



**ST THOMAS'
PRIMARY SCHOOL**

P&F Group

P&F General Meeting - Meeting 2 for 2024

Date: Monday, 22 April 2024
Location: School Library and via Microsoft Teams

Time: 6.30 pm
Chair: Malini De Silva

Attendees: 14

| F2F (School Library) - 9 | | |
|--------------------------|------------------------|--------------------|
| ▪ Natalia Thomson | ▪ Heath Nankivell | ▪ Malini De Silva |
| ▪ Sarah van Bockxmeer | ▪ Patrycja (PK) Spears | ▪ Rachael Walker |
| ▪ Sha Ragnauth | ▪ Luiza Catarama | ▪ Sarah Whitehouse |

| Microsoft Teams - 5 | | |
|---------------------|-------------------|----------------------------|
| ▪ Kelechi Anyaegbu | ▪ Carin Penberthy | ▪ Kugenthini Poobalasingam |
| ▪ Daisy Pearse | ▪ Maggie Frewen | |

Agenda Item 1.

Welcome – Malini
Acknowledgement of Country – Patrycja
Prayer - Sarah

Agenda Item 2.

Apologies:

| | | |
|---------------------|--|--|
| ▪ Erin van Turnhout | | |
|---------------------|--|--|

Approval of minutes of previous meeting:

The minutes of the P&F meeting of 13th March 2024 were agreed by all to be accurate.
Approved by Sarah van Bockxmeer and Sha Ragnauth.



Agenda Item 3.
Principal Report, Mrs Natalia Thomson

Big thank you to Mr Nankivell for looking after the school at the end of last term while Mrs Thomson was away.

WELCOME TO TERM 2

- ❖ School focus for Term 2: Compassion for others. Highlighted at Monday morning gathering with students and then again in the classroom and playground.
- ❖ Presentation by students in Year 3 who had a fundraising cake stall to raise funds to support Ruah Centre for women and children. \$518 was raised for the charity.

INTERSCHOOL SWIMMING CARNIVAL

- ❖ Congratulations to the competitors in the Interschool Swimming Carnival. A great result for St Thomas'. First overall, first in the boy's competition and second in the girls.

ANZAC DAY

- ❖ A school prayer service has been arranged for this Wednesday 24 April at 11am. Students in Year 5 will lead this service on the basketball court. Parents are welcome to attend.
- ❖ Student Leaders will represent St Thomas' at the Claremont Anzac Day service on Thursday 26 April.

EDU DANCE

- ❖ Edu-dance has commenced on Tuesdays. 9 weeks of lessons will be followed by the concert.
- ❖ Students will participate at a concert on Tuesday 11 June at St Thomas'.

ARTS SHOW

- ❖ Preparation is underway for the bi-annual ARTS Show on Thursday 12 September with the Art Fundraiser held on Friday 13 September.
- ❖ Students have been engaged in ARTS Show activities under the guidance of Mrs Byrne and Mrs Wills.

OTHER ACTIVITIES

- ❖ Students from Years 1- 6 are preparing for the Cross-Country Competition.
- ❖ Last term's Harmony Day was a huge success and the children were extremely grateful for the P&F donated icy poles. Fun full day of activities with buddy groups.

OTHER UPCOMING EVENTS

- ❖ Pupil Free Day – Friday 26 April (Staff Professional Learning Day).
- ❖ Mother's Day Stalls, Wed and Thurs 8th and 9th May | 8-8.30am.
- ❖ Mother's Day Mass & Morning Tea, Friday 10th May | 9am Mass Start, Morning Tea to follow at 9.45am.
- ❖ Cross Country Competition Years 1- 6.



Agenda Item 4.

Review:

- Harmony Day, Term 1.

Reminders for TERM 2:

- School Anzac Day Service 10.50 am, Wednesday 24 April
- *Anzac Day Public Holiday - Thursday 25 April*
- *Pupil Free Day - Friday 26 April*
- School Cross Country Carnival, Friday 3 May
- M.O.S.T – Social Golf Event, Friday 3 May at 3.30 pm, Lake Claremont Golf Course
- **Mother's Day Stalls (Weds 8 and Thurs 9 May)**
- **Mother's Day Liturgy & Morning Tea, Friday 10 May**
- *Pupil Free Day, Friday 31 May*
- M.O.S.T – WAFL Event, Saturday 1 June
- *WA Day Public Holiday, Monday 3 June*
- First Holy Communion – Year 4, Friday 7 June
- School Disco, Friday 21 June
- EDU_DANCE Concert, Tuesday 11 June (Where will this be held this year?)
- **Founder's Day Celebrations (St Thomas' Feast Day), Wednesday 26 June**
- Last Day of Term 2, Friday 28 June

This is an outline of important dates and events for Term 2. The colour code is as follows:

- *Events highlighted in maroon public holidays or pupil free days.*
- Events highlighted in blue are events hosted by P&F and MOST.



