

St Columba's School Bayswater

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Grow in Faith Seek Wisdom Live in Peace

P&F Minutes for Meeting #7

Wednesday 13th November 2024

1. **Welcome Prayer**

2. **Attendance & Apologies**

2.1 Attendance: Sarah Sorgiovanni, Courtney Eden, Bea Humphreys, Justine Raynor, Bec Young, Annie Johnson, Bridie Stazzonelli, Nikki Staveley, Davina Goh, Leston De Mello, Gina Burns, Niall Kehoe, Leesa Vinciullo, Skye Zachar, Jayne Jagger, Tammy Fernandez, Stephanie Anile.

2.2 Apologies: Claire Elliott, Rhiannon Howard, Louise Alexander, Emma Mulherin, Bec Wilkey, Michelle Hoffman, Jessica Dixon, Eleanor O'Callaghan, Kat Piachaud, Emma Mulherin, Bec Vernon, Sheree George, Louise McGowan, Leanne Fermanis, on Howard and Louise Alexander.

3. **Acceptance of Previous Minutes:**

3.1 Moved: Tammy Fernandez Seconded: Bea Humphreys

4. **Business Arising from Previous Minutes**

4.1 **Teacher Appreciation Morning Tea** overview — Sarah/Davs/Nikki

Leesa has advised the morning tea was very well received and appreciated. Invoice has been received however Chisholm have also added additional items for a separate morning tea teachers had. School has asked for the items to be separated and re invoiced.

Deb Klatt has emailed P&F thanking the group.

4.2 **P&F Contribution to Year 6** resolution – Dav/Nikki/Bea

After the previous meeting Davina, Nikki and Gina have been working hard to try to find a resolution to be able to provide a contribution.

It was agreed the P&F would contribute the shortfall of expenses for the Year 6 graduation party, totalling \$328.92.

It has also been agreed 2024 method of contribution will be a once off. Moving forward for future cohorts P&F will look to donate funds towards leavers shirts and/or similar and continue this on each year to set the standard, as always dependant on P&F funds available within that year.

4.3 **Call for 2025 Class Rep Volunteers Term 4** update – Courts/Sarah

Courts and Sarah suggest a google form or similar to register interest for P&F rep. Not to be limited to P&F Rep only but also capture information on businesses and services within the St Cols community that can be utilised by P&F.

Donations also raised, for those that do not have the time or ability to volunteer for P&F but would like to donate funds to the P&F.

Bec Young suggested, if possible, could we create a Cognito form for donations only?

Action Item: Bea to check if this can be arranged and functional as an ongoing option?


Gina advised school also needs a P&F rep to nominate to attend CSAC. Meetings are every 3rd week. P&F Rep has no vote at the CSAC but acts as the nominated communicator between the two.

Bea Humphreys advised she was not intending on taking up an exec role in next years P&F but would still be involved in the P&F and therefore would be happy to be the CSAC rep.

4.4 2024 & 2025 Fundraising Commitments and Treasurers Report

Leston as Treasurer moves to rescind ALL votes from October meeting and committed funds for 2025. As a result, previous table of financial position has been scratched from October P&F minutes.

Current financial position table:

St Columba's Primary School Bayswater P&F Association		
Nov 2024 Financial Position		13/11/2024
OPENING BALANCE	\$ 39,720.17	Balance since 07 Oct 2024
PENDING FUNDS	\$ -	
Subtotal	\$ 39,720.17	
INCOME		
Fundraising - Disco	\$ 4,671.65	Part Payment (Stripe & Cash)
Fundraising - Faction/Athletics cnvl bake sal	\$ 418.00	Part Payment (Cash)
Fundraising - Car Parking space raffle	\$ 263.00	Part Payment (Cash)
Fundraising - Containers for change	\$ 28.91	10c Contain returns
Subtotal	\$ 5,381.56	
EXPENSES		
Misc - Invoice reversal	\$ 500.00	Ledger entry to reverse defunct invoice to Lisa Baker
Fundraising reimb. - Misc supplies	\$ 56.00	
Fundraising reimb. - Subway lunch	\$ 72.25	Extra items for Oct event
Fundraising reimb. - Disco supplies	\$ 788.19	
Fundraising exp. - Bread rolls	\$ 156.01	Supplier invoice payment
Subtotal	\$ 1,572.45	
TOTAL ASSETS	\$43,529.28	Changed by \$ 3809.11
COMMITTED FUNDS		
ECE playground design - Oct '23 commitment	\$ 5,000.00	Works complete, pending supplier invoice
Cubby House - Oct'23 commitment	\$ 5,000.00	Supplier invoice pending payment
Y2-6 Class Novel Sets	\$ 7,090.00	2024 Donation to school
2024 Yr6 Grads.-Disco Contribution	\$ 328.92	2024 Donation to school
Contribution to '25 Y6 leavers shirts	\$ 1,000.00	2024 Donation to school
2024 Teacher Appreciation Morning Tea	\$ 500.00	2024 Donation to school
2024 EoY Concert - Light & Sound.	\$ 1,500.00	2024 Donation to school (Provisional sum)
Subtotal	\$ 20,418.92	
NET ASSETS	\$ 23,110.36	Indicative uncommitted funds at 08 Nov 2024

Leston advised he has spoken with Janine about journalling as much as she can for P&F funds to ensure smoother process with tracking funds.

