



**MINUTES**

Opened at 7pm, closed at 8.47pm

	<b>AGENDA ITEM</b>	<b>ACTION</b>
1	<b>Welcome and Acknowledgement to Country</b> - Online Meeting Open 7pm. Renee Bennett welcomed all online and appreciative of everyone giving up time with their families to attend the meeting this evening.	
2	<b>Opening Prayer:</b> Prayer shared from Catholic School Parents Induction - Renee Bennett	
3	<b>Attendance:</b> Pina Hutcheson, Paul Brennan, Courtney Dunsire, Renee Bennett (Pres), Marieka Rendall (VP), Henry Pelka (Tres), Suzanne Gallagher (Sec), Natasha Dowson (EGM), Dave Dawes (EGM), Nerida Aitken (EGM), Tomi Babalola, Steve Catania, Claire Perlini, Emma Restifo, Beth Nguyen, Bianca Flamini, Bronagh Phelan, Catherine Grindley, Clare Zekas, Claudine Princi, Heather Duttson, Kelly Matusik, Magda Wittek (EX Tres), Matt Nettleton, Nikki Maltese, Pip Lapelms, R Harrison, Roma Bajaj, Rozanne O'Kane, Stephen Paull, Wayne Tan. (Due to absent Zoom name tags, some attendees are not listed)  Apologies: NIL	
4	<b>Minutes of P&amp;F Sept 2021:</b> Claire Perlini to motion P&F September minutes are an accurate record once read as Renee Bennett was not present at last meeting. Provide to Renee Bennett	
5	<b>Business Arising from previous minutes:</b> NIL	
6	<b>Reports</b>	
6.1	<p><b>Principal's Report – Pina Hutcheson</b>  <i>Pope Francis said that amidst this pandemic we 'have realised that we cannot go on thinking of ourselves, but only together we can do this.'</i></p> <p><b><u>ADMINISTRATIVE MATTERS</u></b></p> <p><b>COVID Update</b> - thank you to our families for responding so diligently with the restrictions that have been placed on schools by The Chief Health Officer.          We have set plans in place, should we be notified of a positive Covid case. These plans are largely determined by the individual circumstance and what we will be directed to do, after assessment by WA Health.          We have already seen that, in the cases detected in schools to date, different outcomes have resulted depending on the exact situation. <b>Please note that should a confirmed positive case by PCR or RAT of COVID-19 be recorded for one of your children or anyone in your immediate household, please make contact and inform me directly.</b> I ask that this not be communicated to others immediately through social media so that we can manage appropriate and accurate notification to our community. Other schools that have been affected by a case have reported that this factor has made management and communications incredibly difficult. I can assure you that the report is kept in the strictest confidence. It is important to remember that WA Health determine the decisions regarding</p>	



