

ST JOSEPH'S SCHOOL

P&F MEETING

TUESDAY 12th June 2018

Commenced at 7:05pm

1.0	Welcome, Prayer and Apologies		
1.1	Present: Travis Bienkowski, Leesa Hall, Karen Ruben, Megan LeRoy, Natalie Williamson-Holley, Simone Magno, Cassy Newman, Bianca Wilson, Stacey Gaston, Jen Stokes, Jenny Gorman, Hayley Scott, Kelly Nottle, Sophia DeBont,		
1.2	Apologies: Bec Lorimer, Belinda Curtis, Justine McLinden, Tracy Clifford, Trish Rossell, Megan LeRoy,		
2.0	Acceptance of Previous Minutes of Meeting	Action	Who/When
2.1	Review of previous Meeting Minutes Correction to attend Sophia DeBont instead Cassy Newman	The meeting minutes to be reviewed and accepted at the next P&F meeting	<u>Accepted by:</u> Bianca Wilson <u>Seconded by:</u> Karen Ruben

	Opening Pray		
3.0	General Business – AGENDA ITEMS	Action	Who/When
3.1	Correspondence in: Correspondence out:	Principal review interviews 28 th May Muffin alternative to donuts fundraiser PA Invoice Contribution Bank Account review Travis/Kathy/Simone/Jen Thurs 7th Community Development Grants Acquittal Movie Night deposit paid \$660	
3.2	School Board Report	Auditors currently reviewing the school Risk Management review being conducted	Travis Bienkowski
3.3	Principals Report	LEARNING: Fogarty EDvance Program: From the beginning of Term 3, the school commences the next phase of its involvement in the Fogarty EDvance Program. Part of this process involves the school refining its Strategic Directions Document (SDD) for the next year and a half. The school needs to look at areas that have been working well, areas that still need further	Travis Bienkowski

development and investigate any new concepts or ideas that have arisen from being part of this program. A strong focus will be on the work staff have undertaken with Paul Woodley and Paul Swan on the effective teaching of Basic Maths Facts.

ENGAGEMENT:

Year 5 & 6 Aussie Sports:

This Friday will be the final Aussie Sports fixture played between WDHS, St Anne's and Carcoola P.S. It has been a great experience for our Year 5 & 6 students as they have been able to try out different sports throughout the competition.

ACCOUNTABILITY:

1st Semester Reports:

Classroom teachers are busily completing their 1st Semester reports which will be distributed to all students in the final week of term (Wednesday 27th June). This is an important part of the overall reporting cycle within the school and I appreciate the amount of time and effort the teachers have put into completing these reports.

2019 Kindy Interviews:

I have commenced interviewing 2019 Kindy families and meeting with prospective students. The interview process is a wonderful opportunity for me to meet new and familiar families, their child and to answer any questions they may have about the school or Kindy program.

Principal Review: On Thursday, I have a meeting with the Acting Executive Director, Debra Sayce regarding my recent Principal Review. Part of the meeting will involve a discussion around my personal growth plan as per the recommendations that were identified by the panel members. I'd like to sincerely thank the P&F for your ongoing support and for the assistance you provide me in my role. I am very honoured in being Principal of this wonderful school and I look forward to the exciting challenges ahead.

Crisis Management Plan: The school has recently updated its Crisis Management Plan with staff being trained in using the new plan. You'll notice over the coming weeks, updated evacuation plans in all buildings within the school and the students will be taught what to do during an evacuation/lockdown procedure.

DISCIPLESHIP:

