



P&F Meeting Minutes

14 June 2023 – 6:00 P.M.

Meeting Opens 6pm

Attendance: April Hunter, Paul Hansen, Tracey Marsden, Diana Newman, Stephanie Kingston, Hollie Johnson, Fiona Daly, Sam Anton, Mary Black, Jenny Marion-Clark, Sue Deckert, Arti, Louise Hyland, Nicola Teicher, Vicky Hassel, Kelsey Roe, Rochelle Hall

Apologies: Kylie Jones, Gemma Chapman, Leonie, Carol Early, Christine Kohler, Danica Smith

Welcome Prayer by Diana Newman

Minutes of previous meeting (refer to the school website P&F section, copies printed and on table)

- Acceptance of minutes: Stephanie Kingston
Seconded by: Hollie Johnson

President's Report

Principal's Report by Paul Hansen

Administrative Details:

- **School Review/Principal Review** – this process will also take place in July, the P&F is asked to be represented by the Executive, so I will be asking a couple of our more experienced P&F members to join our Secretary, April and Treasurer, Stephanie to complete an on-line document and be part of an interview process on behalf of our P&F. Rochelle Hall has agreed to participate in the Principal review on the panel of four. Louise Hyland has also agreed.

Religious Education

- **Sacramental Programs in Term 2** – this has been our strong focus in the community over the past month with the Confirmation and Holy Communion occasions being wonderful celebrations here at Good Shepherd. We conclude our sacramental focus with our Reconciliation service for the Year 3's on Friday.

Staffing

- **Potential Pre-Kindy Program** – We are keen to re-ignite this program at the start of Term 3, we currently have 8-9 students who have confirmed.

Academics

- **Mindfulness** – this program has almost concluded and we are interested in some feedback from parents tonight, will come up in our agenda a little later.
- **Environmental Science** – we have had a strong focus in this area across the school with the extra 30 minutes for each Science lesson across the school. This has resulted in hatching quail eggs, breeding tadpoles/frogs, growing some herbs and vegetables, building up the greenhouse etc.
- **End of Semester Reports** – staff are finalising the reports, proofreading begins at the end of this week with the intention of distributing the reports on Wednesday 28th June.

Sport

- **Cross Country** – we feel as if the season was a success looking at the participation rate and vastly improved performance across the school at the Interschool carnival. Huge thanks again to the Year 2 parents, particularly Vicky and Kelsey who coordinated the sausage sizzle and cake stall.
- **Winter Sports** – we have been preparing for the Lightning carnival coming up on Friday 23rd June where our Year 5's and 6's will be competing against 6-7 other school playing soccer, netball and football.
- **Interschool Association Sports Coordinator** – after some concerns about the efficiency/effectiveness of the interschool sports events, I have approached the other principals in our region about employing a person part-time to coordinate the 5 events each year. I have appointed two PE teachers from other schools to share a small role in enhancing the interschool events within our region and providing some support to schools who could benefit from some assistance.

Maintenance:

- **Painting** – the big job of re-painting our school has now been completed, it provides a more modern look and contributes to the erosion control as well.
- **Shade Sails** – we are about to accept one of our quotes for 2 reasonably large shade sail areas, one outside the Pre-Primary classroom and the other over the new playground area adjacent to Year 1 and 2.
- **Kindy/Pre-Primary Ceiling** – this is some major works which we are planning to complete over the upcoming Christmas holidays, replacing the current aluminium slats with ceiling tiles or gyprock.

Enrolments

- **Kindy enrolment interviews** – interviews have now been completed and letters of offer sent out. We still have a number of places available, albeit only June, but please spread the word in the local neighbourhood for any potential Kindy enrolments.
- **Pre-Kindy program** – confirmed to start on Thursday 20th July, formal notification will be sent out over the next week or so to families and to the broader community through the newsletter next week.

Correspondence In/Out

- P&F Terms of reference Financial Practices Guide
- lots of changes in the last year, the guide has come out
- Fundraising emails – April : fundraiser factory: leavers tees \$18, hoodies \$40, signature teddies, tea towels. P&F don't want to use
- School Fun Run – fun run, readathon etc – not to use
- Crazy Camel – art and keepsake fundraisers – not to use
- Sockable: Father's Day socks – Pre-Primary will look into whether they can be used for the Father's Day stall.
- School Fang Run – no from the P&F
- Mad About Bows- school colour bows and accessories or carnival pack offering 25% return of profit back to the school P&F. – forward to Louise.