<p>outcome, or school and class operations continuing. I will continue to provide weekly Covid updates in relation to our Term Planner to ensure we are acting on the latest advice from the Health Department and continuing to work hard at supporting our students, staff and families.</p> <p><b>Ventilation Report</b> - last week, an assigned company came through the school to test the ventilation of every room across the school in an audit arranged by CEWA. We received the report yesterday. All our rooms have met ventilation standards and we will not require any air purifiers.</p> <p><b>Enrolments</b> - 2022 Pre Kindy – 20 students (this is at capacity). School enrolment – 748 2023 Kindy Enrolments - Siblings – 27      Non Siblings – 56 Acceptances have been sent to Sibling families. Interviews for new families will be held in Weeks 7– 9 this term. At this stage, offers will be sent out to successful applicants in Week 1 of Term 2.</p> <p><b><u>EDUCATIONAL MATTERS</u></b></p> <p><b>Numeracy Professional Learning</b> - our focus on 'Numeracy Talks' in classes across the school this year is developing classroom discussions where sharing and discussing computation is common practice to clarify, investigate and apply, build strategies, make decisions and consider and test other strategies to see if they are mathematically logical. The purpose of these number talks is to teach number fluency and automaticity at the same time as a conceptual understanding of number.</p> <p><b>Differentiated Learning</b> - we have ensured that data collection has occurred early in the term so that staff can develop their differentiated programs of learning whilst managing any possible interruptions due to COVID.</p> <p><b>Online Learning</b> - all year cohorts are prepared to provide online learning for individual students or class cohorts, depending on the individual circumstances.</p> <p><b>School Leaders</b> - our first Assembly took place on Friday and we were extremely impressed by the strong leadership of our Year 6 Ministry groups. Their leadership was organised, upbeat and created a sense of community in our online forum. Our merit awards went home with the happy recipients and all their families received a photograph of the exciting achievement.</p> <p><b><u>THEOLOGICAL MATTERS</u></b></p> <p><b>Ash Wednesday</b> - next week, we will celebrate a Liturgy of the Word in each classroom, and Father Jeronimo will bless the ashes at the 9am Mass. The teachers will distribute the ashes following the Covid regulations from CEWA. The ashes will be sprinkled with cotton wool on the forehead of each child, rather than with the teachers' hands.</p>	
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	<p>Ash Wednesday begins our forty-day season of Lent that leads to Easter. On Ash Wednesday, we come together like the people of the Old Testament to remind ourselves that we do not always follow God's ways and that we need to ask for God's mercy and forgiveness. Like God's people in the time of the prophets, we wear ashes to show that we want to turn away from whatever keeps us from God, and to have a change of heart, so that we can live in peace and in joy with God and with each other.</p> <p><b>Sacramental Program</b> - now that Father Jeronimo is out of isolation, after returning home to support his mother, we are working with Marina Tassone the new Sacramental Coordinator and Father Jeronimo to put our sacramental plans in place. Of course, we will also be managing COVID restrictions within this context.</p>	
<p>6.2</p>	<p><b>P&amp;F President Report – Renee Bennett</b></p> <p><b>Handover</b> – A big thank you to Emma Butler who gave an amazing handover.</p> <p><b>Thanks</b> – To all the Leadership Team. We appreciate all the communications going out, and the comfort that our children will continue to be in a learning environment when/if COVID-19 enters our school community.</p> <p><b>Welcome</b> – Introduction of the 2022 P&amp;F Committee. Marieka Rendall (VP), Henry Pelka (Tres), Suzanne Gallagher (Sec), Natasha Dowson (EGM), Dave Dawes (EGM), Nerida Aitken (EGM). Thanks to everyone joining us tonight. Volunteering your time is really rare and it's great to see everyone setting that example for our children. As part of our overall community, it is really important that everyone gets to know one another, particularly in these circumstances of kiss and drop, that you now have a face to those positions. Please say hello if you see us on the school grounds.</p> <p><b>Inductions</b> – A lot of inductions and additional learning requirements were required to come onboard from CEWA and Catholic Schools WA. Once all these requirements have been addressed, we will be looking into the activities and events that can happen across the St Peter's Community.</p> <p><b>Handover</b> – We have received over 600 files from Emma Butler. We will be reaching out to all those who have kindly volunteered time and services to put together P&amp;F activities that we do across the school community, keeping our community together and being a school that's the envy of many in the area.</p> <p>We will be able to provide you with some proper reconciliation as part of our minutes, etc, and work through those processes moving forward to keep you updated, and how we're progressing. But patience is really appreciated at this moment. Thanks</p>	
<p>6.3</p>	<p><b>P&amp;F Treasurer Report – Henry Pelka</b></p>	



	<p>The closing balance, or the proposed budget for 2021 to 2022 was \$47,315.</p> <p>Some figures correlate, but I'm not in a position to comment on that as to how they have arisen for expenses and receiving at this time.</p> <p>Request for consultation with Renee Bennett and Magda Wittek for a short breakdown and understanding.</p> <p>The Commonwealth Bank Accounts, to be transferred over to the Bendigo Bank, there will be documentation that will be needed to be completed and verified.</p> <p>Monies coming from Netball/ basketball. Further request to confirm how the money is going to be held appropriately.</p> <p>Pina Hutcheson confirmed Henry is welcome at any time to make contact with Tracy Arnold (Finance Officer) as to when P&amp;F levies get carried over and when they get deposited in terms of instalments. However, at the moment with no activity taking place, money is not required any time soon.</p>	<p>RB MW HP</p> <p>HP</p> <p>HP</p> <p>HP TA</p>
7	<b>P&amp;F Activities Report</b> – status update, assistance required, actions, deadlines	
7.1	<p><b>2022 Class Reps</b></p> <p><b>Thankyou</b> – Huge shout out to all of you who have kindly volunteered services already. Unfortunately, we've got a few classes that require representatives. Please email if you would like to help out with the following classes:</p> <ul style="list-style-type: none"> <li>• Year 1M – Emilee Conca</li> <li>• Year 5M – Mr Uchanski</li> <li>• Year 6M - Mrs Josephine Carbone</li> <li>• Year 3W - Miss Rebecca Vaccaro</li> </ul> <p><b>Role of Class Representatives</b> Communication between P&amp;F and class parents regarding updates and news within the school. WhatsApp Groups are a good way of communicating with parents, engaging with other families and making everyone feel like they are part of the St Peter's Community</p> <p><b>Gift Giving</b> - There were some complaints made by parents that the P&amp;F was funding gifts for teachers' birthdays and end of year gifts. After consultation with CSPWA Executive Director Siobhan, it was suggested that the school celebrates World Teachers Day and, if parents wanted to gift teachers, it was their choice. Any gifts over \$100 are declared and the school has a declaration sheet as part of their audit.</p> <p>P&amp;F will try and streamline the minutes to send to parents to inform them of events and updates on what the St Peter's Community volunteers are doing.</p>	<p>RB</p> <p>SG</p>
7.2	<b>St Peter's Dads</b> Social activities are on hold for Term One due to COVID-19 restrictions	