Agenda Item 4. *continued*

Special Request:

- ❖ **Arts Show, (Term 3 – Thursday, 12 September)**
- ❖ **Art Fundraiser Event (Term 3 – Friday, 13 September)**

- **Arts Committee** – Additional invitation request has been sent out encouraging parents to join and assist across all areas of planning for the two main school events. This was sent out by the parent reps via WhatsApp.
- **23 Volunteers have signed up** and we are extremely grateful. There is no end date so if anyone would like to assist, the help would be greatly appreciated.
- The next step will be having a meeting with the Arts Committee to start to plan the event and allocate all the various aspects of the planning process.



Arts Show Committee Volunteers

St Thomas' Primary School are delighted to host a whole school Arts Show & Fundraising Evening across the 12th and 13th September. The two-day event is aimed at bringing our wonderful community together whilst celebrating our children's creative efforts to the theme of "Around the World".

The P&F are looking for any volunteers who would like to be involved in any capacity in our Arts Show or who may have any contacts in the art industry which could enhance our evening and exhibition. Specific roles will be allocated early in Term 2 once we gauge the size of our team. Any assistance will be gratefully appreciated to produce a celebratory community occasion.

Thank you in advance for being a part of our St Thomas' Arts Committee 2024 and we greatly appreciate your involvement. Please know that no art experience is required as there are endless opportunities to assist in all areas across the two events.

Below is the sign up link requesting your assistance to form an Arts Show Committee Volunteers at St Thomas' Primary School.



**ST THOMAS'
PRIMARY SCHOOL**

P&F Group

**Agenda Item 5.
P&F Financial Position Update**

P&F General Account Balance

❖ **Current Balance (estimation as at 19.04.24) = \$4,200**

This will be changing and will need to be updated in the coming week.

Our estimated available funds as of 19th April 2024 is approximately \$4,200.

- We understand the first Levy payment has been completed, but the amount is to be confirmed/advised. This first instalment should increase the **available funds to over \$11,000.**
- With regards to other incoming funds; there may be second hand uniform shop second hand sales and we also have our first fundraising event coming up, the Mother's Day Stall.
- General upcoming expenses required for Term 2 will likely be for the Mother's Day morning tea, Parish Masses, the school disco and Founder's Day celebrations.
- The current balance provided is an estimation. The school's finance officer is working towards an updated P&F account reconciliation being completed this week. We apologise that the current balance advised today is an approximation. An accurate and reconciled balance of the P&F account will be available very soon; we appreciate everyone's patience and understanding.



Agenda Item 6 Discussion Points

1. P&F Meeting Logistics:

INITIAL AGENDA POINTS:

- ❖ Do parents prefer 6.30pm, 7.00pm if they attended the P&F meeting in person or online? Would a survey assist in capturing this information?
- ❖ Who would prepare a survey that would be sent out to parents – School or P&F?
- ❖ How would a survey be distributed – School or via Parent Rep WhatsApp Groups?
- ❖ Could a survey be used to ask parents additional questions (2-3) to enhance parent attendance either in person or online. If so, framing of these questions?
- ❖ Is it reasonable for class reps to send:
 - ❖ a) A reminder of P&F Meeting via WhatsApp
 - ❖ b) An invitation to view minutes (vs. an email from school)
- ❖ What are people's perceptions of these meetings? These could be extra questions that we could ask. How to send the reminders out... what would be the best way to reach families?

DISCUSSION AND FEEDBACK:

MEETING TIME:

- ❖ For those who attended the P&F meeting online and in person, it was a general consensus that at this time a survey was not deemed necessary.
- ❖ It was explained that the earlier meeting time of 6.30pm was to assist Mrs Thomson and Mr Nankivell who have to stay back waiting for the meeting and the 6.30 time slot provided enough time to have dinner with the family but then get back home to put the children to bed.
- ❖ It was confirmed that we will continue with the meeting scheduling of 6.30pm.

MEETING ATTENDANCE:

- ❖ In general, comments were made that those who wish to attend the meeting will likely do so and switching days and times would not meaningfully impact the attendance numbers.
- ❖ Many discussion points were raised as to what could be done to inform and incentivize parent attendance at meetings that have typically not attracted high attendance numbers. Suggestions included:
 - Utilising Parent Reps to inform parents via WhatsApp that the meeting is being held that night and that there is an option to log on if you cannot personally attend.
 - Door prizes were discussed and comments were exchanged that even wine tasting before a meeting does not entice more people to attend and it flips back to the point that if you want to attend, you will.
 - Using "headlines" (a draw card) to inform parents of what the meetings will be focusing on as well as sending a reminder via WhatsApp.



