



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Kath Anthony

Date & time: 13 February 2023, 18:31

Minutes taken by: Paulynne Farrell

Location: Queen of Apostles Staff room

Present: Kath Anthony, Mark Ryan, Cat Domican, Jennifer Anderson, Paulynne Farrell, Tracy Italiano, Korina Martin, Marnie Selten, Jessica Steven and, YC.

Apologies: Rebecca Day, Michelle Taylor, Jan Green.

Attachments: Principal's report, President's report, Treasurer's report.

Topic minutes

Topic	Minutes	Actions required
Principal report	<p>Welcome to 2023, it has been a good start to the year. Four new staff members welcomed this year, Mrs Ashworth, Mrs Einsend year 5, Mrs Gull EA in Kindy and Pre-Kindy and Mrs Duncanson who is working Mondays and Fridays in the office.</p> <p>Fantastic turn out for parent information evening. More people than expected attended Ben Sausman's presentation, a little taster session about what the school has been doing the past year, what is mandated to report and to understand how kids can show the A or B behaviours.</p> <p>The school has been working with Ben for the last year, he can do a presentation for an hour or an hour and a half, which parents can take away from things to do and help with at home.</p> <p>We are trying to be as transparent as possible so parents know what we are doing and in a partnership with the parents.</p>	:

	<p>Should parents have any worries or concerns, they should first see the classroom teacher to arrange a meeting and work together to see what can be done.</p> <p>Commissioning mass held last week for staff and the 2023 school year.</p> <p>Dates to be aware of:</p> <p>Friday, 17th February – Sundowner/welcome picnic.</p> <p>Thursday 23rd February – Swimming carnival at Beatty Park. In consultation with Mr Bridgeman having the outdoor aspect at the pool in preparation for interschools and pool availability. The last swimming carnival held in term 4 last year due to COVID restrictions as the start of 2022.</p> <p>Discussions were held on other outdoor pools options.</p> <p>Friday 3rd March, is a pupil free day due to a Professional development day for the staff to focus on future focused learning, which has been done at the school the last four years.</p> <p>Ninja playground update.</p> <p>Minor works paper had to be written which CEWA has approved.</p> <p>An architect was required to submit the works to the council due to a caveat on the oval and as there is no building. The application is in progress.</p> <p>The company that installs the Ninja playground is already booked up for the first half of the year and if the plans are approved by council, it is most likely to proceed in August or September 2023.</p> <p>Assembly dates are in the calendar, on the website, for terms one to three.</p>	
<p>President’s report</p>	<p>See attached.</p> <p>Warm welcome extended to new committee members and new and former class reps.</p> <p>Jessica Steven and YC.</p>	<p>:</p>

	<p>Would be nice to see more Father’s involved in P&F activities. It would be a really positive message and also to the children.</p> <p>Acknowledges the contributions of the committee members. Cat organised, with support of Tracy, a second-hand uniform pop up sale, resulting in around \$650 in sales.</p> <p>Thank you for Tracy for coming up with lists of potential events.</p> <p>The P&F is now operating under a new terms of reference, new rules and guidelines that the P&F has agreed to operate under.</p> <p>As part of the new terms of reference we will develop a 2023 action plan, how we agreed and achieve them, this will all be covered in the plan, developed in consultation with the P&F and the School Advisory Council (SAC).</p> <p>Mark and Kath to discuss at the SAC next week with a dedicated agenda item on Wednesday, and then report back to the P&F after that meeting.</p> <p>Catholic School Parents Western Australia is holding a P&F induction for committee members on the 2nd March.</p>	
Treasurer’s report	<p>As at 31 January 2023, balance is \$61 073.57.</p> <p>Account made up of:</p> <p>\$57 386.41 (transferred from your P&F bank account)</p> <p>+ \$3 885.96 (remaining 2022 P&F levy sitting in school account)</p> <p>+ \$11.20 (recycling return received 10/01/23)</p> <p>\$61 283.57 TOTAL</p> <p>Less - \$210.00 (canteen trolley paid 18/01/23)</p> <p>\$ 61 073.57 balance as of 31 January 2023</p> <p>Balance will increase in February report when levy’s and uniform sales hit the bank account.</p>	
Previous minutes	<p>Were moved and seconded on the 24th November 2022.</p>	

