

# **Xavier Catholic Primary School P&F Agenda for meeting on Tuesday 10<sup>th</sup> October 2023 Staffroom**

**1. OPENING PRAYER:**

**2. APOLOGIES :** Danielle McLeod, Clare, Emma, Aloka.

**3. PRESENT:** Andrea, Corinna, Mary, Monica, Sharee, Travis, Giselle, Casey

**4. MINUTES OF THE PREVIOUS MEETING**

**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- Casey provided research done with Rosa from Finance dept on QuickCliQ online payment and ordering system vs CDF Pay. QuickCliq operates from an easy app available on Android and Apple which allows parent to deposit monies into a balance with no extra fee costs passed onto parents/carers. This monies can then be used for uniform shop, canteen, P&F events. Balance are able to roll over into new school year, Quick CLiq earn 1.5% commission on weekly sales earnings and per P&F event.
- Company has good relationship with CDF.
- Feedback from attendees' family member states that there is an ease of use in setting up P&F events in this system versus experience with using CDF Pay. Leadership personal experience is also positive with using at another local school.
- Set-up fee dependant on school and established upon application.
- Set-up fee larger with CDF and requires extra equipment to be purchased and maintained with specific supplies to be ordered.
- Further investigation required on ease of back end administrative use.
- Further discussions to be held by Leadership with other departments who would use this app.
- Leadership team and meeting attendees happy to proceed with exploring QuickCLiQ as viable option.

**5. REPORTS:**

Principal:

Principal's Report Tuesday 10 th October 2023

Welcome back to Term 4 everyone! A warm welcome back to Jo Wells who has been on Long Service Leave and to Giselle Konle who has been Short-Term Principal at OLMC. I am looking forward to a busy and productive term ahead.

**EDUCATION:**

Interschool Athletics Carnival:

On Monday 23 rd (Field) and Tuesday 24 th (Track) October, a select number of our students will be competing in this year's Interschool Athletics Carnival to be held at Gerry Archer Reserve. I would like to wish all our competitors the best in their

endeavours, and I hope they do themselves and the school proud.

#### COMMUNITY:

##### Book Fair & Parade:

This year's Book Fair will be held at school from Tuesday 17 th October until Wednesday 25 th October. The Library will be open after school on a Tuesday and Wednesday and before school on Wednesday and Thursday for families to visit the book fair. Students will also have an opportunity to visit the book fair during their usual class Library lesson. The parade will be held at 9.00am on Wednesday 18 th October. This year's theme is "Read, Grow, Inspire."

#### STEWARDSHIP:

##### 4-Year-Old Kindy Interviews 2024:

The 2024 Kindy enrolment interviews are continuing to be held with Leadership. The interview process has been a wonderful opportunity for us to meet families, their child and to answer any questions they may have about the school or the 4-Year-Old Kindy program.

#### CATHOLIC IDENTITY:

##### Sacrament of Confirmation (Year 6):

All students in Year 6, are attending their sacramental retreat today in the Parish Hall. A final rehearsal will be held for all candidates at 11am on Wednesday 25 th October. The Sacrament of Confirmation will take place on Sunday 29 th October commencing at 9.30am.

##### MJR Award:

The first MJR Award for Term 4 will be announced at the Music/Japanese Assembly on Friday 20 th October.

President: Welcome back everyone and hope you all had an enjoyable break.

This term we focus on increasing communication to the Xavier Community and improving approachability. This will enable a better understanding as to the functions of the P&F and to show the different types of involvement in order to share the valuable experience and knowledge of members who have children in the graduating year.

In last terms newsletter we encouraged feedback and suggestions via the P&F drop box and informed the community of the use of the coffee cart for coffees which we will confirm details of today which we hope will encourage communication. We also will be focusing on end of year events such as Xavier Feast Day and again invite the broader Xavier Community to submit ideas.

Treasurer.

Financial Report for Period 1/9/23 – 9/10/23

#### **Income:**

##### *Fundraising Income*

Father's Day Gift Stall, Raffle, Breakfast	\$3,243.80
Pizza Lunch	\$ 893.80

Interhouse Athletics Carnival Stall	\$2,502.10
Parish Bonfire Sausage Sizzle	\$ 247.50
<b>Total Income:</b>	<b><u>\$ 6,887.20</u></b>

**Expenses:**

Fundraising Expenses:

Fathers Day Breakfast (C Slob) (Rolls)	\$ 26.50
Interhouse Athletics Carnival (C Slob) (Rolls)	\$ 88.70
Interhouse Athletics Carnival (M Henry) (Rolls)	\$ 28.34
Interhouse Athletics Carnival (A Bazzica) (Cool drinks, milk)	\$ 107.43

P&F Expences

BBQ gas bottle (Consumables) (M Henry)	\$ 32.00
Coffee Cups & Lids (Consumables) (A Bazzica)	\$ 56.40

