



## ST THOMAS' PRIMARY SCHOOL

P&F Group

### P&F General Meeting - Meeting 4 for 2025

**Date:** Thursday, 13 November 2025  
**Location:** School Art Room and via Microsoft Teams

**Time:** 6.30 pm  
**Chair:** Patrycja (PK) Spears

Attendees: 12

| F2F (School Art Room) - 7 |                     |                        |
|---------------------------|---------------------|------------------------|
| ▪ Natalia Thomson         | ▪ Heath Nankivell   | ▪ Patrycja (PK) Spears |
| ▪ Sarah van Bockxmeer     | ▪ Shelley Partridge | ▪ Angela Jarrott       |
| ▪ Russky Pardo            |                     |                        |

| Microsoft Teams - 5 |                 |                 |
|---------------------|-----------------|-----------------|
| ▪ Joep Vaessen      | ▪ Jo Glynn      | ▪ Ruby Falconer |
| ▪ Eleni Radici      | ▪ Damian Rogers |                 |

### Agenda Item 1.

Welcome – Patrycja  
Acknowledgement of Country – Angela  
Prayer - Shelley

### Agenda Item 2.

Apologies:

|                |  |  |
|----------------|--|--|
| ▪ Sha Ragnauth |  |  |
|----------------|--|--|

### Approval of minutes of previous meeting:

The minutes of the P&F meeting of 21 August 2025 were agreed by all to be accurate.  
*Approved by Angela Jarrott and Sarah van Bockxmeer.*

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## Agenda Item 3.

### Principal Report, Mrs Natalia Thomson

#### Term 4

As we approach the end of the school year, I want to express my heartfelt gratitude to the P&F Executive, Patrycja Spears, Sarah van Bockxmeer, Angela Jarrott, and Shelley Partridge, and all members for your dedication, time, and energy in supporting St Thomas' throughout 2025. Your commitment to both friend-raising and fundraising has had a significant impact on our school community, and we deeply appreciate everything you do.

We have an exciting term so far.

#### *Year 6 Canberra Tour*

Our Year 6 students recently returned from their Canberra tour, which was an enriching and memorable experience. They engaged deeply with civics and citizenship education, visiting iconic sites such as:

- Parliament House
- The High Court
- The Australian War Memorial
- Anzac Parade
- Mt Ainslie
- Museum of Australian Democracy
- Australian Institute of Sport
- Australian Electoral Commission
- Questacon
- Botanical Gardens
- Canberra Zoo and Aquarium
- Mt Stromlo Observatory

This tour provided invaluable learning opportunities and will remain a highlight of their final year at St Thomas'.

#### *Year 3 Sacrament of Penance*

Last week, our Year 3 students celebrated the **Sacrament of Penance** with a beautiful whole-class liturgy, followed by the Sacrament itself. They also participated in a Parent/Student workshop and a retreat facilitated by Sr Catherine Warner, which helped deepen their understanding and spiritual growth.

#### *Grandparents Liturgy & Morning Tea*

The event began with a liturgy, followed by morning tea and classroom visits. A special thank you to the P&F for organizing the morning tea, which hosted over 110 attendees. Our Kindergarten students provided entertainment, and students from Years 2 and 4 lead the liturgy. This was a cherished occasion for our community.

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#### ***MOST Dad's Campout***

A special thank you to Joep Vaessen and the Men of St Thomas team for planning and organising the Dad's Campout. This event continues to be a highlight of the year, providing a wonderful opportunity for fathers to connect with their children and with other dads, creating lasting memories and strengthening community bonds.

I would also like to acknowledge the support of the P & F in Term 3 with:

- **Father's Day celebrations**
- **Learning Journey**
- **World Teachers' Day**

We have celebrated **Remembrance Day** and will be celebrating a special Feast Day on Friday 21 November, the Presentation of Mary to the Temple with the Presentation Sisters.

There are still many events and celebrations to come this term:

- Year 5 Camp to AQUA
- Swimming Lessons
- Graduation Thanksgiving Liturgy – End of school year.