Actions register	<p>Previous actions:</p> <ol style="list-style-type: none"> 1. Canteen roster – arrange notice in newsletter and ask class reps to put a message on Facebook pages calling for volunteers. UPDATE October/November 2022 - Roster was created and set up at front of canteen and notice was in newsletter. Discussion held on roster – will look into an online ACTION - quick click booking, with dedicated time slots and information on what tasks volunteers can assist with. Also look to see if there is an option to nominate to volunteer when placing a canteen order. ACTION – Cat to look into calendly online volunteer form and Paulynne to see what was used previously for scheduling volunteers. 2. Replacement trolley for canteen – liaise with Sharon in canteen regarding preference and proceed with order CLOSED January 2023 - Paulynne spoke with Sharon and a new trolley was ordered and delivered during the school holidays. Sharon is very thankful for the new trolley. 3. Year 6 Graduation icy-pole fundraiser promotion in newsletter and on class reps Facebook pages CLOSED – Actioned in 2022. 4. P&F Awards – purchase books, purchase watch. CLOSED December 2022 – Kath purchased and awards presented. 5. End of Year thank you gifts – purchase \$100 gift card voucher purchased for Sharon Armstrong and Father Paul CLOSED December 2022 – Kath purchased and gifts presented. 	<p>Action: To look into online booking and information and timing of what volunteers can expect.</p> <p>Assigned to: Paulynne and Cat</p>
Correspondence	Mainly fundraising to be discussed at next meeting.	

<p>New Business</p>	<p>P&F Family sundowner on the green.</p> <p>Discussions held on requirements for the evening. OSH club will be open until 6pm and a bunting will put up to cordon off the annex oval once closed. Parents need to supervise their own kids in the playground, basketball courts and around the school grounds.</p> <p>P&F Agreed and approved to book an ice-cream van and for families to BYO food and beverages. Music will be played for a relaxed welcome and to new families to experience the hospitality and the warmth of the community.</p> <p>Cat made enquiries into a silent disco option, which perhaps could be used for a future event.</p>	<p>Action: Kath to book ice-cream van man</p> <p>Tracy to do icy poles if ice-cream van not available.</p> <p>Minimal set up of PA, bunting and music. if anyone is able to arrive 30 minutes earlier to help.</p>
	<p>Footy tipping</p> <p>Tracy had taken lead on this last year.</p> <p>P&F AGREED and APPROVED to do footy tipping for 2023.</p> <p>Discussion held on things that can be incorporated, such as end of season certificates, weekly winner and footy colour free dress if not being done by Year six.</p>	<p>Action: Start footy tipping competition when season starts</p> <p>Assigned to: Tracy</p>
	<p>Easter Raffle</p> <p>Last school day before holidays is Thursday 6th April with stations of the cross.</p> <p>Discussion held on possible fundraising activities.</p> <p>P&F AGREED to have an Easter raffle – but will need to check Mrs Malone what fundraising the Year 6s are doing over the year so that we can work in with that.</p> <p>P&F AGREED to hold an Easter Hat Parade, 5th April, 2023. Suggested to charge \$2 to enter parade for fundraising. Optional prizes could be senior and junior. Parents can participate and Parents can pay not to participate.</p> <p>Queenies Feast Day</p>	<p>Action: Develop a plan for Easter Raffle and the Easter Hat parade. Flyer to be created and shared in school newsletter with all relevant details.</p> <p>Assigned to: Marnie and Korina</p> <p>Action: Colouring in competition for 2nd June.</p> <p>Assigned to: Tracy?</p>

