

General Meeting MINUTES

Date: Tuesday 17/05/2022

Venue: St Peter's Primary School

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



MINUTES

7:00pm – 9.00pm

Tuesday 17th May 2022

Item #	Agenda Item	Reported by
1.	Meeting Open Welcome and Acknowledgement to Country	Renee Bennett
2.	Opening Prayer	Pina Hutcheson
3.	Attendance: Pina Hutcheson, Paul Brennan, Renee Bennett (Pres) Marieka Rendall (VP) Suzanne Gallagher (Sec) Natasha Dowson (EGM) Dave Dawes (EGM) Nerida Aitken (EGM) Siobhan Allen (CSPWA) Henry Pelka, Magda Wittek (EX Tres), Emma Butler, (EX Pres) Tracy Arnold, Matt Nettleton, Bianca Flamini, Rozanne O’Kane, Melissa Armstrong, Lynda T, Joanne Aleksoski, Leigh Thomas, Bronagh Phelan, Clare Zekas, Marjeanne Wilkins, Crystal Ledger, Kayleen Eastman, Tina Reardon, Betti Radford, Claire Perlini, Jen Robertson, Beth Nguyen, Apologies: NIL	Suzanne Gallagher
4.	Motion: (RB) That the Minutes from the Term 1 meeting held on 22 February 2022 be accepted as true and correct. Marieka Rendall. Seconder: Betti Radford. Motion carried	Renee Bennett
5.	Business arising from previous minutes <i>Please note action items from previous meeting to be discussed under individual agenda items.</i>	
6.	Reports	
6.1	St Peter's Principal Report ADMINISTRATIVE MATTERS P&F Events: I thank Renee Bennett and the Executive for working within the challenges of this year and endeavouring to organise activities within the restrictions. Our Mother's Day stall was a huge success. The joy on the faces of the students was infectious. I was overwhelmed by the level of detail and effort put into this event by Mrs Natalie Palermo-Martin. It was weeks of preparation leading up to the two day event in which she was supported by her own mother and Kelly Marevic. We are all very grateful for their commitment to this community building event. Winter Uniform: As a staff, we have observed some different combinations with the Winter Uniform. I have included a copy of the Winter Uniform Policy in last week's newsletter. All teachers are aware of the requirements and will ensure that the students are adhering to the requirements. This year, our school photos will commence on Monday, 27 June (Week 10 of Term Two). All children from Year 1-6 are required to be dressed in full winter uniform (including a tie and jumper). Children in Kindy and Pre Primary will wear their faction sports top. EDUCATIONAL MATTERS CUBS: The Cubs Program has begun for Year 5 students this term. The program is an 8-	Pina Hutcheson

