



## St Patrick's Catholic Primary School P&F Association

### Minutes for P&F Meeting Thursday 14<sup>th</sup> November 2013

#### Meeting opened: 7.40pm

- **Prayer & welcome**
- **Record of Attendances** – Sharon Bevan, Rachael Brady, Philipa Caulfield, Annabel Cockerton, Michelle Cormack, Patti Cox, Nicole Cumming, Yolanda De Silva, Melissa Faunce, Trent Foster, Lisa Haynes, Renee Heaney, John Malicki, Michelle Perry,  
  
**Apologies** – Katrina Biscan
- **Confirmation and acceptance of previous AGM minutes** –  
Accepted – Annabel Cockerton    Second – Rachael Brady
- **Presidents Welcome – Rachael Brady**
  - Introduction of the new Executive Committee
  - Presidents role is to ensure that the meeting is run according to the constitution
  - Meetings should go no longer than 2 hours with the aim of completing all meetings by 9pm
  - Each agenda item should go no longer than 10 minutes. If further discussion is required than a sub-committee will be formed and required to report back at the next meeting
  - All agenda items are published in advance. Any new items brought forward at the meeting will be tabled under “Matters for future consideration”.
  - House rules for a friendly and welcoming P&F meeting –
    - We are all here for a united purpose (our children)
    - Everyone should be opened minded and respectful of others
    - Only one person speaks at a time
- **Correspondence IN – NIL**
- **Correspondence OUT**
  - Letter sent to Bunning's West Gosford regarding BBQ fundraiser for 2014. (Posted 11 November)
  - P&F Christmas party – invitation to be emailed to all parents & carers of St Patrick's. Personalised invitations to be issued to all staff and Father Taduesz and Father Robert.  
**ACTION** – Michelle C to organize and liaise with Maria

## REPORTS

### **PRINCIPAL – Nicole Cumming**

- Smart board photo collection. Included photos taken from Jump Rope for Heart day and Cultural Day (Term 3). Photos taken by Intern teacher – great quality and many photos.
- PAT (Progressive Achievement Testing) underway and all completed online. Subjects tested include math's, reading, grammar, vocabulary and spelling. Allows teachers to reference year

by year results by student and then against the national norm. Grades achieved in the PAT are used as a guideline for the end of year reports.

- Talk of NAPLAN testing going online
- Successful 2014 Kindergarten orientation. Approx 50 children attended
- End of year concert. Theme is musicals. Cassie Vane Tempest is assisting with rehearsals this year. Format a little different this year – not every year has a combined boy/girl dance.
- Year 5 leadership camp coming up next week (21-22 November). From this camp the 2014 student captains will be nominated. Sports captains are self nominated.
- Year 1 excursion to Henry Kendall cottage on Friday 15 November relating to their studies on “Back in the day”
- Surf Days for Year 3, 4 and 6 next week (week commencing 18 November). Year 5 later in the term.
- Hot Dog day (canteen run) and Pizza day (Yr 6 run) coming up
- Last day of school to be celebrated with “Step Up” and end of year Mass.
- 2014 MAI (Maths Assessment Interviews) bookings to be completed online.
- Christmas Holiday Maintenance - Year 1 classrooms to be have new carpet / Wall fabric to be installed in all infants classrooms / Fence painted (graffiti removed) / all verandahs to be high pressure cleaned

#### **TREASURER – Patti Cox**

P&F balance as of 15 August 2013 - **\$15,395.30**

#### **PAID IN**

Father’s Day Stall	\$ 284.80
Trivia Night	\$ 1,063.00
P&F Levy	\$ 4,523.00
Interest	\$ 48.87
<b>TOTAL</b>	<b>\$ 5,919.67</b>

#### **PAID OUT**

P&F Drinks and Nibbles	\$ 47.66
Prizes etc for Trivia Night	\$ 195.79
Kinder morning tea	\$ 60.31
Teachers morning tea	\$ 153.46
Transfer to school for purchase of computers	\$ 11,000.00
<b>TOTAL</b>	<b>\$ 11,457.22</b>

<b>BALANCE</b>	<b>\$ 9,857.75</b>
<b>P&amp;F levy to be banked</b>	<b>\$ 1,079.00</b>
<b>TOTAL Balance</b>	<b>\$ 10,936.75</b>

**Comments – Trivia Night made \$867.21 profit**

#### **SPORTS**

**Refer to weekly newsletter for update**

### **PARISH – Father Tadeusz**

- Thank you to all the families who attended the International Food Fair. So pleasing to see so many families at Mass and then staying on for the fair. The day raised funds to help educate children in Manila (e.g. building classrooms, providing teachers, school supplies etc)
- First Holy Communion this weekend (17 November)
- Students have been praying the Rosary daily. This will conclude with a special celebration on Friday 6 December at 9am (Marian Mass). All parents and parishioners are invited to attend and be involved. There will be a crowning of the statue of Our Lady.
- Children liturgy (9am Sunday Mass during school term) – thank you to the teachers who are involved this term. It would be great to see it continue with the help of parents and teachers.
- Christmas Eve Mass – 6pm. Mrs. Gooley to lead the Christmas Play. Encourage parents and children to be involved.
- Christmas Carols – Sunday 15<sup>th</sup> December following the 6pm Mass. Bring your dinner to enjoy during the carols. Aim to finish the evening by 8.30pm
- Kindergarten liturgy – would be nice to see more parents in attendance. Perhaps better advertised.