	P&F AGREED to have a coloring in competition to be aligned with Queenies Feast day at the end of May, beginning of June, 2 nd June 2023.	
	<p>Mother's Day breakfast and stall</p> <p>Discussions held and planning to commence. Tracy has looked into some websites for stall items. Smartgiftsideas.com.au</p> <p>P&F AGREED and APPROVED to have on Friday 12th May, 2023:</p> <p>a) Mother's Day Stall. Spend up to \$800, PRINCIPAL endorsed</p> <p>b) Mother's Day breakfast. Spend up to \$1,000, PRINCIPAL endorsed. If there is a raffle, funds raised can contribute towards the breakfast.</p> <ul style="list-style-type: none"> • Cost \$5 for the breakfast, either egg and bacon muffin or a sweet muffin. • Need volunteers to order food and collect the night before (1 pax) help set up tables, wrap muffins and serve, (2-3 pax), cook bbq (3 pax) and serve and supervise tea and coffee station (1 pax) • Oven in the kitchen can be used to warm muffins. 	<p>Action: Arrange gifts for Mother's day stall, assist with stall and posters to also be created.</p> <p>Assigned to: Tracy and Cat</p> <p>Action: Arrange breakfast. Class reps to ask Father's to volunteer for the Mother's Day breakfast. Order, set up, cooking, put muffins together, supervise tea and coffee station, collect order the night before. Approx five to six people minimum on the day.</p> <p>Assigned to: Tracy to set up the website order form. Class reps to reach out to Father's.</p>
	<p>Wellness week - 27th February to 2nd March.</p> <p>Discussion held on how the P&F can support and alternative food options and ordering.</p> <p>Sausage sizzle discussed as an option. Mark to raise at staff meeting.</p> <p>P&F AGREED to assist with sausage sizzle if approved. Should it proceed, orders to be done via try booking.</p>	<p>Action: Query sausage sizzle with SAC.</p> <p>Assigned to: Mark</p>
Other Business	CANTEEN is not available for five school days, being, weeks 9 and 10 of Term 1, and week 1 of Term 2 (27 th and 28 th April). Sharon is not available	Action: Assistance required to set up try

	<p>but has offered to pre-make food and place orders in advance if a volunteer can assist in the canteen.</p> <p>P&F discussed options and AGREED: The canteen will be closed but will provide an option for families on one day of each week.</p> <p>Term 1 week 9, Thursday 30th March - Sushi option. Marnie to organise Sushi order and to liaise with Sharon for options/contacts. Tracy to assist with Try booking set up.</p> <p>Term 1 week 10, Thursday 6th April - Icy pole day through social justice committee. Korina to check with Social Justice Committee about selling icy poles on this day.</p> <p>Term 2 week 1, Friday 28th April – Subway. Korina and YC to organise.</p>	<p>booking for Sushi and Subway.</p> <p>Assigned to: Tracy</p> <p>Action: Speak to year 6 social justice committee about selling icy poles on 6th April.</p> <p>Assigned to: Korina</p> <p>Action: Organise sushi for 30th March.</p> <p>Assigned to: Marnie</p> <p>Action: Organise subway for 28th April.</p> <p>Assigned to: Korina and YC</p>
	<p>P&F STORAGE ROOM - Tracy proposed to organise the P&F store room and requested volunteers to help. Date to be confirmed, tentative Friday 17th March.</p> <p>A note to go out in newsletter to request for volunteers</p>	<p>Action: Tidy up and organise P&F Store room.</p> <p>Assigned to: Tracy, Korina and Jess.</p>
	<p>Korina requested if it is possible to create an A5 piece of paper with events for the year to be shared with families for kids to take home.</p>	<p>Action:</p> <p>Assigned to:</p>
Meeting and meeting	<p>close next</p> <p>Next meeting 13 March 2023.</p> <p>Meeting closed: 7.58pm</p>	