

St Columba's School Bayswater

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Grow in Faith Seek Wisdom Live in Peace

P&F Minutes for Meeting #4

Tuesday 6th August 2024

Welcome Prayer

As this meeting is about to begin, let us be aware of the responsibility that is ours for making decisions which will be sincere and beneficial to us and all the students, staff and community members of St Columba's Primary School.

Let us all, in the silence of our hearts, ask the help of the Lord that we may each carry out with dignity and devotion our personal responsibilities at this meeting.

*We ask this through Christ our Lord.
Amen*

1. Welcome

2. Attendance & Apologies

2.1 Attendance: Bec Young, Justine Raynor, Annie Johnson, Jayne Jagger, Bec Wilkey, Nikki Staveley, Davina Goh, Skye Zachar, Sarah Sorgiovanni, Courtney Eden, Niall Keogh, Gina Burns, Leesa Leesa Vinciullo, Leston De Mello.

2.2 Apologies: Bridie Stazonelli, Bea Humphreys, Jessica Dixon, Eleanor O'Callaghan, Michelle Hofmann, Kat Piachaud, Emma Mulherin, Claire Elliott, Bec Vernon, Sheree George, Louise McGowan, Leanne Fermanis, Louise Alexander, Rhiannon Howard, Tammy Fernandez.

3. Acceptance of Previous Minutes:

3.1 Moved: Justine Raynor Seconded: Bec W

4. Business Arising from Previous Minutes

4.1 Mid Year Raffle Fundraiser overview – Nikki/Dav/Bec V/Bea/Rhiannon

Raised: \$1240 – Great result very successful. Sub Committee will write up a how to as we have been doing with all events. Next year will be better equipped with operation/set up of the square readers. Raffle sales on kindy days to be 8:00am – 8:50am to ensure we capture traffic of all families in the morning sales.

4.2 Hay Shed Hill Wine Fundraiser overview – Nikki

48 cases of wine sold \$30 made on each case. Raised: \$1440. Feedback from Hayshed is that fundraiser done prior to Easter attracts best results. Some feedback amongst year groups — was too close to cookie dough however we knew this was the case. Kylie and Lisa in the office helped a lot – big thanks!

4.3 **Whole School PJ Dress Day** overview – Bridie/Nikki

Event ran very smooth. Kids enjoyed. Coin collection / counting ran better than previous as the team were better prepared with pencil cases issued to the classrooms etc did not have to chase up any missing monies. Raised: \$538.

4.4 **Swimming lessons survey** update – Davina/Nikki/Gina

Gina has advised there is still another week to run on the survey – available in The Donegal if you wish to take part in the survey.

<https://forms.office.com/pages/responsepage.aspx?id=ly-FxTM2KU-zhIHaU-Nel4tPpGRynGZJhCEkrkkIK5RUMVNGMkYzTVcxS1o4OTIYN0M5SFMym0pPRi4u>

Also advised October Vac swim program is still open for registrations, link also available in The Donegal - <https://www.education.wa.edu.au/enrolling-in-vacswim>

4.5 **Lisa Baker Community grant** update (post submission) – Bec V

No update as yet, submission has been sent in, now just wait on response from Lisa Baker in time. Will inform School if any grant updates come through from Lisa.

4.6 **October Bike month feedback**

Feedback has been mixed on likeliness to participate across the parenting groups as all dependant on location/proximity to school. Handful of very keen parents with multiple suggestions such as a morning 'bike bus', regular catch up/ events. Discussion around those parents that are keen to see something set up perhaps being leads on creating the relevant groups and seeking other interested families in hope it gains traction.

Davina will reach out to those parents as the P&F would like to support this. Look to register the school on: <https://www.yourmove.org.au/schools/>

4.7 **P&F Community/social event** fundraiser feedback – All Class Reps


Poll Results: 170 votes for the schools next large social event to be an *offsite family friendly event*. P&F will look to organise all the required logistics, so all is prepared in T4 and ready to fire for an event in the new school year for T1. A set date is required by early November for Leadership so they can include it in the 2025 calendar planning.

For next meeting, Reps to have suggestions of what to do / format of event / decide on a budget of what the P&F are happy to contribute towards the event. Scope to ensure all new families to the school are included by hosting in the new school year and advertising in their Welcome Packs.

