Net Profit	56,915.66	59,475.92	46,997.83	65,426.14	21,903.00
Other payments					
School Contributions	81,839.60	39,040.39	39,967.41	6,177.24	12,652.00

Balance Sheet

St Clare's Parents and Friends Association As at 31 December 2025

	31 DEC 2025	31 DEC 2024	31 DEC 2023
Assets			
Bank			
Catholic Development Fund - TD I3 (Nov Matures)	34,737.85	33,322.09	31,886.76
Catholic Development Fund S2	95,120.82	151,139.13	134,616.96
Catholic Development Fund S2.1	31,834.58	2,109.63	199.37
Total Bank	161,693.25	186,570.85	166,703.09
Current Assets			
Prepayments	-	-	426.60
Sundry Creditors	-	-	(994.37)
Total Current Assets	-	-	(567.77)
Total Assets	161,693.25	186,570.85	166,135.32
Net Assets	161,693.25	186,570.85	166,135.32
Equity			
Accumulated surplus (deficit)	186,570.85	166,135.32	159,104.90
Current Year Earnings	(24,877.60)	20,435.53	7,030.42
Total Equity	161,693.25	186,570.85	166,135.32

<p>Signed Audit report was presented to the meeting (Attachment 1)</p> <p>Moved: Simon Mannah Seconded: Brooke Laws</p> <p>Financial reports and Audit report accepted.</p>	
<p>9. <u>Annual report of sub-committees</u></p> <p>FUNDRAISING COMMITTEE Fundraising highlights for 2025 include:</p> <ul style="list-style-type: none"> • We held our first movie night – hopefully this will be back this year and will be the start of a new fundraising tradition • Candy Bars at the School Musical and Christmas Concert • Record sell outs at both our Mother’s Day and Father’s Day stall • Labubu raffles at the Fair and Christmas Concert • Mufti day cold coin donation day to support the Fair <p>Thank you to the school community and the P&F for their help with these events, both as volunteers and participants. We could not have done it without you. We are looking forward to even more events in 2026.</p> <p>CARE COMMITTEE Since last reporting to the committee on 21st October the Care Committee has undertaken the following work</p> <ul style="list-style-type: none"> • Prepared 4 Care Meals • Welcomed 5 new babies into our community with a card and small gift • Prepared 4 sympathy cards • Purchased stock for the clothing pool <p>The care committee celebrated the staff of St Clare’s on Thursday 30 th October with a catered lunch box and small gift for teacher appreciation day. We also had our biggest black Friday sale to date which has now become an annual shopping event.</p> <p>I would like to extend my gratitude to those volunteers on the care committee for their continued support.</p> <p>The clothing pool is open Monday from 8am and Thursday from 2pm.</p>	<p>Fundraising Committee: Amy Haar</p> <p>Care Committee: Christine Calgaro</p>
<p>10. <u>New Committee Elections</u> All positions were declared vacant, and the following nominations were presented to the meeting:</p> <ul style="list-style-type: none"> • President – Peta Shanahan (self-nominated) Moved: Hayden McCarthy Seconded: Amy Haar Outcome: Peta Shanahan elected • Vice President – Jessica Britton (self-nominated) Moved: Amy Haar 	<p>Marg Foldes Jen English</p>

<p>Seconded: Christine Calgaro Outcome: Jessica Britton elected</p> <ul style="list-style-type: none"> • Secretary – Amy Haar (self-nominated) Moved: Jessica Britton Seconded: Peta Shanahan Outcome: Amy Haar elected • Assistant Secretary – Hayden McCarthy (self-nomination from the floor) Moved: Christine Calgaro Seconded: Amy Haar Outcome: Hayden McCarthy elected • Treasurer – Christine Calgaro (self-nominated) Moved: Brooke Laws Seconded: Jessica Britton Outcome: Christine Calgaro elected <p><u>Nomination for sub-committees</u></p> <p><u>Care Committee</u> Kaise Sewalt Christine Calgaro</p> <p><u>Fundraising Committee</u> Amy Haar</p> <p><u>Fair Committee</u> No nominations</p>	
<p>11. <u>Meeting close</u> Time: 7:30pm General meeting to follow</p>	<p>Peta Shanahan</p>