**Agenda Item 6, continued
Discussion Points**

MEETING ATTENDANCE:

- ❖ In the group there was discussion about the attendance of Parent Reps at these P&F meetings. Natalia advised that in the past there was a Parent Rep Coordinator and that at least one parent rep from each year was expected to attend the meeting. This, over time, has fallen away.
- ❖ This is something that as a group we would like to work on – requesting that at least one parent rep from each year attend either in person or online.
- ❖ This led into a discussion that the P&F do not have access to the parent rep emails and that all correspondence currently does have to go through Julie.
 - Natalia advised that she will liaise with Julie to obtain permission from the parent reps to allow the P&F to be able to directly communicate, thus opening up the communication channels.
- ❖ It was noted that some parents may not feel comfortable to talk about openly at a meeting like the P&F. Natalia used this opportunity to reassure parents that her door is always open and that she is always available to discuss any matters with parents.
- ❖ It was agreed upon that not all matters can be dealt with by the P&F; however, Natalia and Heath are always available to assist parents with any questions or concerns.
- ❖ Parent feedback and contribution is extremely valued so a reminder was given about the P&F email for any feedback or suggestions.
 - stthomaspandf6010@gmail.com

2. M.O.S.T – Men of St Thomas'

INITIAL AGENDA POINTS:

- ❖ Acknowledgement and commitment of offering assistance to the P&F events
- ❖ MOST group members have offered to assist with the preparation and serving of the Morning Tea – this would allow Mothers (including those who would typically volunteer their time) to attend the liturgy and enjoy the event themselves.
- ❖ Do we utilise the MOST WhatsApp group to request volunteers to sell at stalls? Will this work to fill the spots required each day for 2 mornings or stay with SignUp?



**ST THOMAS'
PRIMARY SCHOOL**

P&F Group

**Agenda Item 6, continued
Discussion Points**

DISCUSSION AND FEEDBACK:

- ❖ Joep's contribution was very much appreciated at the last meeting and we look forward to working closely with the dads of St Thomas'. We look forward to working more closely together and supporting each other.
- ❖ At present the MOST group is in the final stages of organising the upcoming golf event and with only 6 spaces left. Thank you to those involved in coordinating this event. We encourage any dads interested in attending to book your ticket immediately.
- ❖ Contact: M.O.S.T email is: Joepvaessen@gmail.com | Joep: 0400 401 362

<https://www.trybooking.com/CQLHS>

MEN OF ST THOMAS

SOCIAL GOLF

Steaks and Beers

At Lake Claremont Golf Course
3 May 2024 || 3:30 pm tee off

**DON'T MISS OUT
ONLY 6 SPOTS LEFT**

Follow the Link to Secure Your Spots

[WWW.TRYBOOKING.COM/COLHS](https://www.trybooking.com/COLHS)

Golfers of All Abilities Welcomed

Excellence | Inclusivity | Truth | Compassion | Community

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Agenda Item 6, *continued*
Discussion Points

3. M.O.S.T – Men of St Thomas', *continued*

- ❖ MOST have offered to assist with the stalls and the Mother's Day morning tea event.
- ❖ The P&F will plan and MOST will support the event by both hosting the gift stalls and assisting with the serving at the Mother's Day morning tea after mass.
- ❖ Malini advised that she would touch base with Joep and give him the heads up that the sign up was coming through.

4. Mother's Day Morning Tea

- ❖ It was discussed and agreed that once the Sign Up was created by Rachael and PK, Joep would be sent the link first for MOST dads to have the chance to sign up as volunteers.
- ❖ On Monday 29 April (next week), we will check in and then the remaining spots would be sent out to the wider school community for volunteer assistance.
- ❖ Natalia advised that she would liaise with Julie in sending out an RSVP for the Mother's Day morning tea so that we could gauge the catering numbers that we would have for the event.
- ❖ It was agreed that PK and Rachael would work on the Mother's Day flyer and that we would try to make sure that it was included in this week's school newsletter.
- ❖ Flyers would be printed, laminated and then placed up around the school this coming week.
- ❖ Natalia confirmed that the Gift Stalls would be held on Wednesday and Thursday morning before the mass and morning tea:
 - 8.00 – 8.30 am each day
 - Mass on Friday would start at 9.00 am | Morning Tea would start at 9.45 am



**Agenda Item 6, *continued*
Discussion Points**

5. P&F - Bridging School & Community

INITIAL AGENDA POINTS:

- ❖ Is there a way to capture parent ideas / suggestions that may have perceived benefit for the students and community? (as per Terms of Reference 3.3d) – *pasted on current page.*
- ❖ Class reps and newsletter to advertise the P&F email address as well as MOST.

