

**QUEEN OF APOSTLES SCHOOL**  
**Minutes of P&F Meeting**  
**14 November 2022**  
(Riverton Bar and Grill)

Meeting commenced at 6:38pm

**Attendees:**

Mark Ryan, Principal; Jennifer Anderson, Deputy Principal; Kath Anthony, President; Aislinn Trodden, Vice President; Louise Wynne, Committee Member; Bianca Massam, Committee Member; Carem Carrasco, Committee Member; Tracy Italiano, Class Representative; Christina Liew, Class Representative; Ashley Stothard, Class Representative

**Apologies:**

Alicia Chee, Treasurer

**Minutes of Previous Meeting:**

The minutes were accepted by Aislinn Trodden and seconded by Carem Carrasco.

**Principal's report:**

The following key events and activities are coming up:

- Wednesday 16 November:
  - 9.00am Pre-Primary mass
  - 3.30pm Year 4 2023 iPad presentation
- Wednesday 23 November:
  - Annual Community Meeting – 5.30pm drinks and nibbles; 6.00pm meeting starts. Announce the teachers and their year levels. Opportunity to meet the new staff.
- Thursday 24 November:
  - 8.50am Assembly Year 1
- Friday 25 November:
  - Interschool Swimming Carnival
  - 2.00pm Colour Explosion
- Wednesday 30 November:
  - 2023 Kindy Orientation
  - 9.30am – 10.30am Kindy to Year 6 Transition morning – students spend the morning in their new class
- Thursday 1 December:
  - 6.00pm Christmas Concert. To be held on the grassed area. Families to bring a picnic dinner. Students need to be at their classroom by 5.30pm. The concert will run until about 7.15pm.
- Wednesday 7 December
  - 6.00pm Year 6 Graduation and thanksgiving mass
- Thursday 8 December
  - Year 6 Graduation Dinner

**Business Arising:**

**1. Colour Explosion (25 November)**

- Fundraising closed today and we raised \$10,600.
- Approximately 40% of funds raised goes to the Australian Fundraising Company – this provides the fundraising platform, prizes for students, equipment for the event.

## **2. Canteen Roster**

- Paulyne arranged for roster to go on canteen door.

### **Action:**

- Kath to put a notice in the newsletter and ask Class Reps to put a message on Year group Facebook pages calling for volunteers.

## **3. Replacement trolley for the canteen**

- Paulyne sought quotes for a new trolley and will liaise with Sharon in the canteen regarding her preference.
- The cost of a trolley ranged from \$220 to \$265.
- The committee agreed to purchasing a trolley at a cost of up to \$270.

### **Action:**

Paulyne to liaise with Sharon in the canteen regarding a preference and proceed with order.

## **4. Ninja Playground**

- Mark has submitted an EOI to conduct minor works, to CEWA for approval.
- When Mark receives approval from CEWA, an application will be submitted to Council.

## **5. Year 6 graduation icy-pole fundraiser**

- Louise and Elena will be selling \$1 icypoles at the Colour Run event on Friday 25 November.
- Chrissi and Renae will set up a marquee on the oval for the icypole stand.

### **Action:**

- Louise/Elena to send details to Terri for inclusion in 24 November newsletter, and a text message to parents.
- Class reps to send a reminder about the Colour Explosion and the icy pole fundraiser.

## **Year 6 graduating students' excursion**

- The committee agreed to contribute \$300 towards lunch for the Year 6 students end of year excursion.

## **P&F awards**

- P&F book awards for students from Pre-Primary to Year 5 will be presented at the Christmas Concert on Thursday 1 December.
- The committee agreed to allocate up to \$200 to purchase books from Fremantle Press
- For Year 6 students we have the Spirit award. This will be a watch as in previous years
- The committee agreed to allocate \$150 to purchase a watch for the Year 6 student.

### **Action:**

- Kath to purchase the books through Fremantle Press.
- Kath to organise stickers for inside the book cover – send to Terri/Liz for printing onto labels.
- Kath to purchase watch.
- Kath to present awards at the Christmas Concert.

## **End of year gifts**

- The P&F give gifts/vouchers to people who have been helpful throughout the school year.
- The committee agreed to purchase a \$100 voucher for Sharon Armstrong and a \$100 voucher for the Parish.

## **New business**

### **New model of operation for P&F Groups**

- Introduced the new model of operation for P&F Groups in CEWA Schools and the reasons for adopting the P&F Group Terms of Reference.
- Provided attendees with a copy of the letter from Dr Debra Sayce and the new Terms of Reference.

The following motions were voted on:

#### **Motion 1:**

- The Queen of Apostles Catholic Primary School P&F Association agrees to becoming a Committee of Queen of Apostles Catholic Primary School and will no longer be a separate entity in accordance with their current constitution, effective 23 November 2022.
- Moved: Bianca Massam
- Seconded: Louise Wynne

#### **Motion 2:**

The Queen of Apostles Catholic Primary School P&F Association after satisfaction all outstanding debts have been paid, agree surplus funds to be transferred to Queen of Apostles Catholic Primary School operating bank account to be held in quarantine for the P&F Committee and the P&F Bank Account Number: 571463981 BSB: 086006 to be closed.

Moved: Bianca Massam

Seconded: Carem Carrasco

#### **Motion 3:**

The Queen of Apostles Catholic Primary School P&F Association will adopt the Catholic School Parents and Friends Group Terms of Reference in place of their current constitution, effective 23 November 2022.

Moved: Aislinn Trodden

Seconded: Bianca Massam

#### **Motion 4:**

The Queen of Apostles Catholic Primary School P&F Association agree to voluntary revocation (cancellation) of our registration with Australian Charities Not-for-profits Commission as Queen of Apostles Catholic Primary School will no longer be a separate entity and will become a committee of the school. Therefore, no longer require charity status.

Moved: Louise Wynne

Seconded: Aislinn Trodden

**Meeting Adjourned:** 7:38pm

The next Annual Community Meeting will be held on 23 November 2022.