



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Kath Anthony

Date & time: 13 March 2023, 18:32

Minutes taken by: Paulyne Farrell

Location: Queen of Apostles Staff room

Present: Kath Anthony, Mark Ryan, Jennifer Anderson, Paulyne Farrell, Tracy Italiano, Jessica Steven, YC, Rebecca Day, Carly Andrews.

Apologies: Cat Domican, Michelle Little-Desker, Aislinn Trodden.

Topic minutes

Topic	Minutes
<b>Principal report</b>	<p>A welcome picnic was held for families at the school, which, although not as large as previous years, was enjoyed by those who attended. Kath and the P&amp;F were thanked for organizing the ice-cream van and other activities, as bouncy castles are now banned.</p> <p>The Ash Wednesday mass was well attended, and students have been discussing what they are giving up, taking up, or how they are helping others for Lent. The focus this year is on Lent for Children and their families, and the school newsletter has included information about the fundraising efforts of each class for Lent. For example, the Year 6 students have been walking while carrying buckets of water to relate to what other children go through to get water for their families. Parents are also being educated about faith, social justice, and giving.</p> <p>The swimming carnival was held at Beatty Park and received positive feedback from parents and students. The venue was deemed suitable, and being outdoors was preferred. The school will aim to book Fremantle next year.</p> <p>The Leadership Mass was held for Year 6 students, during which they received badges and responsibilities for leadership roles within the school.</p>

	<p>All students are considered leaders, regardless of their badge. This is a good learning experience for students to get up in front of the school and speak on the PA system, and they have started off well.</p> <p>This Friday is a professional development day focused on upskilling new staff in future-focused learning approaches and inquiry learning, which is a big part of what the school does.</p> <p>The Year 2 assembly was held last Friday. This was the first assembly of the year, and it is working well having the focus on one class for their assembly and having a separate gathering just for awards.</p> <p>The school's enrolment is currently at capacity, with 242 students enrolled out of a maximum of 246. Fifty per cent of students come from Catholic families, providing an evangelization opportunity. Mark and Jennifer attended the Leadership Forum with CEWA Principals and Assistant Principals at the Convention Centre, which focused on evangelization and Catholic communities. Jennifer spoke about the changing face of evangelization, which is now more focused on inclusivity than it was 20 years ago.</p> <p>NAPLAN testing for Year 3 and 5 students is being held this week in Term 1 to get results sooner and inform teaching and learning, but the students are not to feel stressed about it.</p> <p>Year 6 students will be going to Point Walter for their camp this Thursday and Friday. Staff attending include Mr Ryan, Mr Bridgeman, and Ms Maloney.</p> <p>The school is changing the way parent-teacher interviews are conducted this year, consolidating interviews usually held over two weeks into one day, Wednesday 5 April, with 15-minute time slots that parents can book from 11.45am to 6.00pm. Afternoon slots have been allocated to accommodate working families. Interviews can be done face to face or via MS Teams, and the students will be supervised/taught by Mr Ryan, Mrs Anderson, Mr Bridgeman, Mrs Perry, and teaching assistants while interviews are being conducted.</p> <p>Next year the interschool swimming carnival will be held again at Beatty Park. The aim is to promote it earlier allowing more families to make arrangements to attend.</p>
<p><b>President's report</b></p>	<p>It has been a busy and productive month for the P&amp;F starting off with the Welcome sundowner.</p> <p>Kath attended the school advisory committee meeting to discuss how the P&amp;F can support the in achieving its priorities for 2023. The P&amp;F action plan will be discussed further during the meeting.</p>

