P&F General Meeting - Meeting 4 for 2026

Date: Thursday, 5 November 2026 **Time:** 6.30 pm
Location: School Library and via Microsoft Teams **Chair:** Patrycja Spears

Attendees: 11

F2F (School Library) - 8		
▪ Natalia Thomson	▪ Patrycja Spears	▪ Sarah van Bockxmeer
▪ Maggie Frewen	▪ Sha Ragnauth	

Microsoft Teams - 3		
▪ Shelley Partridge	▪ Sarah Vaughan	▪ Elorita Sadecki
▪ Katie Mahendran		

Agenda Item 1.

Welcome – Patrycja
Acknowledgement of Country – Sarah
Prayer - Patrycja

Agenda Item 2.

Apologies: 4

▪ Adriana Abberton	▪ Heath Nankivell	▪ Lyndsay O'Connell
▪ Eleni Radici		

Approval of minutes of previous meeting:
The minutes of the P&F meeting of 20 August 2026 were agreed by all to be accurate.
Approved by Sarah van Bockxmeer and Maggie Frewen

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Agenda Item 3.

Principal Report, Mrs Natalia Thomson

TERM 4

Mrs Thomson thanked the P&F Executive, members and parent volunteers for their dedication and contribution to the school during 2026, and outlined key highlights and upcoming activities.

Year 6 Canberra Tour

- Year 6 students visited Parliament House, the High Court, Australian War Memorial, Questacon and the Australian Institute of Sport. The tour consolidated learning in federation, civics and citizenship while strengthening friendships and teamwork.
- Highlights included a visit to Government House, meeting the Governor-General and an opportunity to see and be photographed with the AFL Premiership Cup. Appreciation was extended to the accompanying school staff.

Religious Education and School Activities

- Year 3 children received the Sacrament of Penance following a parent workshop, retreat and preparation supported by Sister Catherine and school staff.
- The Grandparents' Day liturgy and morning tea, Learning Journey and ARTs Show were warmly received. Mrs Thomson particularly recognised Mrs Byrne's creative and sustainable approach to student artwork and the individual expression evident in the exhibition.
- The ARTs After Dark fundraiser was praised for its atmosphere, family participation and exceptional organisation. Positive feedback was received from parents.
- The MOST Dads' Campout was successful, with positive feedback about opportunities for children and fathers to connect.
- Parish Masses and associated sausage sizzles were also well received by the parish community.
- Other recent activities included Father's Day celebrations and P&F support for classroom resources and the Mammoth Fan.

Coming Up

- Year 5 students were attending camp at the time of the meeting, including a MasterChef-style activity.
- Remembrance Day, the Feast of the Presentation of Mary prayer service, the school Christmas concert and end of year celebrations were highlighted. The Christmas concert will incorporate a family picnic.

Acknowledgements and Farewell

- Mrs Thomson recognised outgoing P&F leaders: PK Spears for four years of service across Secretary, Chair, Advisory Council representation and Parent Representative coordination; Sarah van Bockxmeer for her service as Treasurer and Shelley Partridge for service as Secretary and Parent Representative, including creative contributions to community activities.
- Thanks were extended to all P&F members and parent volunteers, with best wishes to the departing families and incoming committee.

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Agenda Item 4.

Reminders for Term 4 and 2027 Term Dates

- Year 4 Parish Mass and Sausage Sizzle – Saturday, 7 November 2026.
- Parent Kindy Orientation – Wednesday, 11 November, 5.30 pm (later time intended to improve parent access).
- Kindy Children Orientation – Friday, 13 November, 9.00–10.00 am.
- Year 6 Graduation Evening, supported by Year 5 families – Friday, 4 December.
- Transition Day / New Families Welcome – Monday, 7 December.
- School Christmas Concert – Tuesday, 8 December.
- P&F end of year gelato/sorbet gift – Wednesday, 9 December, from 1.30 pm.
- Final day of Term 4 – Friday, 11 December.
- 2027 Term 1 – Thursday, 28 January to Friday, 9 April (11 weeks).
- 2027 Term 2 – Wednesday, 28 April to Friday, 25 June.
- 2027 Term 3 – Tuesday, 20 July to Thursday, 23 September.
- 2027 Term 4 – Monday, 11 October to Friday, 10 December.