- 3.3 The P&F should carry out the following functions in the context of their school community:
- (a) collaborate with the Principal to plan, organise and promote social, sporting, cultural, educational and faith formation activities for the interaction of parents, school staff, parish and students and in doing so provide opportunities for community engagement, where relevant;
 - (b) support the Principal in the facilitation of fundraising events for the benefit of the students; these funds provide opportunities for students and complement the school budget;
 - (c) encourage parental participation in school programs, particularly those related to parent engagement in learning;
 - (d) act as a forum for ideas and discussion on any relevant issue that will benefit the students;
 - (e) act as a channel to CSPWA to seek advice or express opinion;
 - (f) liaise with CSPWA and/or parish and other parties to organise guest speakers for the P&F members on current and suggested educational programs, faith development and other matters of interest;
 - (g) in consultation with the Principal, conduct an annual P&F event planning session to establish focus for the year ahead (support guidelines to be developed);
 - (h) be positive advocates for the school in the local community;
 - (i) represent the P&F as an invited member of the Catholic School Advisory Council; and
 - (j) follow the CEWA Guidelines for P&F Groups in a Catholic School.

DISCUSSION AND FEEDBACK:

- ❖ These points were previously discussed and addressed in the sections earlier. Once again Natalia wanted to reassure parents that her door is always open for any conversations that parents would like to have with her.



Agenda Item 6, *continued* Discussion Points

6. 2024 Wishlist & Playground Update:

INITIAL AGENDA POINTS:

- ❖ Fundraising goals and teacher wishlists.
- ❖ Distribution of P&F levy – this impacts fund availability and thus teacher wishlists.
- ❖ Discussion on funds allocation and update on the playground.

DISCUSSION AND FEEDBACK PLAYGROUND:

- ❖ Natalia advised that they have been working hard to obtain quotes and designs for the lower year's playground.
- ❖ Any quotes coming back are three times as much money as what we currently have in the budget which is \$30,000, so at this point we have to go back to the design stage.
- ❖ As well as the costly quotes, there is also a shortage of labour availability so that is also really delaying the process.
- ❖ The budget is an area of concern and this has been going on for 18 months; so, in short, we are still looking. The teachers from the early learning years are working closely with Natalia on the design, knowing what would be best for the children.
- ❖ A suggestion was made by a parent about being able to organise a busy bee to assist with the process. Natalia explained that over the holidays there was maintenance and painting that was completed on the play area and if items are taken out, they would need to be immediately placed back in and that work has to be completed by a certified contractor to be accredited.
- ❖ A parent made a suggestion that we could look at "Community Grants" as a form of raising extra funds for the playground area. Options for these include IGA, RAC, Bunnings, Coles and Woolworths.

DISCUSSION AND FEEDBACK WISHLIST:

- ❖ Natalia advised that they need to have more time to create a wish list.
- ❖ Happy to receive suggestions from parents as to what they think as well as suggestions for big ticket items that we would like to raise funds for during the ARTS SHOW.
- ❖ The group discussed that the early years playground could be one of the big-ticket fundraising items as well as continuing to update the shade sails in the upper years ship play area.



ST THOMAS' PRIMARY SCHOOL

P&F Group

Agenda Item 7.

Any further questions or points for discussion

- ❖ Malini advised that a parent from Year 6 had approached the school and P&F for possible consideration of “St Thomas’ Branded Supporter Caps” and potential funding assistance from the P&F.
- ❖ A parent attending the meeting shared the same idea and displayed sample caps that she obtained from other schools.
- ❖ It was advised that they were bought by parents that wanted to wear them in support of the school at various sporting events that they attended. The good quality caps were embroidered with the school logo on the front as well as the back and would sell for \$25-\$30 as a form of branding and marketing, or as a memento for families.
- ❖ Discussions were had about who would take over the logistics of this project suggestion and how the costing would be financed etc.
- ❖ At this point Natalia advised that parents are more than welcome to conduct further research into the costings etc. and then present her with a proposal.

Agenda Item 8

Conclusion

To conclude, Malini advised that the minutes will be typed up and uploaded to the website. If you need to get in contact with the P&F, please use the email below or direct questions via your class reps.

- ❖ Keep in touch!
 - ❖ P&F email is stthomaspandf6010@gmail.com
 - ❖ M.O.S.T email is: Joepvaessen@gmail.com | Joep: 0400 401 362

Thank you and meeting close.