Funds committed October 2024 meeting and re-raised and voted on at tonight's meeting with unanimous support:

Committed at October 2024 Meeting subject to Cash Balance: Y2-6 Class Novel Sets (purchased in 2024 ready for 2025)	\$7,090.00
Committed at October 2024 Meeting subject to Cash Balance & update from Bea/Tammy: Year 6 Graduation Contribution 2024	\$328.92
Committed at October 2024 Meeting subject to Cash Balance: Year 6 Graduation Contribution 2025 (to be put towards discounting the cost of the Leavers shirts which are ordered Term 4)	\$1,000.00
Committed at October 2024 Meeting: Teacher Appreciation Morning Tea - 2024	\$500.00
Committed at October 2024 Meeting subject to Cash Balance: EoY Concert Sound & Lighting Contribution	\$1,500.00

P&F will revisit the 2025 commitments as per below in the 1st meeting of the new year when the new P&F executive has been voted in.

It is also noted the highlighted classroom levies (\$19,600) are a long-standing commitment/contribution from the P&F which both the P&F and school support being continued.

Committed November 2024 for 2025 IF AGREED: Year 6 Graduation Contribution (discounts the shirts ordered in Term 4 for following year)	\$1,000.00
Committed November 2024 for 2025 IF AGREED: Neurodivergent Conference	\$2,000.00
Committed November 2024 for 2025 IF AGREED: Teachers Appreciation Morning Tea 2025	\$500.00
Committed November 2024 for 2025 IF AGREED: EoY Concert Sound & Lighting Contribution - would need to be ongoing commitment	\$1,500.00
Committed November 2024 for 2025 IF AGREED: Classroom Levies	\$19,600.00
CSPWA Annual Fee	\$1,800.00

It is noted that as per CEWA P&F terms of reference, funds raised in the year, should be spent within that year with the exception of when the P&F are saving for larger school projects. In this case it is possible to carry funds over from year to year. P&F just needs to ensure we document what carried over funds are intended for.

5. Principal's Report – To be supplied.

6. Correspondence

Bec Young, suggested if P&F were going to look to contribute funds to the edu-dance sound and lighting each year (approx \$1500) – would it be worth buying a set up. It was agreed this was a great idea, however storage at the school is limited and would not be possible.

Action item: research possible costs / storage options

7. Sub Committee Updates

7.1 Fundraising Committee

(a) 2024 Edu Dance involvement/supplies/timetable – Nikki/Davs

As agreed, school to remain open for 1 hour after edu dance concert to allow parents / children time to mingle and not have to rush off.

P&F have a small supply of leftover food and drink items from events throughout the year, juice boxes zipper doopers and potato chips. Raised the option to sell these items after edu dance concert

however night will be too busy to also coordinate volunteers and products etc. Will retain products for next year.

(b) **2025 Parent Information Evening support 12th Feb** – Leadership and team

Gina has advised initially the leadership team sought change with the inclusion of children on the parent information evening, however after further thought it has been decided the event will remain a parent only evening. Child supervision becomes an issue when parents are in the classrooms speaking with the teachers.

Gina would like to trial still sending out the normal PowerPoint presentations ahead of time and leaving classrooms open for the hour for parents to pop in and speak with teachers. If the event is also continued at parents only it will provide the P&F the opportunity to make it a social/welcome event also. Which in turn would mean P&F could seek options for serving of alcohol, entertainment etc. Suggestions of a P&F stand to encourage conversations early about becoming a class rep and P&F involvement. Also look to have information on pastoral care, Columba runners, bike for October etc.

Action item: Check licence arrangements for serving of alcohol – potential token on entry for an alcoholic drink.

8. **General Business for Discussion**

8.1 **Fundraising Business**

(a) **Containers for Change final fundraising update** –

Justine has advised it was an ok year, total funds raised approximately \$150. Karen has been amazing with collecting all of the containers and both Joe's for cleaning out the bins. All agreed that values learnt for children around recycling etc were also important.

(b) **Entertainment Book final fundraising update** –

Justine advised approximately \$240-\$250 raised will continue rolling over.

(c) **Gingerberry Fundraiser final fundraising update** –

Jayne advised the sales have not been huge 6 sales only. Happy to continue their offer and keep rolling over. Discussed potential brochures to be more visible for younger ECE year groups and added to the P&F board out the front of the library.

8.2 **Other Business**

Nikki took the opportunity to address the P&F group, from a 'caretaker perspective' with no elected P&F a massive thank you to all of the volunteers. Given this has been the 1st attempt at running all of the executive roles and as a P&F group, everyone volunteering their time. The P&F should be proud of all of the fundraising events \$23,000 has been raised with 70% of that a direct benefit to the school.

Special thanks to everyone for all of the extra work from gaining addition donations, to putting their hands up to volunteer their time etc.

The time taken from each sub committee to create detailed event guidelines/plans so the next P&F is all set up and ready to go.

It is reminded also that any negative feedback should be fed back via the P&F directly or the schools executive team.

Nat Dowling has donated 2 bowling balls to the P&F to be used as potential raffle items? Will investigate this further as to what the P&F can best do with them.

Gina has extended a big thank you to the P&F executive as the school leadership was concerned without an executive in place coming into the new year what would happen with the future of the P&F.

Appreciate the joy brought back to the school community and have delivered more than she could have asked for.

Gina announced after 7 years as part of the P&F executive Leston De Mello is retiring from treasurer position, big thanks to him and his dedication to the school over this time.

ACM scheduled for Wednesday 20th November.

Closing Prayer

Next P&F Meeting

Tuesday 18th February 2025 TBC / 7pm School Library

Meeting closed: 6:46pm.