	<p>Tracy, Kath, Cat and Paulynne attended the Catholic School Parents WA P&amp;F Induction, which was an informative session.</p> <p>In terms of ongoing activities, the Footy Tipping competition and Sushi lunch order have started, thanks to Tracy and Marnie for setting these up.</p> <p>A reminder of the upcoming P&amp;F Store Room Busy Bee, which is scheduled on 17 March, and will be led by Tracy. The P&amp;F is also preparing for the Mother's Day stall and some gifts have been purchased. Dads have expressed interest in organizing and running the Mother's Day breakfast event next term.</p>
<b>Treasurer's report</b>	<p>As at 28 February 2023, balance is \$81, 223.65.</p> <p>Account made up of:</p> <p>\$61, 073.57. as of 31 January 2023</p> <p>+ \$19, 494 P&amp;F levy</p> <p>+ \$28.82 recycling return received 21/02/23)</p> <p>+ \$60 Footy tipping</p> <p>+ \$560 second hand uniform sales</p> <p><b>\$ 81, 223.65 balance as of 28 February 2023</b></p>
<b>Previous minutes</b>	Moved by Tracy and seconded by Jess.

<b>Business from previous minutes</b>	
<b>Issue</b>	<b>Discussion</b>
Footy tipping	<ul style="list-style-type: none"> <li>• Footy tipping starts this Thursday 20 March.</li> <li>• 20 people have signed up to date.</li> <li>• Approximately 30 people signed up in 2022.</li> <li>• Will increase promotion – posters up on P&amp;F notice board, ask class reps to promote on Facebook pages; newsletter; SMS message; message on Seesaw.</li> <li>• Weekly prize is a Rustico voucher for tipper of the week.</li> <li>• We may do a free dress Footy colours day for round 3 on 31 March.</li> </ul> <p><b>Action:</b> Increase promotion – posters on notice board; ask class reps to promote; newsletter; SMS; Seesaw message.</p> <p><b>Assigned to:</b> Tracy</p>

Easter Raffle / Easter Hat Parade Plan	<p><b>Action:</b> Follow-up on previous minutes action items.</p> <p><b>Assigned to:</b> Korina and Marnie</p>
Mother's Day Breakfast event – Friday 12 May 2023	<ul style="list-style-type: none"> <li>• Kath confirmed that 6 dads have volunteered to help out at the breakfast event.</li> </ul> <p><b>Action:</b> Develop a detailed event plan for sharing with the volunteers.</p> <p><b>Assigned to:</b> Kath</p> <p><b>Action:</b> Set up the Trybooking page when details confirmed.</p> <p><b>Assigned to:</b> Tracy</p>
Mother's Day gift stall	<ul style="list-style-type: none"> <li>• Tracy and Paulyne have ordered the majority of gifts and will purchase some additional smaller items. The pre-Kindy students will be included.</li> </ul> <p><b>Action:</b> Purchase remaining smaller gifts. Create posters. Assist with staffing stall.</p> <p><b>Assigned to:</b> Tracy, Paulyne and Cat.</p>
Canteen Lunch Support: Sushi lunch order	<ul style="list-style-type: none"> <li>• Thursday 30 March.</li> <li>• Orders can be placed through the P&amp;F TryBooking account.</li> <li>• Promotion in progress.</li> </ul> <p><b>Action:</b> Continue promotion as planned.</p> <p><b>Assigned to:</b> Marnie</p>
Canteen Lunch Support: Subway lunch order	<ul style="list-style-type: none"> <li>• Friday 28 April</li> <li>• YC confirmed that there are a few options for Subway lunch - they have platters however they have limited options.</li> </ul> <p><b>Action:</b> YC to set up Subway lunch order through the P&amp;F Try Booking account.</p> <p><b>Assigned to:</b> YC and Korina</p>
Canteen Lunch Support: Icpole Fundraiser (Year 6 graduation)	<ul style="list-style-type: none"> <li>• Thursday 6 April.</li> <li>• Icpole fundraiser for Year 6 graduation.</li> </ul> <p><b>Assigned to:</b> Carly</p>

