



ST THOMAS' PRIMARY SCHOOL

P&F Group

P&F General Meeting - Meeting 2 for 2026

Date: Thursday, 21 May 2026
Location: School Library and via Microsoft Teams

Time: 6.30 pm
Chair: Patrycja Spears

Attendees: 11

F2F (School Library) - 8		
▪ Natalia Thomson	▪ Angela Jarrott	▪ Sarah van Bockxmeer
▪ Patrycja Spears	▪ Shelley Partridge	▪ Maggie Frewen
▪ Paul Whitehouse	▪ Sean Kelly	

Microsoft Teams - 3		
▪ Sha Ragnauth	▪ Sarah Vaughan	▪ Arian Mianigivi

Agenda Item 1.

Welcome – Patrycja
Acknowledgement of Country – Angela
Prayer - Shelley

Agenda Item 2.

Apologies:

▪ Heath Nankivell	▪ Irini McGoldrick	
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Approval of minutes of previous meeting:

The minutes of the P&F meeting of 5 March 2026 were agreed by all to be accurate.
Approved by Angela Jarrot and Sarah van Bockxmeer.

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Agenda Item 3.

Principal Report, Mrs Natalia Thomson

TERM 2

Warm welcome extended to several new families; appreciation expressed for PK's coordination of class catch-ups.

School Value Focus: Academic Excellence — emphasising effort, pride, and doing one's best.

Uniform reminders:

- Label all items, especially jumpers and jackets.
- Hats still required due to variable weather ("no hat, play in undercover area").

Events since March:

- Swimming Carnival
- NAPLAN (Years 3 & 5)
- Harmony Day
- Parent interviews & interim reports
- Easter celebrations
- ANZAC Day service
- Interschool swimming
- EduDance program commencement
- Mother's Day stalls, breakfast & liturgy
- Excursions and enrichment activities
- Cross-Country Carnival

Upcoming Events

- School Disco – *Favourite Movie Character* theme
- EduDance Concert (P&F to host refreshments)
- Year 4 First Holy Communion – Friday 19 June
- Founders Day Mass & celebrations
- Drama Club production – *The Wizard of Oz*

Staff Wish List

- Major fundraising focus: Installation of the large undercover fan
- Next priority: Safety padding for basketball hoop poles (approx. \$400 for two pads)

Acknowledgements

- P&F Executive and parent community thanked for ongoing support.
- School will submit a nomination for the Catholic School Parents WA Awards of Excellence recognising P&F contributions.

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Agenda Item 4.

Reminders for Term 2 (related to the P&F Involvement)

- Pupil Free Day – Friday 29 May
- WA Day Public Holiday – Monday 1 June
- School Disco – posters designed by Year 6 | Year 6 Parents Organising Event
- EduDance Concert – P&F refreshments
- First Holy Communion Year 4 – Friday 19 June
- Founders Day Morning Tea – Wednesday 1 July
- Final day of Term 2 – Friday 3 July

Agenda Item 5.

P&F FINANCIAL POSITION UPDATE – Sarah Van Bockxmeer

P&F General Account Balance:

- Opening balance Term 2, 2026 = \$6,960
- Current Balance 21 May 2025 = \$11,424

Pending reimbursements: approx. \$450 (disco items, parish mass, P&F purchases, early Father's Day stall setup).

Mother's Day Stalls

- Net fundraising: just over \$1,000
- Lower profit due to full stock replenishment this year
- Next year expected to have significantly lower expenses

Levy Contribution

- First levy payment received: \$3,000
- Levy funds to support capital projects and teachers' wish list items

Other Notes

- Ongoing expenses include supporter caps, general supplies, and parish masses
- Term 2 income expected mainly from levies and second-hand uniform sales
- Term 3 focus: Father's Day stalls
- Term 4: Major fundraising event

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Agenda Item 6.

Review of: Recent Events

Harmony Day

- Ice blocks provided by P&F; well received.

Mother's Day Stalls & Breakfast

- Outstanding support from the Men of St Thomas; no need for wider volunteer call-out.
- Honey and cookies were popular items.
- Appreciation extended to Sarah Van Bockxmeer and Hayley Nankivell for baking.
- Breakfast ran smoothly due to strong preparation and streamlined processes.
- Extend team grateful for leftover chocolate milk.

Parish Community Mass & Sausage Sizzle

- Year 6 led the first event on 16 May.
- Upcoming dates:
 - Year 5 – Saturday 13 June
 - Year 4 – Saturday 22 August
 - Year 3 – Saturday 12 September
- PK will support each year group with setup instructions.

P&F Roles Update

- PK finishing at end of 2026; Uwana Evers considering Parent Rep Coordinator role.
- Maggie Frewen (accepted Vice Chair 2027) and Sarah Vaughan (considering Treasurer 2027).
- Emphasis on smooth transition and flexibility for new committee members.
- Request out to school community to fill the remaining 2 roles of Chair and Secretary.