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	<p>week self-development program for primary school students. The program is primarily targeted at Years 5 and 6 students, teaching them the most important life skills they require to succeed in 2022 and beyond. These include skills such as social media usage, modern time management and resilience. The Cubs Program was built on the back of the hugely successful 'Wolf Pack Program' that now runs in over 25+ high schools annually for Years 10-12 students. Our sincere gratitude to our P&F who are funding the 8-week program for our students.</p> <p>Performing Arts: Thank you for the wonderful response we had to the Catholic Education Performing Arts enrolments. A big thank you to Mrs Georgie Bertoldo for co-ordinating the submissions for us. We have had 29 entries which consist of solos, duets and band. In Term 3, we look forward to celebrating our musicians for the rest of the school to enjoy.</p> <p>UPDATE: Dance Group, Solos, Duets and one 3-piece brass ensemble (no choir or band).</p> <p>NAPLAN: This Tuesday, we began NAPLAN testing at our school for Years 3 and 5. We will continue with the testing next Monday and Wednesday with catch-up sessions provided. We understand that there has been disruption for many families due to Covid. This is unavoidable and we will note absence due to Covid. I know the children will put their best effort into the testing, however, at the same time, recognise that it is just another assessment. All children complete numerous assessments throughout the school year and it is through the analysis of these results that teachers tailor their programs to accommodate the needs of the children.</p> <p>Parent-Tribe Workshops: After surveying the parents in Kindy and Pre Primary, our parents have requested a face-to-face rather than online workshop. We will conduct these evenings in late May and early June. We welcome the opportunity to provide support and work alongside our parents in supporting our early childhood learners.</p> <p>Paul Litherland Cyber Safety Workshop: On Wednesday, 1 June, our Years 5 and 6 students will work with Paul Litherland throughout the day, and we will then provide a workshop for parents at 6pm in the staffroom. We encourage your attendance as Paul is extremely insightful in navigating the cyber world our children engage with.</p> <p>CEWA Senior Leaders School Visits: On Wednesday, 1 June, we will have 25 leaders from across CEWA visiting our school. They will be here to view the Inquiry-based Learning across our school and then meet with School Leadership and co-ordinators to enhance their learning around the St Peter's True Inquiry model of learning and innovation.</p> <p>THEOLOGICAL MATTERS</p> <p>Liturgical Singing: We will commence Liturgical Singing, in a Covid friendly environment. Marina Powell facilitates the sessions with one cohort at a time. Classes are rostered over the term. I thank our Parish for being accommodating with the use of the church.</p> <p>Parish Masses: We look forward to joining these Parish Masses on a Tuesday morning. One class will attend each week, and our teacher feedback is that it is a very positive experience for all involved.</p> <p>Whole School Mass: On Friday, 1 July, we will have our first whole School Mass this year. We will celebrate our Patron Saint St Peter. We have met with Father Jeronimo who wants this Mass to be a real celebration of us coming together as one. We will commence the mass at 10.30am, followed by a sausage sizzle. At this Mass, we will also have the past Principal of the school, Mr Greg Ward, in attendance. We will take this opportunity to thank Greg for his service to our community and Catholic Education, and wish him well as he begins retirement.</p>	

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	<ul style="list-style-type: none"> • School Climate Survey – Has stemmed from an agreement between CEWA and Education Department as part of the school audit which occurs every 5 years. St Peter's Primary School opted for a three year cycle and The School Climate Survey becomes part of their school audit. 	Renee Bennett Pina Hutcheson
6.2	<p>P & F President</p> <ul style="list-style-type: none"> • Ride to School: Tina Reardon was committed, put in a fantastic effort and hard work behind the scenes to ensure the Ride to School initiative ran smoothly. Well done. • Mother's Day Stall: Natalie Palermo-Martin for all her effort, forward planning and dedication to ensure the Mothers Day Stall ran well and was a successful event enjoyed by many. • The Mothers Day Stall was agreed to be funded by the P & F in 2021 by the executive committee. The funding decision stemmed from feedback that parents were always paying money for different activities. It was also a way of ensuring there was no disparity between children and the gifts they could receive for their Mothers. • \$10 per child was allocated for approximately 750 school students. To avoid children missing out on any one gift approximately 80 additional gifts were purchased. The left over presents were gifted to the teachers in recognition of their hard work this Semester. • The Feedback from the teachers was very positive. • The P & F have taken onboard all feedback regarding the Mother's Day Stall and review it before 2023. • Handover: It has been a challenging handover to date as we navigate our way through our new roles. • We would like to acknowledge that we have had a resignation on the P & F Board from Henry Pelka. We would like to thank him for all his work on the Executive Committee for the last few months. • Class Representatives - Well done to everyone that has taken the role to be this year's class representatives. Thank you for volunteering your time, we now have a representative for every class group. • We are looking forward to working with the school community and acknowledge the sub committees for all their work and their commitment to the school. 	Renee Bennett
6.3	<p>P & F Treasurer Report</p> <p><i>Previous Meeting Discussion/Action Points:</i></p> <ul style="list-style-type: none"> ➤ <i>The Commonwealth Bank Accounts, to be transferred over to the Bendigo Bank. Documentation needs completing and verification.</i> • Income & Expenditure Report • Bank Reconciliation - Magda Wittek has kindly helped us with our bank reconciliations up until 30th April 2022 as we were still coordinating bank signatories. • Bank Accounts –The P & F is in the process of closing the Commonwealth Bank account and future P & F monies will go to Bendigo Account. 	Renee Bennett