		<p>Sacrament of First Eucharist:</p> <p>This Sunday, 7 Year 4 candidates will receive the Sacrament of First Eucharist. Fr Wally Kevis will celebrate Mass in Fr. Jay's absence. It's been great to have Fr. Wally actively involved with the Sacramental program and attend the parent/candidate meeting and last week's retreat day. I'd like to sincerely thank Jenny Gorman, Del Leahy, Nila Poasa, Fr. Wally and especially Bethaney Tucker for their dedication and assistance throughout this Sacramental programme.</p> <p>Sacrament of Reconciliation: The Sacramental program for First Reconciliation will officially commence on Thursday 28th June, when the Year 3 students will attend a Sacramental retreat day at the Schoenstatt Shrine in Armadale.</p> <p>NAIDOC Liturgy: This year's NAIDOC Week falls during the school holidays (8th – 15th July). To acknowledge NAIDOC Week here at school, Jenny Gorman will be organising a whole school Liturgy at 11am on Friday 29th June. This year's NAIDOC Week theme is "Because of her, we can!" which celebrates the invaluable contribution that Aboriginal and Torres Strait Islander women have made – and continue to make – to the community and to the nation.</p>	
3.4	Treasurers report	<p>Opening Balance \$10217.24 Closing Balance \$10 531.01 Cash On Hand \$50</p> <p>Invoices or documentation to be presented to P&F for payment ie) Bus, P&F teachers wish list</p>	<p>Report as read Moved; Jen Stokes Seconded: Stacey Gaston Travis to follow up</p>
2.0	Business Arising	Action	Who/When
	P&F Positions	<p>P&F Rep to the board vacancy to be filled.</p> <p>There is still no Kindy rep on the P&F</p>	Travis Bienkowski
	Extra seating and benches	<p>Extra seating and benches Grant received to Shire for \$300 Quote for two park settings from Felton Industries \$2327 plus GST Acquittal to be completed (Natalie has forms) The Mens Shed are happy to assist with installing Craig Barr has moved an existing setting which was previously outside the library. Tables have been ordered one to be purchased by the School the other by the P&F, Kindy's and Pre-Primary tables have also been ordered.</p>	<p>Jenny Gorman</p> <p>Natalie W-H to submit acquittal with invoice</p>

		Invoice copy to be provide to the P&F for payment to be made for one table setting and for Shire Acquittal	
	Bank Signatories	To be discussed further in general business	Ongoing
	Krispy Krème Fundraiser	Patrick Dunne will be able to pick up Donuts Tuesday 26 th June with his truck. 100 boxes ordered get 10 boxes free. Orders were 107 boxes leaving 3 boxes to sell. Pick up of donuts will be after 1pm in the Joesphite Centre. Pat will need help to unload at the Josephite Centre at approximately 11am when he returns. Orders will then need to be placed on tables with order forms attached. Orders will be picked up between 1:00 and 3:10pm. Travis to send a reminder for orders to be picked up. If any late orders come in they can add up to 5% to order (so can only add another 5 boxes). We will have 3 spare free boxes at this stage so will try and sell them on the day. We will be making nearly \$800 from this fundraiser so great effort!	Megan LeRoy Helpers from 11am Natalie W-H, Karen, Stacey. Peter LeRoy (pm)
	Wood Raffle	Wood Raffle Saturday 19 th May Raised \$720.15	Kelly Nottle
	Father's Day Raffle	Framed Eagles Jumper First Prize, second and third prizes to be organised with local companies. Jen Stokes to approach Tavern regarding the \$125 uncleared cheque conversion to gift voucher. Raffle tickets to be sent out to students to take home and sell. It was suggested by Heather to sell raffle tickets at the IGA. It was suggested that a permit would need to be sourced if tickets are sold off the school grounds. Permits to be researched. Date Friday 31 st August or Saturday 1 st Saturday	Simone Mango Jen Stokes (tavern) Bianca Wilson (permit)
	Popup free movie night Sat 10 th November	Quotes received Mandurah PA 6mtr Screen plus operator \$600 and Public license \$500 \$1100 exc gst. P&F to sell lollies, pizza, popcorn. Quotes to be obtained from the tavern, pub and Domino's. Possible pre-order pizza, drink & popcorn. Save the date brochure to be sent out.	Tracey Clifford Trish Rossell Ongoing
2.0	General Business	Action	Who/When
1.	Canteen	Decrease in sales. Possible date change to a Monday when Kindy students are school which may be better. A suggested survey – Travis to look into sending a sms with online link. It was suggested to only do lunch and not recess so it is a shorter shift.	

