



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

P&F Minutes for Meeting #3

School	St Columba's School Bayswater
Subject	P&F Meeting
Date / Time	Tuesday 16 th June 2026 6:30pm

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*

Item	Minutes	Action	By
1. Introduction of P&F Committee and Welcome			
	Annie - welcome		Annie
2. Attendance & Apologies			
2.1 Attendance:	Gina Burns, Leesa Vinciullo, Annie Johnson, Bridie Stazzonelli, Kally Rintoul, Justine Raynor, Jess Humphrey, Amieka Hartus, Bea Humphreys, Emma Mulherin, Bec Wilkey, Nikki Smith, Nikki Staveley, Marina Papalia		
2.2 Apologies:	Stephanie Smith, Skye Zachar, Annalise, Emma, Sasha, Tammy, Niall Kehoe		
3. Acceptance of Previous Minutes			
3.1 Previous Minutes	Moved: Nikki Smith Seconded: Bec W Previous minutes accepted.		

4. Business Arising from Previous Minutes			
4.1 School Staff & Community Wishlist's	<i>Success with the grant for Bendigo open night, Zara speech, awarded \$5000, purchased the screen we needed</i> Dan Bull \$10k Donation fund coming has been allocated to IT <i>Some towards capital works, rename it towards IT upgrades – we have the money towards P&F – but now to IT upgrades</i> As IT is a focus area for the school for 2026, the P&F will commit an additional 10k to support the school's IT upgrade plan – this is in line with Wishlist requests ☐ Lisa advised that Niall had developed a three-year IT replacement plan outlining priority classroom equipment upgrades, with any P&F contribution greatly appreciated. ☐ Priority projects identified included: • Two Year 5 classrooms requiring laser projectors, installation and associated equipment at a cost of \$4,705 per classroom (\$9,410 total). • One Year 3 classroom requiring a wireless interactive projector upgrade at a cost of \$4,379. It was noted that the Year 5 classrooms contain some of the oldest equipment in the school and are considered the highest priority. The Year 3 upgrade would ensure consistency across both Year 3 classrooms. Further upgrades are planned across Year 1, Year 4, Year 6 and Kindergarten classrooms as part of the broader IT replacement schedule. Justine confirmed that quoted costs included GST, installation, speakers and associated equipment, bringing the total cost for the three priority classroom upgrades to \$13,789. It was noted that the previously awarded Bendigo Bank grant-funded interactive screen had been installed in the Kindy Green classroom. Following discussion, Justine proposed increasing the P&F's contribution from \$10,000 to \$14,000 to fully fund the three priority classroom upgrades. Motion: That the P&F contribute \$14,000 towards the school's IT upgrade program, funding the three identified priority classroom projects. Outcome: Carried unanimously. All members present voted in favour.		Annie & Justine
5. Principal's Report			
5.1	See attached.		Gina

6. Treasurer's Report			
6.1	See attached. ○ Updates to projection, still things filtering through ○ Tea towel fundraising (thanks to Annie coordinating) profit \$2961.90 ○ Community expenses have moved on – class budgets \$22400, Mothers Day event, donations back to the school, 24/25 capital commitment have now been paid ○ Bendigo bank grant purchased interactive screen for Kindy Green ○ Closing balance \$23, 634.82 ○ WA Student assistance program \$980 on previous statement – should be allocated under school account but still seeking clarification ○ Expenses related to 90th celebrations (sundowner, pins, cupcakes and handballs) ~\$2000 and budget was around \$3000. ○ Projection: anything green is yet to come about – athletes foot fundraiser Nikki later ○ Will update later with the IT upgrade figure ○ GINA: finalized installation ECE playground to begin December this year, finished by the time children return to school next year. \$266,000 for complete renovation ○ Left over handballs school would like to purchase for classrooms – P&F will be donating them (30 left) ○ Allocation of WA Student assistance program that leftover money to be decided towards how parents can best engage with child's learning at school – needs to be linked in to how to support how parents engage with children's education. ○ ANNIE: Nicole email asking how P&F were using the money, parent		Justine