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	<ul style="list-style-type: none"> Refer attached as Annexure A report and financials Refer attached as Annexure B financials from Mother's Day Stall As bank signatories were not finalised prior to Mother's Day Stall, Encanta Events (RB Business) personally paid for the items. This was paid by Encanta Events to ensure Natalie Palermo-Martin was not out of pocket and an invoice 	
	<ul style="list-style-type: none"> After resigning as Treasurer for the P & F, Henry Pelka acknowledged working with the P & F Executive Committee and Magda Wittek (Ex Tres) and Tracey Arnold for assistance to date. Thank you to P& F Executive Committee for having the right intentions and Henry's reasons for resigning are not to do with anything that he had been involved in and wished the P & F Committee the very best. 	Henry Pelka
	<ul style="list-style-type: none"> CSPWA is a not-for-profit and non-party political organisation funded by parents and the State Government. They have been operating for almost 70 years and currently based at St Peter's Primary School next to the school staff room. P & F Committee is formed to add strength to the school community by creating activities to bring the community together. One of the most important activities the P & F can do for the school community apart from Fundraise is Friendraise. As the P&F Levy takes care of a big part of the fundraising at the school, advocating for the school is a fantastic way to bring the school community together. Money the P&F fundraises should contribute to the school activities and resources. Deciding on where to spend the money should be done jointly and collaboratively between the P & F, the School Advisory Council and the School Leadership Team. P & F should not get involved with the running of the school. CSPWA are currently redesigning the Constitution for the P & F. Role of the Treasurer will become simpler. The P & F will still have their own bank account under [Schools Name (P &F)] and the P & F will have stewardship of the funds until they are passed over to the school. The benefit of having it done this way is to be able to audit the P&F account with the school's audit. P & F will be expected to do a budget which will happen at the beginning of the school year giving the P & F an opportunity to decide what can be achieved in the year ahead. These changes will hopefully be documented by the end of 2022 and come into effect for 2024. 	Siobhan Allen (CSPWA)
7.	P & F Sub Committee & Activities Report	
7.1	Ride to School March Report <ul style="list-style-type: none"> Thank you to everyone that helped make the day successful and to all the children that participated. 	Tina Reardon
7.2	St Peters Dad's <ul style="list-style-type: none"> Branching away from the Fathering Project so looking at rebranding St Peter's 	Matt Nettleton David Dawes

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	<p>Dads in the school community.</p> <ul style="list-style-type: none"> • Important to get as many dads/ father figures involved in the school community • Looking at activities to engage more with children as well as engaging with dads socially. • More information to come regarding Fathers Day Breakfast/ Activity. Please email stpeterspandfwa@gmail.com for any suggestions or how you would like to see Fathers Day celebrated at St Peter's Primary School on Friday 2nd September 2022. 	
7.3	<p>Netball <i>Previous Meeting Discussion/Action Points:</i></p> <ul style="list-style-type: none"> ➤ <i>A minimum of another 6 players are needed to form a Junior team. We still require Team Managers for the 2 SET teams and anyone interested can contact the committee</i> 	Robyn King & Chantelle Spencer
7.4	<p>Basketball</p> <ul style="list-style-type: none"> • A big thank you to all the volunteers for their amazing work for the Summer and Winter seasons. Committing their time as volunteers for 16 weeks of each season is a big commitment. The committee, managers and coaches who tirelessly volunteer each season to help the players and ensure the season runs smoothly. • Exciting Summer Season finished with Under 12's being undefeated for the whole season and winning the Grand Final. Committee is very proud of all the achievements this year. • Winter Season has 6 teams approximately 50 players. • A new project is being run to get a fair reflection of the new costs of basketball as new fees have been introduced over the last couple of seasons. Due to covid the basketball committee has absorbed the additional costs due to our surplus in our account. A new fee structure will be introduced in the Summer Season. An increase of fees is to be expected. • The current basketball committee of Melissa Armstrong, Magda Wittek and Rozanne O'Kane will be standing down. Expressions of interest are being sought from anyone who may be interested in taking over. The current committee will transition out over the Summer Season and a full handover will be provided. Please email spbasketballteams@gmail.com 	Melissa Armstrong, Magda Wittek & Rozanne O'Kane
7.5	<p>Mother's Day Stall <i>Previous Meeting Discussion/Action Points:</i></p> <ul style="list-style-type: none"> ➤ <i>A lucky dip will also be provided to children using last years gifts.</i> 	Natalie Palermo-Martin
7.6	<p>Social Events <i>Previous Meeting Discussion/Action Points:</i></p> <ul style="list-style-type: none"> ➤ <i>A quiz night for term 2 which has now been moved to term 3 due to restrictions. We are looking for a venue to hold this event. More information on this to follow closer to the date.</i> ➤ <i>Ideas about a Diner En Blanc – Inglewood are also in discussions and further information will be provided once COVID 19 restrictions ease.</i> • School Disco is being planned and will go ahead for term 4. • St Peters Dads won't be organising Fathers Camp Out this year. If there is a committee that would like to organise the St Peters Sleep Out, which is open to all members of the community, please contact stpeterspandfwa@gmail.com . 	<p>Claire Perlini</p> <p>Melissa Armstrong, Magda Wittek</p> <p>Matt Nettleton</p>