<b>Correspondence</b>	<p>Mainly fundraising promotional material.</p> <p>Invoice from Catholic School Parents WA Inc. for Affiliation Fee for 2023 \$990.68 = P&amp;F agreed and approve to pay the CPS invoices.</p> <p><b>Action:</b> Advise Caroline Hunneybun of approval to pay invoice.</p> <p><b>Assigned to:</b> Paulyne</p>
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<p><b>New Business</b></p>	<p><b>2023 P&amp;F ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• As part of the new Terms of Reference, the P&amp;F will develop a 2023 Action Plan outlining the goals for the year and how to achieve them.</li> <li>• This plan will serve as a guide for planning and budgeting activities throughout the year.</li> </ul> <p><b>PROPOSED EXPENDITURE 2023:</b></p> <ul style="list-style-type: none"> <li>• The P&amp;F budget is projected to have \$80,000 for 2023.</li> <li>• \$70,000 has been earmarked for the Ninja Playground.</li> <li>• The P&amp;F would need to fundraise for any additional items.</li> <li>• A few weeks ago Kath attended the school advisory council meeting to seek their input on the potential additional items.</li> <li>• Kath shared these suggestions with the P&amp;F committee and sought their feedback.</li> </ul> <p><b>1. ICT-related support, including drones, 3D printers, spheros.</b></p> <ul style="list-style-type: none"> <li>• The school would like Mrs Beacher to work with programming of robotics. The committee expressed interest in the drones and requested further information including costs.</li> </ul> <p><b>Action:</b> Confirm costs for inclusion in the P&amp;F Action Plan.  <b>Assigned to:</b> Mark</p> <p><b>2. New school signage</b></p> <ul style="list-style-type: none"> <li>• Jennifer spoke about how the school is hidden, and current signage is not visible.</li> <li>• The committee suggested putting up signage with limestone into the corner, build up with the school crest, so people can see it at the roundabout.</li> </ul> <p><b>Action:</b> Provide some signage cost options for consideration in the P&amp;F action plan.  <b>Assigned to:</b> Jennifer</p> <p><b>3. Parent education speakers</b></p> <ul style="list-style-type: none"> <li>• The P&amp;F would like to host two community education speaker events each year.</li> <li>• Discussion took place about the type of speakers and topics that might be of interest to parents.</li> <li>• Mark suggested the P&amp;F send a survey to parents to seek their feedback on the type of topics they are interested in hearing more about.</li> </ul> <p><b>Action:</b> Develop a survey to send to parents.  <b>Assigned to:</b> Kath</p> <ul style="list-style-type: none"> <li>• Jennifer suggested checking if the CSPWA has speakers that can be accessed.</li> </ul> <p><b>Action:</b> Check if CSPWA has list of speakers.  <b>Assigned to:</b> Kath</p>
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#### **4. Teacher Wishlist Items**

- Mark mentioned that in 2022, \$600 was allocated to each class teacher and specialist teachers.

#### **PROPOSED EVENTS AND ACTIVITIES:**

- A discussion took place around the types of events and activities that could be organized. This included organizing two major fundraisers in 2023 – possibly a Quiz night (which is also a friendraiser) and the Colour Run.
- Kath suggested establishing committees of year groups to organize events to share the volunteer loads. The committee showed interest.

**Action:** Prepare an outline of how it will work.

**Assigned to:** Kath

#### **The P&F proposed the following events/activities by term:**

##### **Term 1:**

- Welcome Sundowner (held in February)
- Wellness Week: Free Icy Poles
- Sushi Lunch Order
- Easter Raffle/ Easter Hat Parade
- Footy Tipping Competition

##### **Term 2:**

- Subway Lunch Order
- Mother's Day Breakfast
- Mother's Day Stall
- Community education event
  - The school has already booked Ben Saulsman for 1 May (enquiry on the math's space). There may be an opportunity to extend this to parents.
- School disco
  - Proposed date - Friday 16 June. Suggest we don't have a theme, just a disco, come as you want.