	<p>and discussions will continue for Term Two activities We are moving away from the Fathering Project and keeping social activities in-house which will allow us to have more activities - not just for dads, but children too. If anyone has ideas for activities, activities they have liked and disliked from previous years - we would love to hear from you. The school community can meet off-site, however, CEWA is encouraging schools to keep social activities to year groups. We are looking at ways of engaging with the school community online</p>	<p>DD MN</p> <p>DD</p>
7.3	<p><b>Netball</b> The new Netball Committee commenced January 2022, comprising of Chantelle Spencer and Robyn King. Registrations for NetSet Go and Juniors are currently open and are due to close 28 February 2022. So far, we have enough numbers for two SET (7-8yr old) teams and one GO (9-10yr old) teams. A minimum of another six players is needed to form a Junior team. We still require Team Managers for the two SET teams and anyone interested can contact the Committee at <a href="mailto:netballstpeters@gmail.com">netballstpeters@gmail.com</a> . All uniforms and equipment have been prepared and ready for distribution. Training is due to commence 7 March. The sharing of courts with the Basketball Committee has been a success and we'd like to thank the Basketball Committee for the open discussion and willingness to work together Teams can be mixed, so boys are welcome to join</p>	
7.4	<p><b>Basketball</b> Basketball is going well, Summer season only has five games left. Summer basketball has eight teams (70 Players) which is fantastic. Winter teams will drop off due to commencement of football season. We are hoping to match last year's numbers of four teams. Please see link in newsletter for winter registration which is now open. Emails will be sent out to current players. Please see St Peter's Basketball Facebook page for winter registration details. Registration closes 18<sup>th</sup> March. Registration discount will apply to those children whose parents volunteer time to be coaches, managers and committee members – a new initiative this year to try and keep the volunteer numbers up. It is also a way of thanking those who kindly offer their time to assist. This will replace a gift that is usually given at the end of the season. Fundraising is going well which has allowed for new kits for the teams, new keys for the basketball hoops at school and new pads which will be arriving soon.</p>	ROK
7.5	<p><b>Ride to School Day – 25 March 2022</b> School has confirmed that Ride to School will still go ahead with the help of the P&amp;F Executive team and teachers. This is due to COVID-19 restrictions as parents are not able to group on school grounds. Promotional material for Ride to School will commence a few weeks before event. Tina is to contact Paul Brennan to co-ordinate promotional material and</p>	Tina PB



	management of event.	
7.6	<p><b>Footy Tipping</b></p> <p>Concerns that numbers are dwindling making footy tipping competition non-viable Betti Radford confirmed that numbers have reduced from 150 competitors in 2019 to 80 competitors in 2021, which left the footy tipping competition in a deficit even with promotional material. P&amp;F previously donated money to keep the prizes the same to allow the competition to continue as it had in previous years Footy Tipping Competition for 2022 will not continue due to COVID-19 and the impact it has made on football games and season delays, and will be reviewed again early next year.</p>	BR
7.7	<p><b>Mother's Day Stall</b></p> <p>Natalie Palermo-Martin is running the Mother's Day Stall for 2022. According to the P&amp;F survey last year, the Mother's Day Stall is the biggest and most appreciated event on the P&amp;F calendar. An audit has been completed of leftover gifts from 2021 stalls Discussions in place that we move to bigger items of value around \$10 value, allowing children to purchase one gift rather than multiple smaller items. This will hopefully minimise the children being overwhelmed by too many options and mothers receiving one gift from children rather than many smaller items. A lucky dip will also be provided to children using last year's gifts. Discussions have been made that, in lieu of the P&amp; F Mothers Day Breakfast, children will have the opportunity to choose a gift for their Mother/Mother figure, and parents would not need to provide money for this activity. Discussions that a Father's Day Stall could also happen for 2022. More discussion and information will be provided at the next P&amp;F meeting Natalie Palermo-Martin can liaise with Courtney Caputi regarding co-ordination of how classes will select their gifts.</p>	<p>NPM</p> <p>RB MN</p> <p>NPM CC</p>
7.8	<p><b>Social Events</b></p> <p>Welcome BBQ cancelled due to COVID-19 restrictions and reviews for Picnic on the Green (end of celebration) will commence closer to the date (Term Three). Department of Education directive is that no inflatables are allowed, given the tragic accident in Tasmania that occurred December 2021.</p> <p>Claire Perlini has volunteered to organise a quiz night for Term Two which has now been moved to Term Three due to restrictions. We are looking for a venue to hold this event. More information on this to follow closer to the date.</p> <p>Ideas about a Diner En Blanc – Inglewood are also in discussions and further information will be provided once COVID-19 restrictions ease.</p> <p>Ideas of online quizzes/pizza/games night could be a possibility in Terms Two/Three if restrictions have not eased. This is to maintain engagement with the School Community. Please email if you have any online ideas.</p>	<p>RB</p> <p>CP</p> <p>CP</p>