Agenda Item 5.

P&F FINANCIAL POSITION UPDATE – Sarah Van Bockxmeer

P&F General Account Balance:

- Opening balance as at 17 August 2026: $4,469.31.
- Balance as at 29 October 2026: $19,020.83.
- Approximately $5,000 in outstanding reimbursements and event expenses will be processed, including expenses relating to the ARTs Show, MOST Campout, World Teachers' Day, Grandparents' Day, Christmas concert and graduation.
- Estimated end of year carryover into 2027: approximately $6,000 to cover early year activities such as the Sundowner, Mother's Day purchases and other commitments before major fundraising resumes.
- An additional $8,000 contribution for school needs was announced, subject to final reconciliation; it is included in the year-end estimated investment figures.

Primary Sources of Revenue 2026 (approximate, subject to reconciliation)

Revenue source	Amount
ARTs Show Auction / Gelato Sales	$12,526
P&F Levy	$12,000
Uniform Shop	$3,565
Mother's Day Stalls	$1,015
Father's Day Stalls	$890
Supporter Caps	$420
Total	**$30,416**

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Agenda Item 5. continued

Primary Investments for 2026 (approximate, subject to reconciliation)

Investment	Amount
Mammoth Fan	$12,450
Additional Term 4 contribution	$8,000
School/community events and celebrations (including ARTs exhibition)	$4,362
School Disco	$1,650
Incursions	$1,482
Christmas Concert	$750
Drama Production	$500
Year 6 Graduation	$500
Total	**$29,694**

Proposed Departmental Allocations

- The Treasurer, Sarah outlined a proposal to allocate $500 annually to each of eight school departments (a total of $4,000 per year) to meet everyday resource needs, leaving larger items for the school wish list.
- The departments are: Music, Drama, Sport, Science, Clubs, Art, Library & Stem
- An initial $4,000 allocation ($500 to each department) for Term 1 2027 forms part of the $8,000 additional year end contribution. The intention is for the incoming committee to consider maintaining the annual $4,000 allocation after fundraising and levy income are received.

Agenda Item 6.

Review of: Recent Events and Discussion Points

Grandparents' Day Liturgy and Morning Tea

- More than 115 grandparents, parents and family members attended. The shared morning tea was supported by volunteers and contributions of sweet and savoury food organised through a sign-up process.
- The committee expressed appreciation to volunteers for setup, serving and pack-down, and noted that food contributions provide an accessible way for more families to participate.

ARTs Show Exhibition and Afternoon Tea

- The exhibition showcased students' creative work and required two full days of setup, including installing displays, moving furniture and collecting easels and high tables from Iona. Mrs Byrne was thanked for her creative leadership and support of students.
- Margaret Hopkins was recognised for donating herbs and plants and supporting the Green Team stall. Bianca Della Vedova was thanked for assisting with food restocking for the ARTs Show afternoon tea.
- John Spears and Sarah van Bockxmeer served gelato and sorbet, raising approximately $550 towards the Mammoth Fan. The gelato setup (owned by the Spears Family) is available to the school for future fundraising activities.

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Agenda Item 6. continued

Combined Grandparents' Day, ARTs Show and Learning Journey

- Coordinating the events on the same occasion was considered successful and helped families experience student learning and art in a single visit.
- For the next ARTs Show in 2028, consideration should be given to reducing the gap between morning tea and the opening of the exhibition, enabling more grandparents and visitors to view the work without waiting or returning.
- Event ordering, quantities and planning notes are being documented to support the incoming committee.