#### ***Annual General Meeting (AGM)***

The AGM will take place on **Tuesday, 25 November at 6:00 pm**. All members of our school community are warmly invited to attend. This is an important opportunity to reflect on the achievements of 2025, share insights, and plan for the year ahead.

#### ***Christmas Concert***

Our Christmas Concert will be held on **Tuesday, 9 December**. Families are invited to join us for a picnic from **5:30 – 6:15 pm**, followed by the concert from **6:15 – 7:15 pm**. This festive event is a wonderful way to celebrate the season together, and we look forward to seeing you all there.

#### ***Wish List Contributions***

We are incredibly grateful to the P&F for your fundraising efforts. This year, your contributions have supported the purchase of two new drink fountains for the students.

- **New Drink Fountains – for Early Years & Upper Years**

On behalf of the entire school community, I extend my sincere thanks to the 2025 P&F for your amazing energy, time, and enthusiasm. Your contribution has been invaluable, and we are deeply grateful for making a difference in the lives of our St Thomas families.

Wishing you all a joyful Christmas and a safe, restful holiday break.

**Natalia Thomson**  
Principal

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### Agenda Item 4 – Patrycja Spears (PK)

#### Reminders for Term 4

- ❖ AGM Meeting – Tuesday 25 November
- ❖ Year 6 Graduation Dinner – Friday 5 December
- ❖ Christmas Concert (VIP Seating from Fundraiser), Tuesday 9 December
- ❖ Year 6 Graduation Mass, Thursday 11 December
- ❖ Final day of term 4, Friday 12 December
- ❖ First Day of School 2026 – Monday, 2 February (Week 1)

### Agenda Item 5.

#### P&F FINANCIAL POSITION UPDATE – Sarah Van Bockxmeer

##### P&F Financial Position Update:

- ❖ Final Balance Term 3, 2025 = \$11,967.27
- ❖ Estimated Current Balance as at 12.11.25 = \$11,021.00
- ❖ Term 3 was very busy with many activities and celebrations.
- ❖ The P&F were delighted to contribute to various events including:
  - Father's Day
  - Founder's Day Morning Tea
  - World Teacher's Day
  - Grandparent's Day (term 4)

#### Father's Day

- ❖ The Father's Day stall was certainly a Term 3 highlight! A wonderful few mornings to watch the children carefully select presents for their loved ones.
- ❖ After expenses for the Father's Day stalls were deducted, an amazing **\$1,618** was raised.

#### P&F Levy

- ❖ In Term 3 the P&F received progress amounts towards the levy totalling \$3,000 (a YTD total of \$12,150), with one further levy contribution to be received in Term 4.
- ❖ The amount is TBC (approx. \$1,000-2,000).
- ❖ As always, we thank the school community for their wonderful contribution to the school and children via the P&F Levy.

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#### MOST Dad's Campout

- ❖ The fun and fabulous MOST Dad's campout finished with a surplus of approx. \$150-200, which will carry through to next year's event.
- ❖ A huge thank you to Joep and the MOST team for organising the campout and ensuring it was an event to remember for everyone who attended.

#### Additional Financial Updates

- ❖ Expenses yet to be deducted from the P&F balance (reflected in our estimate) include general P&F purchases, Father's Day celebrations in Term 3, Grandparent's Day, World Teacher's Day, the campout and Year 6 Graduation.
- ❖ Other deductions (not reflected) are the Drama Production and Christmas Concert.
- ❖ Additional income we expect for Term 4 will include second hand uniform shop sales and the Crazy Camel Fundraiser (\$1,070)
- ❖ We are mid-way through Term 4 and our estimated balance is a little higher than anticipated; however, this allows the P&F to work with the school to find a new capital expense project, teacher's wishlist or school incursion to contribute to before the end of the year.
- ❖ As per previous years, we hope to end 2025 with a balance of between \$5-6K, ensuring the P&F have a sufficient opening account in 2026 to facilitate payment for Term 1 events, activities and purchases.

