



St Columba's School P&F Meeting Tuesday 21st February 2023 7pm

- Attendance:** Justine Rayner, Rebecca Wilkey, Sarah Sorgiovanni, Skye Zachar, Smita Verma, Catherine Cregan, Emma Mulherin, Jayne Jagger, Courtney Eden, Davina Goh, Rebecca Wilkey, Tanya Armstrong, Simonne Moretta, Leston De Mello, Bea Humphreys, Sari Landis, Jess Pearson, Nikki Staveley, Niall Kehoe, Gina Burns, Mel Garrett.


Apologies: Leesa Vincuillo, Tammy Fernandez, Emma May

- Acceptance of Previous Minutes:** Nikki Staveley (moved), Bec Wilkey (seconded)
- Business Arising from Previous Minutes**

3.1 Fundraising focus- Playground

The P&F agreed to fund a new playground to replace the equipment closest to the year 4 classrooms. The existing equipment nearest Milne Street will remain. At the October meeting, the approximate price for this project was quoted at \$76,000. Installation is scheduled to take place in the July school holidays, ready for Term 3. Following installation, sand infill and Childsafe inspections are required. Aim for the project to be completed by the end of the school holidays. The P&F has raised approximately 60% of funds required. Fundraising for the first 6 months of the year will focus on raising the remainder of funds needed.

- Correspondence Nil**
- Principal's Report** See attached
- Treasurer's Report**

St Columba's Primary School Bayswater P&F Association		
February 2023 Financial position		21/02/2023
OPENING BALANCE	\$ 72,758.48	Opening balance for 2023
PENDING FUNDS		
None	\$ -	
Subtotal	\$ -	
INCOME		
None	\$ -	
Subtotal	\$ -	
EXPENSES		
None	\$ -	
Subtotal	\$ -	
TOTAL ASSETS	\$ 72,758.48	Changed by \$ 0
COMMITTED FUNDS		
Playground replacement near oval	\$ 40,000.00	
2023 Classroom resources \$700/class	\$ 19,600.00	
Subtotal	\$ 59,600.00	
AVAILABLE FUNDS	\$ 13,158.48	Funds available at Feb 2023

Leston informed the P&F of the recent changes to the Financial Practices Guide for the P&F. The annual budget is required to be minuted and any non-budgeted activities must be approved and documented in the P&F minutes. All financial transactions are made through the school operating account where funds are quarantined for the P&F. This will mean that direct deposits to the P&F will be into a new BSB/Account. Cash transactions must be counted by 2 separate members and the P&F will be working towards electronic transactions only.

The P&F has previously used a free version of Cognito for pre-sale of sausage sizzles etc. The P&F will now purchase a subscription for this service to allow direct payment through the site to make

transactions easier from a record-keeping perspective. The cost of this is approximately \$300 per annum. The square reader will still be used for point of sale transactions (eg raffle, bake sale). Cash transactions will likely still be used for the school disco.

7. Fundraising Events

7.1 Italian Night March 10th

A welcome back to school and to Gina Burns/new families. The event will feature a picnic on the lawn with families able to pre-purchase pasta, garlic bread and/or pizza for a picnic on the school lawn. Pre-order only. Cannoli and gelato will also be available. There will be an accordion player and lawn games for entertainment. This will be an alcohol free event. Advertising will commence this week.

7.2 Swimming Carnival

9th March- for years 4-6. For kids and parents. Sausage sizzle for children and parents.

7.3 Calendar of events for 2023

Term 1

- **Swimming Carnival Yr 4-6, Thursday 9th March:** Sausage sizzle (*Lead: Tanya Armstrong*)
- **Italian night, Friday 10th March:** (as above) (*Lead: Tanya Armstrong, Simone Moretta*)
- **Wine Drive through Hayshed Hill** (*Lead: Simone Moretta*)

Term 2

- **Raffle:** To be drawn on the final day of term during assembly (*date TBC by Gina Burns*). Combine with a Crazy Hair or Socks Day on the final day of term for a gold coin donation. Main prize in previous years has been either a Nintendo Switch or Rebel Sport voucher (\$500) using a donation from Lisa Baker MLA. (*Leads: Sari Landis and Jayne Jagger (Yr 6), Tanya to contact Lisa Baker*)

Term 3

- **Faction Athletics Carnival, Wednesday 13th September.** Sausage sizzle (*Lead TBC*) and bake sale (*Lead: Emma Mulherin and Jess Pearson (Yr 1), Bea Humphreys to arrange CoB Food Licences*).
- **Wine drive and Tommy Sugo fundraiser** (*Lead: Simone Moretta*)

Term 4

- **School Disco, Friday 20th October:** Year level splits will be Pre-K to Yr 2 and Yr 3-6. The DJ and coffee van will be booked by Tanya Armstrong. (*Leads: Nikki Stavely, Justine Raynor (Pre-K to Yr 2), Skye Zachar and Mel Garrett (Yr 3- 6)*)
- **Lapathon/Obstacle course, date TBC** (*School Leadership to confirm*): Need to confirm a date and venue. Frank Drago will not be an option but potentially Bayswater Primary School will allow use of their oval. (*Leads: Rebecca Wilkey, Bea Humphreys, Sarah Sorgiovanni, Davina Goh*)

7.4 Other Fundraising Business

- Courtney Eden (PKG) has offered to design any marketing material for the P&F events
- End of year concert fundraising opportunity raised (eg sausage sizzle, raffle). This led to a discussion on the possibility of having the school concert on the oval. This has been done previously but there were issues regarding clean up and alcohol consumption. P&F class representatives are asked to seek feedback from their classes and then collate feedback to give to Gina.

8. General Business for Discussion

Discussion regarding what agenda items are P&F related and the appropriate point of contact for parents when school-related issues arise. Parents and class representatives are not aware of what the class rep role entails and what issues are relevant to the P&F.

What is a P&F issue:

The main function of the P&F is fundraising and supporting the school in building a positive community. The class reps are not the go-between for parents and the school, they are the class representative to the P&F. Parents are also able to email Tanya Armstrong (P&F President) directly and her email address is located in the Donegal each week. Agenda items should be forwarded to class reps and the secretary by the Friday before each meeting. The P&F welcomes feedback on any P&F events.

There are often issues raised with the P&F class representatives which are not related to the P&F. Examples of issues raised for discussion at this meeting included the reintroduction of swimming lessons at the school, uniforms, parking at school events and safety wheel stops for the Robert Street parking bays. The P&F appreciates that these issues are raised out of the care and concern for the students but these need to be redirected to the class teacher, as a first point of contact, or the Principal. Issues relating to roads surrounding the school are more appropriately raised with the City of Bayswater.

Gina Burns is happy to meet with parents individually or as groups to discuss school-related matters. Gina can be contacted via email (Gina.Burns@cewa.edu.au) or via the St Columba's Administration address (admin@stcolumbays.wa.edu.au).

The P&F executive, with Gina Burns, will develop a more formalised description for the role of the P&F Class Representative and the P&F Association. This can then be updated on the school website and made clearer to parents of the school.

Next P&F Meeting: Tuesday 14th March 2023