Treasurer's Report - Stephanie Kingston

Financial YTD

Bank Acc closure- unanimous vote to close. Jenny will contact signatories.

GST process for events and budget for the year – GST payments need to be made on the Mother's Day stall and Cake stall. For the next stalls, 15 events per year are allowed to be GST free.

-P&F have agreed and passed a motion to not pay GST on future fundraising events.

Mother's Day stall – profit \$516.53 spent \$384.15

Interschool carnival – profit \$439.25 spent \$201.79

-Formal agreement for a budget will need to be set and minuted. Each event will need to be individually set.

Currently there is a general budget of \$500

Good Shepherd Catholic Primary School P&F Association
P&F Finance Statement: 01/01/2023 - 31/05/2023

#7801 Opening Balance (Credit)	\$	8,435.72
Income		
P&F Levies Movement	\$	11,393.55
Mother's Day Stall	\$	900.68
Interschool Cake Stall	\$	319.68
Interschool Cake Stall	\$	321.36
Total Income	\$	12,935.27
Expenses		
2023 Affiliation Fee - 209 students @ \$3.80 plus GST	\$	794.20
Fathering Project - Primary School Engagement Program Renewal Fee 2	\$	1,000.00
Mother's Day - DP - Mints x 48	\$	57.60
Mother's Day - DP - Inspiration cards x 60	\$	24.00
Mother's Day - DP - Melamine spoon holder x 12	\$	14.40
Mother's Day - DP - Workout resistance band x 24	\$	45.60
Mother's Day - DP - Beanie x 12	\$	48.00
Mother's Day - DP - Bamboo travel mug x 12	\$	54.00
Mother's Day - DP - Shipping charges	\$	30.00
Mother's Day - AP - candles x 16, diffuser x 12, deskpad x 15	\$	72.73
Mother's Day - AP - ribbon and bags	\$	13.64
Mother's Day - AP - maltesers, chocolate, oreos	\$	16.91
Mother's Day - AP - paper bags	\$	7.27
Interschool - VH - Hotdog rolls x 200	\$	140.00
Interschool - VH - Labels x 72	\$	0.91
Interschool - VH - Tomato/BBQ Sauce, Blended veg, Mustard, Onions	\$	29.65
Interschool - VH - Paper towel, serviettes, cling wrap, paper bags, sauce	\$	19.87
Interschool - VH - Coles voucher donation	-\$	(30.00)
Interschool - VH - Ice	\$	11.36
Total Expenses	\$	2,350.14
Movement	\$	10,585.13
#7801 Closing Balance (Credit)	\$	19,020.85
Check (should be zero/blank)		

Sub-Committee Reports

- Nature Play sub-committee
 - Danica has agreed to join
 - Fred and Clarry will join from the Exec.
 - So far in touch with 3 companies (Paul has given names to the PnF), 2 have been out to the school but no companies have come back with a formal quote yet.
 - Many of the companies have said there are too many trees.
 - Potentially need to cut down some trees and see if that makes things more achievable. Will report back for next meeting
 - Nicola will send through some information after having the same issues at her daycare.

Person(s) Responsible

Paul and Danica

General business

- Colour Run preparation for Term 4, Friday 27th October – Nicola and Leonie (absent)
- Year one had a meeting for the colour run, 5 parents showed up to join in.
- Participation numbers;
- Icy poles at the end of the run
- Friday 3rd November for the new date so as not to clash with school camp.
- After lunch til home time probably an hour event.
- Need to factor in time for changing etc and still being able to catch buses etc
- What is the budget- PnF to approve
- Water activities are a tricky option- will need to look at options for actual activities to run. Cannot use the Fire Brigade due to the chemicals in the tanks.
- What are we fundraising for? Rather than just asking for money,

Year one parents thought spend money, make it free entry and then fundraise. Rather than buying an entry fee etc.