ARTs After Dark – Main Fundraising Evening

- Holding the fundraiser separately on a Friday evening was positively received. Shared parent-provided food helped minimise costs, while the auction and entertainment encouraged participation.
- Bianca Della Vedova and Joep Vaessen were acknowledged for their contribution as MCs and auctioneers. Maggie Frewen and other volunteers were thanked for sourcing non-art auction items and approaching businesses.
- Shelley Partridge was thanked for coordinating the Pictionary entertainment. Feedback indicated that the activity helped parents meet and connect with people outside their usual social groups.
- The ARTs Show auction and gelato generated approximately $12,526 in total revenue, as reported in the financial summary.

Mammoth Fan and Safety Netting

- The Mammoth Fan fundraising target has been achieved and the fan is in use, benefiting students.
- A Queensland supplier quoted $2,395.80 for safety netting supply only, excluding installation. The figure is being used as a benchmark rather than a selected option.
- John and PK Spears are progressing an enquiry with local supplier Advanced Netting. Photographs and dimensions have been supplied and a site inspection and quote for supply and installation are awaited.
- Cost, safety benefit and practical suitability will be assessed once a full quote is obtained. Mrs Thomson will guide the decision on next steps; if not progressed in 2026, the proposal may be referred to the school advisory body for consideration in 2027.

Christmas Concert and P&F End-of-Year Gelato Gift

- Mrs Wills and students are preparing the Christmas concert. Costume requirements will be circulated through school communications; volunteers may be requested to assist with setup.
- The P&F will provide gelato and sorbet to students and teachers on Wednesday, 9 December, from 1.30 pm. PK and John Spears will organise the serving setup; Mrs Thomson will coordinate class attendance with teachers.

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Agenda Item 6. continued

MOST Dads' Campout

- The 2026 campout was praised as a successful opportunity for families to connect. The MOST group was thanked for organising the event.
- Discussion with MOST has begun about possible 2027 dates to minimise clashes with the school calendar. P&F assistance with a booking deposit was discussed, subject to confirmation.

Agenda Item 7

2027 Planning, Parent Representatives and Committee Handover

2027 Sundowner – Friday, 19 February

- Preparations are under way, including early catering and beverage arrangements. The new committee will prepare a Save the Date notification for circulation via parent groups and the school newsletter.
- The Sundowner will welcome new families and provide a social opportunity for the parent community. Early communication will assist families in making arrangements to attend.

Parent Representative Coordinator and 2027 Class Reps

- Sarah van Bockxmeer will take over the Parent Representative Coordinator role in 2027. PK will provide the processes, contacts and guidance developed during her term.
- Nominations for 2027 class Parent Representatives are already being sought. The aim is to confirm contacts before the end of 2026 so incoming families can be welcomed and added to relevant communications over the holiday period.
- Sarah will liaise with Mrs Thomson and the administration team to support onboarding of new families.

Confirmed Incoming 2027 P&F Positions

- Chair – Maggie Frewen.
- Co-Assistant Chairs – Elorita Sadecki and Lyndsay O'Connell.
- Treasurer – Sarah Vaughan.
- Secretary – Adriana Abberton.
- Parent Representative Coordinator – Sarah van Bockxmeer.

Handover and Recognition of the Outgoing Team

- The outgoing team will share planning notes, inventory and resources with the 2027 committee. PK is organising the canteen supplies and a reusable decorations cabinet to reduce future event expenses.
- PK formally thanked fellow executives, volunteers, Mrs Thomson, school staff and the administration team for their support, friendship and service. The meeting acknowledged PK's leadership and contribution to the school community over four years.

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Agenda Item 8.

QUESTIONS

- A question was raised about an apparent clash between the piano recital and Christmas concert. The piano recital date was clarified as Thursday, 3 December 2026, ahead of the Christmas concert on Tuesday, 8 December.
- No further substantive matters were raised. The meeting concluded with thanks to participants attending in person and via Teams.

CONCLUSION

Meeting closed at 7.20pm

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