Catholic School Parents WA (CSPWA) Update

A meeting was held on Friday, 27 March 2026 with Siobhan Allen (Executive Director, CSPWA), Principal Natalia Thomson, PK Spears, and Angela Jarrott to discuss the role of CSPWA and opportunities for St Thomas' P&F.

About CSPWA

CSPWA is the recognised peak body representing parents of children in Catholic schools across Western Australia. It advocates for families, supports school communities, and works closely with Catholic Education WA. The organisation is funded by parents and the State Government and has supported families since 1954. The CSPWA office is open Tuesday–Thursday.



Agenda Item 6. continued

Key Functions

Advocacy

- Represents parents on issues relating to school funding, policy, learning, wellbeing, and family needs.

Representation

- Works with State and Federal governments to secure fair and equitable funding.
- Supports inclusive education and keeps Catholic schooling accessible, especially for vulnerable families.
- Strengthens school communities through partnerships with parents, schools, and leadership teams.

Support

- Provides guidance to P&Fs, School Advisory Councils, and school leaders.
- Offers resources, online inductions, and wellbeing-focused support for families.
- Encourages positive, collaborative relationships within school communities.

Key Takeaways from the Meeting

- CSPWA's core purpose is to support parents, strengthen schools, and advocate for children.
- WA is currently the only state not receiving capital works funding – an issue under active review.
- CSPWA is seeking new board members, including a Treasurer.
- Terms of Reference are being updated.
- CSPWA and CEWA are developing a Parent Code of Conduct, with a strong focus on child safety and expectations for parent behaviour. This is expected to be released in Semester 2, 2026.

Guidance for the P&F

- The P&F's objective is to add strength to the school and ensure all activities benefit the children.
- When transitioning to a new P&F team, a planning meeting between the Executive, P&F, and Advisory Council is recommended to set aims and objectives for the coming year.
- The P&F plays an important role in fundraising, friend-raising, and acting as advocates for the school in the wider community.

Ideas for Increasing Parent Engagement

1. Class-Based Events Each class could take ownership of a small event (e.g., welcome catch-up, morning tea), coordinated through Parent Reps.
2. Parents Engaging in Learning Activities that reinforce classroom learning at home (e.g., baking to practise measurement and reading skills).
3. Understanding How Children Learn Invite key teachers (e.g., literacy specialists) to P&F meetings; include wellbeing speakers.
4. "Did You Know?" Newsletter Items Short Q&A-style snippets to encourage interest in P&F meetings.



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Agenda Item 6. continued

5. Explore Alternate Meeting Times Survey parents about preferred meeting times; consider using AI tools to create parent-friendly summaries.

Community Grants

- CSPWA provides links and guidelines for available grants.
- Schools must write the grant applications, as funders want the full context.
- CSPWA can provide a certificate of incorporation if required.
- A \$2,000 CSPWA grant is currently available.

Awards of Excellence

Five award categories will open for nomination:

1. P&F Award
2. Individual P&F Award
3. Principal Award
4. P&F Partnership with Parish Award
5. School Community Award

Nominations will be promoted in an upcoming newsletter.

Art Show & Grandparents Day

- Planning has begun early to avoid last-minute pressure.
- Art Show will be the major Term 4 fundraising event with a refreshed, engaging format.

Agenda Item 7

Discussion Points

Major Fundraiser: Undercover Fan (“Mammoth Fan”)

A detailed report was provided by consultant John Spears:

- Initial quote for Big Ass Fans: \$21,819 (import costs, USD pricing, shipping).
- Australian-made alternative “Mammoth Fan”:
 - Preferred installer quote: \$11,422, but installer declined CEWA paperwork.
- CEWA-approved contractor quote: \$16,387 (installation component approx. \$9,000).



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- Final selected installer: Brillaire
 - Quote: \$13,695
 - Highly professional, responsive, and experienced
- Installation expected within the next few weeks.
- Savings of approx. \$10,500 compared to Big Ass Fan option.

Agenda Item 7. continued

Father's Day Stall Preparation

- Stock already appearing in suppliers; early purchasing required to secure best pricing.
- Mother's Day stock now sufficient for next year; Father's Day stock will require full replenishment.

Art Show Planning

- Mrs Byrne preparing student artwork and promotional materials.
- Committee to be formed; call-out to be included in next newsletter.

MOST (Men of St Thomas)

- QR code to be included in minutes and next newsletter to encourage new members.



<https://forms.cloud.microsoft/r/r0006rNnzf>



Join MOST!

Join our MOST members only WhatsApp group to contribute and join our events!

We rely on the Men of St Thomas' to drive this in our school and community.

To join us - use the QR code or the URL and we will add you to the WhatsApp group. You must have at least 1 child enrolled at St Thomas and be a male carer / father.

Farewell to the Jarret Family

- Angela and family acknowledged for eight years of exceptional service to the school community.
- Contributions across carnivals, concerts, P&F roles, and events warmly recognised

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Agenda Item 8

QUESTIONS

No additional questions raised.

Meeting closed with thanks to all attendees.

CONCLUSION

Meeting closed at 7.17pm

P&F email is **P&FStThomas@stthomas.wa.edu.au**

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