7.8	<p><b>St Peter's Business Facebook Page</b></p> <p>The St Peter's Business Facebook Page was set up to be a promotional tool for parents and school community to advertise small businesses within the school community. If you have a small business that you would like to share with the School Community, please email through your details.</p>	<p>NP</p> <p>RB NP</p>
8	<p><b>General Business/Discussion</b></p>	
8.1	<p><b>Summer Uniform</b></p> <p>Claire Perlini, who runs the second hand uniform shop, has received many complaints and enquiries as to why the school doesn't have a maroon shirt and only the white polo. School Executives are happy for a group to investigate costs and samples of maroon fabric as well as faction colours from Uniform Concepts Inglewood Super Store and to engage with the students and report back to P&amp;F - Claire Perlini and Crystal happy to investigate</p>	<p>CP Crystal</p>
8.2	<p><b>Stationery Ordering</b></p> <p>A parent has raised concerns at the transparency of the bulk ordering process and how it came about. School Executives have confirmed that the stationery ordering is an operational manner. The School Advisory Council (SAC) was given a spreadsheet on the costs of the items and the savings to last year. The School Executives have been overwhelmed by positive feedback of the bulk ordering. Confirmation from Pina that big ticket items like art folders and ring binders will be reused where possible, not only to minimise costs, but also from an environmental issue and as a tool for teachers to see firsthand what they are ordering and what is left over. The SAC will review the process following a three year implementation cycle. Discussion that unused stationery can be collected and donated to a catholic regional school rather than collecting excess stationery at home. Matt Nettleton confirmed that the bulk order minimised the chaos of families delivering the school stationery items before the start of the year. Stationery was distributed evenly in Years 3 to 6. Every student was given the same supplies in their pencil case. As Treasurer for the P&amp;F, Henry Pelka has also raised the question of transparency and that, although many families are happy not to purchase the stationery items, some families are happy to shop around to get the best price. He believes that consultation should have occurred within the school community like it is being done with the uniforms. Paul Brennan has confirmed that costing decisions were made with parents in mind and that feedback from parents in the community is welcome and to contact him to discuss. Rozanne O'Kane confirmed that the change to the ordering process was originally discussed at previous P&amp;F and SAC meetings.</p>	<p>RB</p>
8.3	<p><b>School Social Media Accounts</b></p> <p>School Executives have confirmed that parents who don't want their</p>	

General Meeting Minutes

**Date:** Tuesday 22/02/2022

**Venue:** Videoconference

**St Peter's Primary School  
Parents & Friends Association**



	<p>child/children featured in the school Facebook page, Instagram page and school twitter account have the opportunity to tick appropriate the box when completing the photo consent form at the commencement of every school year.</p> <p>Consent forms are then issued to every class teacher to ensure that those children are not featured in photos.</p> <p>Paul Brennan confirmed the safety of children is the school's first concern and, if there are any questions regarding photos online, please to contact School Executives as this is an operational matter and not a P&amp;F matter.</p>	
9	<p><b>Next Meeting – 7pm – Tuesday, 17 May 2022 – venue to be confirmed</b></p> <p>Thank you for your attendance tonight. If you have any questions or agenda items for the next meeting to be held on 17 May 2022, please don't hesitate to contact Renee <a href="mailto:renee.bennett@encanta.com.au">renee.bennett@encanta.com.au</a></p>	RB