What is the goal for the fundraising

Looking at individual and then class raising the most money for prizes.

Prefer cash rather than using a company platform to run it as they take a margin of the profit.

Information to go out for the end of term 3, gives them time to fundraise. Money back prior to the day to avoid the handling of money and kids having coins while running and getting dirty etc.

Will need parent helpers at each station.

Blow up pools as an option possibly fill with ice as well.

Nicola currently looking into these options

Rochelle has a water tank on a truck and Louise has bladder but the school would need to fill them.

Paul also said school can potentially purchase the water tanks and then install them in the school at a later date.

PnF suggest to do up a list for the newsletter and ask for donations for the supplies for the run and the oval games and the PnF will buy the powder.

Powders to be bought from the Indian Grocers as has been suggested because of their stock for Holi festival.

Year one parents to coordinate each station, Younger school to be out just after lunch then older children to start around 2pm.

Nicola will do up the note for the newsletter and then pass onto Paul

- Centralised contact point for the PnF-
Is there a centralised email account, so that when asking for donations there is a central spot. Jenny will follow up with Kieren to find it and reinstate it as there was previously one.
- Thank you and appreciation for donations received and process going forward-
Steph will provide the list of businesses for next meeting to then ask for prizes etc for our events. If anyone has any other businesses to suggest, please pass onto Steph.
Need to be wary of businesses wanting further advertising after providing a donation.
How do we thank them? – potentially a post towards the end of the year in the newsletter, possibly put in the AGM report from the PnF
Certificate of thanks to send out to the businesses
- Mindfulness program feedback – Paul
Asking for feedback from parents, Fiona has said her child has enjoyed it.
Some parents have had very positive experiences and some are not. 2 thirds of the parents present at the meeting have positive feedback.
- Decision made for 2023 P&F Monies spent – Paul

Nature play – see principal report from parent survey

- School Capital spending projects – Paul see report above
- Mother's Day stall on Wednesday 10th May review – Arti and Year 5 parents
Ran smoothly and things were well planned.
Budget of 500, spent 421. \$516 profit.
Arti has done up an excel sheet explaining everything, quite a few items were made and were then unique. 480 items, no items left over.

- Interschool Cross Country carnival food stall on Friday 19th May review – Vicky, Kelsey and the Year 2 parents

Total profit of \$439.25

Only sold 100 sausages out of the 200. Butcher has said safe for the freezer for at least 6 months.

Coffee van was fantastic, gave away free slushies

Thanks certificate to go to coffee van.

Spent \$201

Paul received great feedback from the other schools.

- Book Swap preparation on Wednesday 28th June – Fiona, Hollie and Kindy parents

Have had a nice steady lot of books coming in, so far nice quality of books as well.

Books will be sorted in age groups for ease, thinking of running similar to the mothers/fathers day stall.

Suggestion of having the children go with their buddies for the stall. Will place out for the younger children and then buy their own.

4 sessions of book buying, 1115am-1240pm.

Mrs Achibald has hand made some book bags

Allow a free book section as well.

Fiona has made signs but some bigger ones will be needed, send through to Diana and she will make them.

Float usually 50. PnF agree to increase it to 100 so there is enough change.

- Father's Day stall preparation on Friday 1st September – Steph and April (Year 4, and preprimary)

There will be a donation coming in to help cover costs.

Gemma chapman will run

Fiona will send information sheet from last years stall and what stock was leftover to be used this year.

- School Athletics carnival cake stall preparation on Friday 8th September - Louise

Can be discussed at the next meeting.

- School Review/Principal Review process – Paul

Has been discussed

- Jenny- Coffee van will be in the carpark, from 745. Pass onto the parents so they can grab a coffee too.
- Other coffee van lady from interschool has said she will happily come back to the school. Pre-covid, school used to do them regularly. PnF are keen to start this up again and possibly alternate the coffee vans which have been used.
- Diana has passed on thanks to the PnF for the cakes for the sacraments.
- Lego night is on the 19th June. 17 dads and 27 children will be attending. 530-7pm. Will need to bring your own food. Suggestion that some food should be provided for the next year.

Meeting Closes 719pm.

Next Meeting – Wednesday 9th August