	workshops, etc.		
	○ Gina: next agenda to include ideas for that fund		
	•		
7. Correspondence			
7.1	• Nil		
8. Sub Committee Updates			
8.1 'Friendraising'/Fundraising Committee			
(a) St Columba's 90th - Subcommittee Reflection	• Annie: kids loved the pins in the mass • Marina: sausage sizzle 5th June overall great success, 320 ordered 287 juices \$716 donated to mercy mission. Volunteers ran well. BBQ to oven method worked well and required little effort. Seved all students in less than 20mins. setup worked well with name lists, items prepared and ready for distribution. Separate bag for vegan and GF orders. • PP & Kindy got orders delivered in insulated bag. Area for improvement staggered collection – all students seemed to be released at once rather than planned allocated collected times. Next time may be good idea to cancel lunch orders this day. • Overall successful and thanks to volunteers & Annie • Ameika: Balls and cupcakes huge hit with the kids. ~200 balls sold, cupcakes delicious and sold out first. Sharpies good idea. Significant bounce on them. Thank you to Eleanor. Organization for the day was good. Thanks to Davina. Long day but kids happy and excited. • GINA: thank you for any donations of any surplus funds. MMD favourite tradition in the school, little bit of concern when the spin was announced with P&F, Mercy Works Australia. Clarified with staff it was not fundraising for P&F – funds dedicated towards this – Mercy mission stalls raised +\$600 from last year. Thank you if the intention is profit from sausage sizzle is to come.	• Class reps to push out calls for sub-committee volunteers on their year group socials	Exec
(b) Tea Towel Fundraiser	• Sold over 318 tea towels • Each child had face included • Completed printed and should arrive to distribute end of term		

	• Need volunteers to assist • Total sales \$6027 • \$2692.64 profit		
(c) Mother's Day Reflection	• Cost to P&F was ~\$750 • NO queuing was a win, positive feedback, coffee van sold over 90 coffees • Costco easy to work with 524 muffins on the day, 187 families ordered • Overview on the onedrive • Steph: order more choc muffins. Runsheet was great and valuable for future SC events (inc. fathers day). • Zara to be given token/gift • Follow similar format for Donut with Dad		Exec
(d) Father's Day – Donut With Dad	• Justine Runsheet • Week 7 September 4 • Need sub committee • Bec: paper plane comp (happy to donate cardboard and bits) • Balance? Dads better end of the deal? Mothers day next year photo wall, insta polaroid • Stagger it no name on plane no win • Catering Info Options - Danish Patisserie, Krispy Kreme, Guildford Bakery	Sub committee: • List from volunteer survey • Class reps to push out calls for volunteers on year group socials	
(e) Cookie Dough Fundraiser Update	• Moved to Term 3 • Aus fundraising no longer servicing through Billy G's • Had been problematic that didn't deliver to schools • Cost of freight and warehousing, etc they've said costs are too great to supply to WA moving forward • Thank you but please consider us in future if it comes back to WA • At this stage no cookie dough fundraiser for next term • Company in Palmyra \$22 a tub, the cookie barrel (do GF option) • Aus fundraising needed long lead time • Not crucial if we cant do.	• Class reps to push out calls for volunteers on their year group socials	Bec W

	- Ideas from Sasha: Movies by Burswood family night, quiz night, bingo night, enviro house, second hand book sale, artist to do art classes and parents buy artwork, capitalize on Big Don being in the community – best person to ask Don is Kieran Wallace (good relationship with Big Don) - Open to option for school fundraiser - Marina to speak to Kieran Wallace - Bec to look into Cookie Barrel		
(f) Mid Year Raffle Update	- Moved to beginning of Term 3. - Update on donations - Athletes foot \$840 total now - Can be purchased from other stores and say St Cols - Ongoing with collections – last 2 adult related donations - Last year King Somme did \$100 voucher (can be used for food) - Marina: contact real estate – kindles, etc - Nikki – real estate we felt to say no because basically sales pitch - Idea; guaranteed booking with Big Don - Eagles/Dockers/Zoo fundraising times - Online adult raffle, kids raffle tickets are done in person - Advice put raffle table near OSHC area - Raffle regulations from start of year – tickets can only be sold within school community, sale and tix and declaration of prizes to be done within 8 business days – max retail value does not exceed \$1000 of prizes. - Car bay to be included in the adults? - Annie; Idea child principal for a day. Sat at desk, did PA messages, - Adult prize – vote yes - Update on additional subcommittee members - Poster about it – Kally		Bec V & Maree
9. General Business for Discussion			
9.1 Other Business			
(a) School disco	DJ confirmed for School Disco 16th October.		

	• All confirmed to go ahead • DJ is also doing year 6 grad • Price is at \$660 (\$50 discount) + \$35 for bubbles (\$645 total) – vote yes • 5-6:30 pre-k to year 2 then 6:45 – 8:30 year 3-year 6 • Pre-k their own disco? • Potentially 3 sessions (K, PP & 1,2,3 & 4,5,6)		
(b) Containers 4 change	• Appreciation to Bec • C4C on hold		

Closing Prayers

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

Meeting Closed:

Next P&F Meeting

Tuesday 28th July 2026 / 6.30pm School Library