		<p>Heather has taken on board helpful suggestions on how to improve our canteen situation. This term we have introduced 'Hungry Joe's Currency' to see if it makes a difference with our sales. Next week the school will be organising an online survey for parents to give feedback so will make sure we cover your ideas of day changes and reduced hours.</p> <p>The idea of a sausage roll on the menu is always popular however unless we have some volunteers to make homemade GREEN ones, then they cannot be sold. It all comes down to parent help unfortunately.</p>	
2.	Health Fundraising	Healthy muffin alternative suggested by Heather.	
3.	PA System	<p>Through the collective support between the school, parish and P&F, a new PA system has recently been installed in the Josephite Centre. This is a fantastic addition that will allow greater flexibility when the school, P&F and Parish hold events. The system was used for the first time at the Holy Communion Retreat Day last week. A quarter of the price to be paid by the P&F. An invoice to be given to the P&F stating the required contribution. Half of which has been paid.</p>	
4.	Change to P&F Bank Details	<p>Last Thursday Jen, Simone, Kathy and I met to discuss a matter concerning the P&F bank account that was brought to our attention as a result of our recent school audit. The question was asked as to why St Joseph's is the only Catholic school in the SW region in which it's P&F bank account isn't aligned with CDF. Currently, the P&F hold an account with NAB and signatories are only held with Jen, Simone, Brooke Hammond, Melissa Fuller and Belinda Curtis. If something was to happen, the school (or anyone else on the P&F Executive) couldn't access the account. To alleviate this and reduce the responsibility for finances and money on the P&F Treasurer, it has been requested that the P&F open a new account through CDF/NAB and then close its current account with NAB. Kathy Dwyer will organise the necessary paperwork through CDF and provide this to the P&F for completion.</p> <p>It was also brought to the school's attention that any money that needs to be banked has to be cross-checked by a staff member before it is taken to the bank (school e.g. If Kathy needs to bank money, she would count it, have Heather cross-check the total amount, then proceed in banking this amount). The auditors mentioned that this should also apply to the P&F when fundraising initiatives take place. Money shouldn't be taken home at the end of a fundraising event, but it instead it should</p>	

		<p>either be counted in the presence of an admin person or left on the school premises until it is convenient to count (e.g. an evening event).</p> <p>Motion to be moved to close old bank account and create new bank account signatories to be Kathy Dwyer, Travis Bienkowski, Jen Stokes and Simone Mango</p>	
4.	Uniform	It was discussed by the board for changing of uniform to Pre-primary, Year-One and Two. This includes having a sport uniform to improve practability and dignity. A survey will be going out to parents.	Jenny Gorman
	Father's Day Stall	Stacey Gaston happy to co-ordinate	Stacey Gaston
	Show Gate	The Waroona Show Gate Fundraiser is our major fundraiser for the year. We can achieve total of \$4000 and up towards funds for the school. Heather to be approached and asked to assist to coordinate roster and send notes out to parents.	Simone Magno
	Colour Run/World Teachers Day	Colour Run Company to be approached and marketing information obtained. Further details such as a sausage sizzle or location (school grounds or oval) to be confirmed. Teacher certificates to be completed	Hayley Scott Natalie W-H
5	Upcoming P&F Events Day	<p>Grandparents morning tea 27th July</p> <p>Father's Day Raffle (tickets to be sent home)</p> <p>Lions trailer (date to confirmed Markets)</p> <p>Show Gate 7th October (term 3)</p> <p>Movie Night 10th November</p> <p>Lions Raffle (Christmas)</p>	TBC
	Sports Carnival	Instead of a stall it was suggested to run a raffle.	Simone Magno

Meeting Closed - **8.10pm**

Minutes signed as true and correct:

Natalie Williamson-Holley

Chairperson

Dated

Next P and F meeting: 14th August @ 7pm

St Joseph's Waroona P&F

Treasurers Report

9.5.18 - 12.6.18

Opening Balance \$10217.24

Received

Mother's Day Stall \$1292.85
Cancelled Cheque 2017 \$2950.75
Waroona Shire Grant \$300.00
Wood Raffle \$720.15
Krispy Kreme \$2264.00

Expenses

Mother's Day Bags \$86.68
Mother's Day Gifts \$722.10
PA Hire \$660.00
Teachers Wish List \$2500.00
PA System Josephite \$2500.00

Closing Balance \$10 531.01

Cash on Hand \$50