#### Agenda Item 6.

#### REVIEW OF:

##### Fathers Day Stalls

- ❖ Two very successful days of stalls for the children to attend before school and purchase their gifts
- ❖ A raffle was prepared as part of the fundraising and we are extremely grateful to Bunnings Claremont for their support and donation of two \$20 gift voucher cards.
- ❖ The highly sought after home-made cookies that were lovingly prepared by Hayley and Sarah, were a huge hit to the point that we completely sold out on day 1 and Sarah spent the evening baking for further sales and fundraising. A huge thank you to you both and next year if you do volunteer your delicious cookies, we will review the amount and prices.
- ❖ A "Sign Up" was created 3 weeks in advance to make sure that enough time was given for parents to volunteer and we appreciate the assistance that we received from the parents. A heartfelt thank you to all the volunteers that assisted with the setup, selling and packing up, over the two days.
- ❖ There was only a very small number of gifts left for next year, so amounts were spot on.



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#### Father's Day Breakfast

- ❖ Our annual Father's Day breakfast was held in the undercover area, and we added tea and ready-made chocolate drinks for the children. This eliminated a lot of extra work and the canteen space did not have to be shared to hand make the chocolate and heat it up. It was very well received by the children.
- ❖ Selection of ham and cheese croissants, strawberry jam croissants, muffins and biscuits.
- ❖ A photo backdrop was set up to capture family moments
- ❖ Thank you to all the volunteers that assisted with the set up the day before, early morning shift, serving and packing up.
- ❖ The flower arrangements used for the event were then taken over to decorate the church for the liturgy.

#### Crazy Camel

- ❖ Thank you to all the families that supported the Crazy Camel fundraiser, it was a successful event that raised a profit for the children of \$1,070.
- ❖ 187 items were purchased and by far the most bought items were the tea towels, with 67 items being sold.
- ❖ Calendars, cards and tote bags were also popular choices.
- ❖ This is an event that will take place every second year, next due 2027, so I will prepare a full manual with instructions for P&F to run the event then.

#### Learning Journey – Sausage Sizzle

- ❖ On Tuesday, 9 September is St Thomas' 'Learning Journey' day held between 2.30 and 4.30 pm.
- ❖ It was an outstanding afternoon and there was a huge turnout that was wonderful to see.
- ❖ This year St Thomas staff together with the P&F offered families a chance to pre-purchase a sausage sizzle to enjoy.
- ❖ Additional sausages and buns were purchased for families that did not have the chance to pre-order and all the "extra" items were sold on the day.
- ❖ Definitely need to order extra as there were many families that wanted to purchase on the day.

#### World Teachers Day Morning Tea

- ❖ On Friday, 26 September, last day of term 3, the P&F prepared a homemade spread of sweet and savoury dishes for a morning tea to celebrate all the teachers and staff.
- ❖ Thank you to Sarah and Angie for setting up on the day.
- ❖ We are truly grateful to all that our teachers do and we sincerely hope that they all enjoyed the morning tea.

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#### Grandparent's Day Liturgy and Morning Tea

- ❖ Earlier this term in week 2 the P&F hosted the Grandparent's Morning Tea. We were blessed with beautiful weather allowing us to utilise the outdoors as we hosted close to 115 guests.
- ❖ A huge thank you to all the volunteers that assisted with the set up the day before, serving and cleaning up.
- ❖ This year via SignUp we reached out to our school community and asked for volunteers to assist with baking either savoury and sweet treats.
- ❖ The response we received was amazing and the spread that we were able to present was reflective of that. Due to the event being so popular, it would be advisable that this format is adopted for future years as it really brought the school community together celebrating our loving grandparents.
- ❖ It was heart warming to receive such praise and appreciation as it truly is a highlight for the school and families.

#### Dad's Campout

- ❖ A few weekends ago, the tents and sleeping bags were dusted off as Dad's packed the car attending the annual Dad's campout organised by Joep and the Men of St Thomas.
- ❖ The rain held off and it turned out to be an extremely well organised, smooth run, memorable event that will be cherished by all that attended.
- ❖ So much planning and behind the scenes coordination occurs to make an event like that happen, so a huge thank you to Joep and all the parents that assisted, to make the weekend so successful.
- ❖ This was Joep's final year in leading the Men of St Thomas, so we eagerly await the announcement of who will be taking over next year to continue the tradition.
- ❖ Thank you Joep for all the time, thought, planning, dedication and enthusiasm that you brought to that role.