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7.7	Second hand Uniform Shop <ul style="list-style-type: none"> Accepting quality donations for the secondhand shop but please don't donate stained, dirty or very worn clothes. 	Claire Perlini
7.8	Activities with no lead at present: <ul style="list-style-type: none"> Entertainment Book 	
8.	Other P & F Opportunities to Assist / Fundraise	ALL
8.1	Air Purifiers <ul style="list-style-type: none"> Air purifier fitted with high-efficiency particulate air (HEPA) filters for school library, first floor corridor. As the P& F has unallocated funds, a discussion between the P & F executive panel questioned whether there was an opportunity to purchase HEPA filters to help improve the quality of air (and there are other benefits other than covid) in areas like the library, which is used by multiple years groups at any one time and the first floor corridor. As part of the CEWA audit, an assigned company came through the school at the beginning of the year and tested the ventilation of every room and it was reported that the school doesn't need any air purifiers. The School Executive would like to retain P & F funds for other opportunities later in the year when the library refurbishment is complete. Once complete, the School Executive will take the P & F Executives for a walk through the refurbished library to outline areas where they deem P & F funds will be useful. 	Nerida Aitken Pina Hutcheson/ Paul Brennan
8.2	St Peter's Fete <ul style="list-style-type: none"> A way of connecting with the community/ Parish community Look at ways of reconnecting the church community with the school community. Encouragement to attend Mass was given to all the families of the St Peters Community, especially those whose children are celebrating a sacrament this year. 	
8.3	Arts <ul style="list-style-type: none"> Look at opportunities to bring the performing arts, particularly dance and/or drama, to be celebrated. A greater understanding and appreciation for the traditional custodians of the land: the Whadjuk Noongar people, by either strengthening ties with local elders or having groups such as the Guildford Grammar Dance group visit the school. The School Executive has confirmed that the School is in discussion with members of the school community and looking at ways of connecting with the culture of the Noongar people within the school. 	
8.4	Supplies for departments <ul style="list-style-type: none"> P&F would like an opportunity to support Science/ Art/ Language/ Music/ Library. School Executive to provide P & F with wish list from the abovementioned departments. 	
8.5	Plan B Classroom/ Library Supplies As we are approaching winter, is there an opportunity to support the school and supply	Matt Nettleton Suz Gallagher

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	classrooms/ library with board games, puzzles, Rubix cubes. <ul style="list-style-type: none">• With the completion of the library refurbishment, the Executives will review current supplies and distribute existing games amongst the classes.	
9.	General Business/ Discussion	All
9.1	Summer Uniform <i>Previous Meeting Discussion/Action Points:</i> <ul style="list-style-type: none">➤ <i>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&F.</i>	Claire Perlini
9.2	Stationery <i>Previous Meeting Discussion/Action Points:</i> <ul style="list-style-type: none">➤ <i>Discussion that unused stationery can be collected and donated to a catholic regional school rather than collecting excess stationery at home.</i>	
10.	Next Meeting Tuesday 16 August 7.00pm	

If you have any questions or agenda items for the next meeting on **Tuesday 16th August 2022**, please email stpeterspandfwa@gmail.com