**Philipa Caulfield thanked Father Tadeusz and the staff for their efforts during the recent Family Mass. Beautiful celebration.**

### **UPDATE from Sub committees**

#### **Parking – Drop off and Pick up Initiative Infants campus**

- Following on from previous meeting - Leona to follow up with the council if the “No Parking” zone could be implemented in the morning only. Therefore saving the parking spots for the afternoon. **RESULT** - At this stage no word from council on this request.
- A permanent afternoon kiss and drop zone on the infants campus (with teachers walking students to cars or waiting zone) not a viable option given staffing numbers and already stretched resources regarding afternoon bus duty.
- Morning drop off – reminder to go in next newsletter that parents can drop their children off on the primary side. Children will then be collected by Infants teacher when primary walkers are dropped off. **ACTION** – Nicole to organize reminder notice
- Rachael agreed to carry this item over until the next meeting to allow response from council to be followed up.

#### **Father’s Day Stall – Patti Cox**

- Very successful. Profit made from Fathers Day Stall this year was \$588.65

#### **Canteen – Renee Heaney**

- funds held in canteen account at present \$15,000.00
- \$5,500.00 in outstanding invoices
- \$10,000.00 to be given to school for Garden of Tranquility project at end of year
- Infants roller door repaired
- Canteen profit up on last year. Special Meal days / disco canteen / hot chocolate have all helped increase profit this year.

### **Disco - Annabel Cockerton**

- Two discos organized this year and well attended by children
- Infants disco well supervised by parent volunteers. Primary needs more parent volunteers. In future, suggested that 2 people organize the event – 1 for infants coordination, 1 for primary.
- Free water was available via water stand
- A lot of rubbish at the end of the night which required a massive cleanup. Extra garbage bins required. Turn lights on and get everyone to help clean up before disco ends in future.
- Look at introducing some games for infant's children next time, plenty of parent helpers available to organize.
- Need to rework the sign in / sign out table. Parents/carers must walk their child through the gate and sign their child in. Too many children dropped off at gate.
- In future playground double gates will be closed to cars for safety reasons
- Look at themed discos next year.
- Gold coin entry donation/fundraiser **ACTION** - to be voted on at next meeting.

### **Garden of Tranquility – Trent Foster**

- Sight inspection occurred last week (early November)
- Year 10 and 11 boys from St Edwards involved in the construction of the garden. These boys are combining their school studies with an apprenticeship.
- Work to start from Friday 22 November 2013
- Design to be included in next newsletter for all to see **ACTION** – Nicole to organize.
- Thanks to the teachers for St Edwards for their assistance with this project.
- Photo timeline to be organized **ACTION** – Renee to take photos

### **Infants Playground retaining wall mural – Nicole Cumming**

- \$2000 Aboriginal grant received. Funds already paid to school
- Design includes a serpent rainbow and incorporates early learning (e.g. ABC's etc)
- Thanks to Lauren Lewis for her design
- Weekends are the only time to paint the mural as the playground is in use after school and during the holidays (due to After School care). As soon as is feasible for those involved, work will begin.
- Infants children to do a handprint on the wall

### **P&F 2014 Calendar – Michelle Cormack**

- See attachment
- St Patrick's Day Dinner dance date confirmed – Saturday 15 March 2014
- Welcome morning tea – P&F to organize after Welcome Mass (held in school hall)
- The main aim of the P&F social events (Dinner dance / Trivia night/ Bunning's BBQ) is to build and foster community relationships.

### **Busways Volunteer – Michelle Cormack**

- Current volunteer picks up lost property on an adhoc basis. Need to confirm volunteer – **ACTION** – Renee to confirm
- All labeled lost property is returned directly to student. Unlabeled items are placed in lost property bins, perhaps we could advertise in newsletter when items have been collected and returned to school?
- Any unclaimed lost property is donated to the Uniform shop after a prolonged period of time.

**Matters for further consideration**

- Pancake Tuesday 5 March 2014 to launch and raise monies for Project Compassion. Agree to serve pancakes from both canteens on the day. Moved – Rachael 2<sup>nd</sup> – Philipa Subcommittee - Patti Cox and Annabel Cockerton to organize with Michelle Perry.
- School Banking – funds raised via banking program to be reported in the end of year newsletter. \$5 from every account opened is donated to the school. Rep from Commonwealth Bank attended Kinder orientation. Thanks to Janelle Treadwell who does a fantastic job every week.

**NEXT MEETING –**

**You are all invited to the first meeting of 2014 on Thursday, 27<sup>th</sup> February at 7.30pm in the LARC.**

**P&F Christmas Party**

**WHEN - Thursday 12<sup>th</sup> December**  
**WHERE - Boon's Thai, Green Point Shopping Centre, Link Road, Green Point**  
**Banquet meal \$25.00 per person**  
**TIME – 7pm**  
**RSVP – Thursday 5<sup>th</sup> December**

**ALL WELCOME!**

**Meeting closed – 9.00pm**