#### UPDATE ON:

##### New P&F Email

- ❖ Please be advised that a new P&F email has been set up as all CEWA schools must follow CEWA protocols.
- ❖ The new email address is:
  - [P&FStthomas@stthomas.wa.edu.au](mailto:P&FStthomas@stthomas.wa.edu.au)
- ❖ Thank you, Natalia, for assisting with this change over.

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#### Supporter Caps

- ❖ A quick update on supporter caps is that Sarah together with a parent helper set up at the school athletics carnival and sold the St Thomas supporter caps. .
- ❖ Sarah is liaising with Perm-A-Pleat to organise another order to prepare us to have new stock ready for next year.

#### Parent Year Reps for 2026

- ❖ This was the first year in some time that we had a Parent Rep Coordinator to support and assist when needed, the many parents that volunteer their time to be parent reps for their year.
- ❖ Our main point of contact and communication was a Parent Rep WhatsApp group and this platform allowed easy channels of communication as well as support.
- ❖ At present the role of Parent Rep is 80% assigned for next year.

Our school thrives when families feel connected and informed. Having a Parent Rep Coordinator and Parent Rep WhatsApp groups helps bring our community closer together, creating a strong bridge between parents and teachers across all year levels.

The **Parent Rep Coordinator** acts as the central link between the school and all class parent representatives.

This role:

- ❖ Ensures clear communication — important updates, events, and initiatives are shared quickly and consistently.
- ❖ Encourages collaboration — helps parent reps work together across year levels, avoiding duplication and promoting shared ideas.
- ❖ Supports inclusion — ensures all families feel welcome and informed, especially new parents joining the school community.
- ❖ Builds continuity — helps connect younger year groups with the older ones

The **WhatsApp group** is a simple but powerful way to stay connected. It allows parent reps to:

- ❖ Share information quickly and easily, such as reminders, school updates, and event details.
- ❖ Build friendships and support networks — parents can connect socially, ask questions, and offer help to one another.
- ❖ Encourage participation — the group helps everyone stay engaged.
- ❖ Foster cross-year connection — linking parents from younger and older years allows for mentoring, sharing experiences, and celebrating milestones together. A perfect example of this was experienced in our year when we on many occasions had the parents from year 5 join with parents from year 3 to attend social events together.

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Together, the Parent Rep Coordinator and WhatsApp network create a welcoming, well-informed, and united school community. They help bridge the gap between year groups, strengthen relationships between families, and build a supportive culture where everyone feels part of the same school story.

A huge thank you to all this year's parent reps. I have been in contact with them and ask that they start the process for new parent reps to be confirmed for next year. I will work closely with each year and ensure that we have a smooth transition ready for 2026.

### **Sundowner 2026**

- ❖ It has been confirmed that the 2026 Sundowner will be held on Friday 20 February to welcome in the new year and new families as we celebrate as a school community.
- ❖ A "SAVE THE DATE" has been prepared and approved by Natalia, ready to be included in the next school newsletter.

### **Art Show 2026 / Learning Journey**

- ❖ Every second year St Thomas' holds an Art Show as its main fundraiser and in 2026, the date has been set for term 3, Wednesday 16 September (Week 9)
- ❖ After considering all options, it has been confirmed that the ARTs Show will run from 1.30 – 3.30pm with coffee, tea, refreshments and afternoon tea.
- ❖ Mrs Byrne will be working with the children and produce:
  - 2 x 2D Art Pieces
  - 1 x 3D Art Piece
  - 1 x Group Auction Class Piece
- ❖ As previously discussed, we will once again reach out to the school community and set up an ART SHOW COMMITTEE to assist with all aspects of the event.
- ❖ Early next year we will reach out to all families via SignUp and provide all the support that Mrs Byrne needs as the children prepare the art as part of the school curriculum.
- ❖ A SAVE THE DATE will be sent out early in 2026.
- ❖ We have additional auction items to assist with raising funds as this will be the school's main fundraiser for the year.
- ❖ If anyone does have ideas, contacts or suggestions on how we can make this event truly amazing, then please reach out to any of the P&F team or contact us via the new P&F email.