5. **Principal's Report** - Attached

Gina also presented in the meeting some of the UR Strong program children have been participating in. Strong push for parents to utilise the membership for valuable resource availability - <https://urstrong.com/parents/>

6. Treasurer's Report – Attached

St Columba's Primary School Bayswater P&F Association		
Aug 2024 Financial Position		06/08/2024
OPENING BALANCE	\$ 33,242.26	Balance since 11 June 2024
PENDING FUNDS -Lisa Baker	\$ 500.00	2nd Instalment pending July '24
Subtotal	\$ 33,742.26	
INCOME		
Fundraising - PJ Day	\$ 538.40	
Fundraising - Containers for change	\$ 41.00	10c Contain returns
Fundraising - Cookie Dough	\$ 1,736.00	Part payment
Donation - Hayshed Hill	\$ 1,309.09	Wine drive
Donation - Athletes Foot	\$ 55.00	Donation received by P&F
Levy/Fee Adjustment	\$ 67.00	Income from Levy
Subtotal	\$ 3,746.49	
EXPENSES		
Fundraising - 2024 Disco DJ Booking	\$ 800.00	\$300 deposit paid, \$500 balance payment pending
Subtotal	\$ 800.00	
TOTAL ASSETS	\$36,688.75	Changed by \$ 2946.49
COMMITTED FUNDS		
Nil	\$ -	
Subtotal	\$ -	
NET ASSETS	\$ 36,688.75	Assets at 06 Aug 2024

Davina and Nikki discussed incidental expenses that can be carried over for multiple events ie. Baskets for raffles, raffle ticket books, pencil cases for coin counting etc.

Nikki has raised the desire to have a contribution from the P&F towards the Y6 students for all of the help they provide throughout the year for the school. Suggestion example of P&F contribution towards leavers shirts.

Discussions around the final decision on what the Leadership/School Advisory Council have decided the School needs and therefore fundraising target/commitment. Next meeting Gina will advise the decision. Included in the final figures is \$19,600 of annual committed funds distributed across classrooms.

7. Correspondence

7.1 Crunch and sip query — Nikki

Crunch and Sip was brought in for the current Year 3 students in Year 1 which some parents thought worked well for their children. Question has been asked if this were something the school would consider throughout other year groups.

Gina has advised she will take it to the teachers gather their opinions on whether they feel it will improve outcomes for the children. If the overall feedback is yes, then the school would look to implement next year.

Whilst on topic of food breaks Justine Raynor asked how the split lunch breaks were working for the school. Gina advised they are working for the best part. The main issue is the occasional clash of Mr Banks sport class running alongside other playtimes so still needing to share space between year groups. Some children are no longer able to play with their siblings and buddies. But for the most part it is going well for providing all of the children options of where to play whilst not being so overcrowded.

Currently trying to over sow the lawn to a hardier lawn option. Drainage options being sought also for the lower oval - SAC currently looking into this.

7.2 OSCH bookings/payments around cancellations query — Nikki

OSCH Bookings open 4 weeks prior to end of term and parents are having to jump on it to not miss out on care options. But then later things like school holiday sports camps arise and parents need to cancel their OSCH booking. Requesting consideration to give their spot to someone else on wait list as opposed to parents having to pay for cancellation. Worried about parents also being charged a cancellation fee and then OSCH receiving income from the child that takes the spot. Gina advised OSCH staff have to be booked and sorted 4 weeks in advance. OSCH do not 'Double Dip' with bookings/cancellations. If OSCH can fill a spot with minimal admin work, costs etc they will.

8. Sub Committee Updates

8.1 Fundraising Committees

(a) Father's Day Breakfast 30th August – Sarah/Courts/Bec W/Bea

Father's Day Planning all coming along. Coffee Van is booked. Vendors being sourced. Pre Order link is out. Volunteers request is out. All looking good. Gina has requested an 8am finish time, if at all possible, to limit congestion/parking for first bell at 8:20am. Pastoral Care Father's Day Raffle to be supported by P&F and encouraged where possible once advertised, setting up section at breakfast for prize draw.