**Action:** Check with Father Paul on Parish Hall availability.

**Assigned to:** Mark.

##### **Term 3:**

- Quiz night
  - first preference is 11 August and 2<sup>nd</sup> preference is 25 August.
- Father's day stall and breakfast
  - Tracy Italiano volunteered the Year 1 class to organize.
- Community education speaker event (with sausage sizzle)

	<p><b>Term 4:</b></p> <ul style="list-style-type: none"> <li>○ Colour run</li> <li>○ World Teachers Day – P&amp;F to host a lunch/morning tea for Queenies staff.</li> </ul> <p><b>Term 1 of 2024:</b></p> <ul style="list-style-type: none"> <li>○ Camp out event</li> </ul> <p><b>NEXT STEPS TO FINALISE THE 2023 P&amp;F ACTION PLAN:</b></p> <p><b>Action:</b> The proposed expenditure and events and activities for 2023 will be incorporated into the 2023 P&amp;F Action Plan. The plan will be presented to the P&amp;F members and the Principal for endorsement.</p> <p><b>Assigned to:</b> Kath</p>
<p><b>Other business</b></p>	<p><b>QCESR Review – Mark</b></p> <ul style="list-style-type: none"> <li>• In term 2 there will be a QCESR review with the P&amp;F.</li> <li>• This happens in the third year of a principalship.</li> <li>• CEWA will meet with the P&amp;F during the week of 30 May to 1 June. It’s a three day process – they meet with the P&amp;F, parish and SAC.</li> </ul>
	<p><b>Grade 6 graduation committee – Carly</b></p> <ul style="list-style-type: none"> <li>• The Year 6 graduation committee requested the following dates for Icy pole fundraising: <ul style="list-style-type: none"> <li>○ 31 March</li> <li>○ 6 April</li> <li>○ 27 April</li> <li>○ 12 May at Cross Country event in afternoon.</li> <li>○ Littles lapathon, 19 May</li> </ul> </li> <li>• Carly asked if the Year 6 graduation committee could sell icy poles at the Colour Fun.</li> <li>• Kath advised that as we have not finalized the plan for the Colour run we could not confirm if this was possible at this stage.</li> </ul>
	<p><b>Colour Run – Kath</b></p> <ul style="list-style-type: none"> <li>• We have gone through Australian Fundraising for a few years now. They take 30-35% commission.</li> <li>• There has been some discussion about the P&amp;F running an independent fundraiser.</li> <li>• We have a group of parents who would be happy to help with coordinating an independent fund raiser.</li> <li>• Kath spoke with Julieanne, the P&amp;C Fundraising Coordinator at Atwell Primary School (Andrew’s school) and they have successfully run an independent fundraiser for a couple of years. They are happy to provide us with details to help us with planning.</li> <li>• They purchase the colour powder through a supplier and will share</li> </ul>

	<p>details with us. They are planning their Colour Run for August, and we may be able to tie in our order with theirs.</p> <ul style="list-style-type: none"> <li>• They have also offered to loan us their bottles that they purchased.</li> <li>• The last two years the P&amp;C have made \$25,000 with around 700 students participating.</li> <li>• In terms of prizes, they don't have cheap prizes. They have a major prize of a bike and gift vouchers for every child who raises overs certain amount. Our P&amp;F will approach the local MP to request they donate the bicycle prize.</li> <li>• They have found having these prizes is a real incentive to raise more and more money.</li> <li>• Julieanne said their Colour Run fundraiser is not only less work for organizers but also less work for parents.</li> <li>• Parents don't need to create a profile or register their child.</li> <li>• They receive a form – a sponsor form. This is where they write child's name and note down any sponsors – sponsors can pay either in cash, or by online transfer.</li> <li>• We would need to investigate the best way of setting up payment online – whether this is a Square site.</li> </ul> <p><b>Action:</b> Prepare a proposal for Colour run fundraiser for consideration by the P&amp;F Committee.</p> <p><b>Assigned to:</b> Kath</p>
	<p><b>Busy Bee Reminder - Tracy</b></p> <ul style="list-style-type: none"> <li>• P&amp;F Store Room Busy Bee at the school on Friday</li> </ul>
<p><b>Meeting close and next meeting</b></p>	<p>Meeting closed: 7.59pm</p> <p>Next meeting: Monday 8 May 2023.</p>