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### Art Fundraiser Evening / Auction

- ❖ The evening fundraising event will be held on Friday 18th September with drinks and canapes.
- ❖ A SAVE THE DATE will be sent out early in 2026.

## Agenda Item 7

### DISCUSSION POINTS

#### AGM

- ❖ AGM Meeting will be held on Tuesday, 25 November
- ❖ Patrycja excited to announce that all the current P&F members will be staying on for 2026
- ❖ Sarah and Patrycja will each prepare P&F presentations for the AGM.

### Next big-ticket Fundraising Item – BIG FAN for undercover area OR Library Book Assistance

John Spears utilised his electrician experience and assisted with the research for the BIG FAN. Here is a report from the proposal that he received from the “BIG ASS FANS” Company.

*“Big Ass Fans are American made and made to last. They are extremely high quality and the leading manufacturer in industrial fans. I was unsuccessful in a search of an alternative manufacturer. These fans have been tried and tested at other schools across Australia. The installation cost was reasonable; it was through Big Ass Fans preferred contractor Oasis Electrical.*

*As I discussed with Oasis, it will take a full day to install, requiring 2 x electricians and a cherry picker. A welder will have to attend site on the day to weld a metal beam in to support the fan. Electrical wiring will need to be run, and a fan controller installed inside the sport storeroom.*

*Shipping and handling are included in the quote at \$650. We could discuss with them to see if any other schools are ordering at the same time to share the cost? Also do catholic schools pay GST?*

*These fans don't come cheap but are high quality and will last a great deal of time and would be an asset to the school on hot days and during sport or functions. Could this be a fundraising item that can be a focus point for one year or over two years.*

*John”*

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## Quote

### Quote Information

| Product                                                                                 | Description              | Qty | Total Price (AUD)  |
|-----------------------------------------------------------------------------------------|--------------------------|-----|--------------------|
| <b>Motor Pack, Powerfoil X4, 14', 400-480V/3PH, 5-9 7/8" Mount, Region 3</b>            |                          | 1   | \$14,596.00        |
| - Wired Standard Controller, as packaged                                                |                          |     |                    |
| - Industrial Extension Tube, 2', BAF Silver, X1, as shipped                             |                          |     |                    |
| - PFX4 14' AIRFOIL SET                                                                  |                          |     |                    |
| - Tariff Surcharge, Big Fans (\$96, included)                                           |                          |     |                    |
|                                                                                         |                          | 1   | \$4,590.00         |
| - Industrial Overhead Fan, Standard installation, 1 fan, with lift, Zone 1 (CA, AU, SG) |                          |     |                    |
|                                                                                         |                          | 1   | \$ 650.00          |
| - PFX4-SHIPPING & HANDLING                                                              |                          |     |                    |
|                                                                                         | Shipping(AUD)            |     | \$0.00             |
|                                                                                         | Subtotal (AUD)           |     | \$19,836.00        |
|                                                                                         | Tax (AUD)                |     | \$1,983.60         |
|                                                                                         | <b>Grand Total (AUD)</b> |     | <b>\$21,819.60</b> |

Last but not least, Natalia and Heath, it is always such a pleasure to work together on events and to support the school. Thank you for your constant encouragement, appreciation and support this year – it truly means so much.

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**Agenda Item 8**

**QUESTIONS**

- ❖ Excess money in bank account raised. Discussed this could be used for an incursion and assist with year 6 adventure world day. Can also be put towards teachers wish list items, the library.
- ❖ Discussed that we could put it towards the big fan if this is the next big ticket items.

**CONCLUSION**

- ❖ Keep in touch!

*Thank you and meeting closed at 7.30pm*