(b) Whole School Subway Lunch Day 20th September – Skye/Nikki/Dav

Nikki provided options available Sub only, Sub & Cookie, Sub/Cookie/Juice Box all of which have a fundraising total of \$1.50 per order. Everyone agreed best to provide all options and kids/parents can decide which to take up. Nikki/Davina to investigate timings / logistics to ensure kindy/pre primary inclusion also. Bea to create order forms with orders due 3 x days beforehand. Skye has volunteered to assist on the day.

(c) School Disco 18th October – Dav/Nikki/Annie/Bea/Justine/Bec

Original DJ has cancelled as has his daughters Chisholm graduation the same night, he has recommended replacement which Nikki has locked in and paid deposit.

Nikki has Sausage donation collection locked in from British Sausage company 18th October – 100 sausages. Sarah has also secured further 100 sausage donation from Mondo's Butcher, also locked in for collection 18th October. Square Reader has provided insight on products required to purchase for the night.

Discussions on suggestions of how to best run the night to make sure parent volunteers are not left doing a shift all night when the next volunteer doesn't show etc. Sub Committee to take the lead with this and organise offline.

9. General Business for Discussion

9.1 Fundraising Business

(a) Crazy Hair and Sock Day date update – Leadership team

Leadership team have requested a fundraising day is provided back to the school for Lifelink therefore this day will not go ahead for 2024.

(b) Containers for Change update –Justine

Advised there has been minimal come in, not much work involved in managing this but its ticking along still. Justine will look to create a QR code / pamphlet to be placed in notice board. Events at school will be actively collecting the juice boxes.

(c) Entertainment Book – Justine

Justine has set the fundraising goal to \$1200 – currently sitting at \$164 progress. It is the 30th Birthday of the Entertainment book so loads of extra special incentives to join, parents encouraged to check it out. \$15 from each purchase comes back to the school.

(d) Events Cinema Morley movie night fundraiser idea – Parent Smita Vee

Great suggestion. No scope to hold anything of this nature for this year. Suggested parents could look to do within their own year group and provide feedback to arrange.

(e) Gingerberry Fundraiser update – Jayne

Jayne to provide information to reps to send on to classes via email. Jayne has created 2 discount codes to be used at time of ordering for 20% discount and free collection with part proceeds going to St Columbas. Fundraiser will be ongoing with no set end date, deposits to school to be made monthly. Poster to be placed in the pin up board outside the library and advertised in newsletter/class groups by Reps.

9.2 Other Business

(a) P&F Display board/suggestion box update – Exec Team/Annie Johnson

Annie has explained again option for Parents / teachers / Students to put forward suggestions by a set cutoff date. Then all ideas are put on the table for consideration and the P&F can deliberate on what support we can provide.

Gina advised some suggestions she has received are;

*Blinds for under covered area to shield from weather

*Rain cover for stair ways

(b) Book Week costumes 'reuse/offer/share' annual post – Courts

Bookweek is fast approaching (Wed 21st August) and with that the extra pressure of adding another item to the forever evolving to do list. The P&F would like to initiate a "share/recycle album" on our facebook community to help the community and keep things simple and stress free! Parents can add pictures of costumes they have that theyre happy to rehome or lend to others.

(c) Misc:

- Carpark raffle discussion – scope to do this at the sports carnival, Davina will look into further. Courts will create a visual.
- Sports Carnival – With change of location facilitating a sausage sizzle is going to be difficult. New/specific food permits required, limited resources and added travel alone will mean volunteers will need to be at venue ahead of time etc. Cake/Bake stall will go ahead only. Discussed options on asking parents to bring their baked goods direct to the carnival to eliminate extra work for all involved. Courts waiting to update visual with new details from subcommittee. Sub Committee: Skye / Justine / Jayne.
- Columba Runners – P&F would like to assist in getting the word out to help keep Columba Runners going after the recent announcement of current coordinators stepping down. Please ask around and put the word out so we can keep it going for the children.

Meeting close: 8:47pm

Closing Prayer

*Lord, as we depart tonight, we reach out to you, our counsellor, our light, the Lord of our lives;
Let it be known on our faces and in our words that your presence was in our hearts as we came
together this evening.*

*We ask this in the name of our Lord, Jesus Christ.
Amen*

Next P&F Meeting

Tuesday 3rd September / 7pm School Library