Contributions to School

R U OK Banner	\$ 110.95
Decodable Readers	\$1.102.00

Other Expenses

P&F Levy	<u>\$ 14.75</u>
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**Total Expenses:** **\$ 1,567.07**

**Balance as at 09 October 2023** **\$36,131.94**

**6. CORRESPONDENCE IN / OUT**

Nil

**7. GENERAL BUSINESS**

- Year 3 iPad cases – reports of iPad’s falling out. Leadership team provided feedback that there is a cache of extra covers that are ordered to anticipate and address this issue throughout the year and therefore should find that it will be rectified shortly if not already.
- Class reps to check sunscreen in in stock and in code for Term 4. Suggestion given that there should be just one person to oversee this. This will ensure all classrooms are checked, restocked, and reimbursed efficiently. Call out to wider community members who may be interested to ensure not just regular attendees to meeting to take on responsibility. Call out to be via Whats Ap group.
- P&F Coffee and Chat. Weekly or Fortnightly? Suggestion put forward to hold on assembly days as that’s when the greatest number of parents attend. Dates: Friday 13<sup>th</sup> October, Friday 3<sup>rd</sup> November. Cart to operate before and after assembly.
- Uptake of new P&F Members. Giselle mentioned nomination forms to go out shortly and brought up position descriptions on media screen and asked for feedback on any updates to written description. Edits made to reflect P&F leadership team positions as per new Term of Reference Document implemented this year. Monica to liaise further with Giselle after meeting due

responsibilities in line with new Terms of Reference and CEWA. Giselle will publish position description along with nominations shortly to ensure Xavier Community has enough time to read and consider.

- AGM formalities:  
Andrea asked to check with Travis at later time to understand requirements. Vacate roles formalities and nomination forms prior to AGM. Andrea mentioned seeking co-contribution with OSH Club for catering for the event. Andrea to approach Reece regarding AGM catering in Wk. 7.
- Kindy Parents Night. Monday 27<sup>th</sup> November 6.30pm. Leadership team appreciates and confirms offer of P&F parent member to attend and speak to purpose and types of involvement P&F have within the school community. Danielle McLeod previously offered and can attend.
- Parents asked whether lunchboxes could please be able to be brought inside classrooms to allow ice-bricks to be more effective for longer to preserve leftovers to be fresh enough to eat after school. School Leadership support suggestion.

## 8. FUNDRAISING

- Sheree provided the following feedback on this years Xavier Footy Tipping Competition:
  - Thank you to Royal Asphalt for donating \$60 worth of weekly Scratchie Lotto prizes.
  - \$35 to enter = \$20 towards prize money and \$15 fundraising donation to school P&F. Suggest for 2024 \$40 entry fee and potential discount for referring others. This will ensure a bigger prize pool.
  - Raised \$450 in total.
  - Opportunities for next year. Start promo earlier at start of school year due to early start to the season. Travis offered to email other schools in Parish and P&F to reach out to Parish members.
- Follow up asked regarding supplier of Yr 6 Leavers shirts which P&F co-contribute towards each year. After cost considerations it has been decided by School Leadership Team to continue using current supplier for 2024.
- Term 4 events:
  - Xmas Raffle as still have scooters available as prizes. Call out to approach businesses with donation letters now as many local businesses will have influx of requests and will be busy with Xmas trade. Prizes to be drawn on Carols night. Xmas raffle tickets and promotion to begin Week 3.
  - Teacher Appreciation Lunch 2<sup>nd</sup> November – not official date but close as possible to it to ensure use of canteen and availability of volunteer helpers.
  - Xavier Feast Day. Consensus of attendees leaning towards water fun event. No bouncy castles. Suggestion to utilise company for event hire. No need for specific fundraising as this is P&F giving back as a thanks

and to ensure all students enjoy celebrating Feast Day. Suggestion due to weather expectations to stagger year groups to ensure no cues for event stations and ease of supervision and appropriateness of events due to age groups. Further liaising with School leadership team and teachers as to best age-appropriate time slots. P&F attendees liaised with school leadership team for feedback from similar prior events as to approximate figure that should/could be spent. After discussions between \$3000- \$4000 was deemed acceptable regarding the type of event aiming to be provided and the use of an event company hire.

- Christmas Carols Evening. Dinner Options? Open grounds to allow families to picnic. Suggestion of food vans. Would need to start vans at 4pm and finish strictly at 5.45 due to prompt start of event. Start exploring availability which will determine whether a viable option. Coffee cart suggested to be available but deemed not needed due to wrong time of year for hot beverages.

#### **9. Items not on agenda. (Time permitting)**

- Travis submitted research as to 2024 big ticket items suggestions for fundraising to be targeted towards achieving in the new year.
  - 1 set of AFL Football goals and safety pads. Removable and cover caps available for extra space for other school sporting events. From Barfield Engineering.  
Estimated cost \$3800 +GST (Extra \$400 for caps)
  - Portable Aluminium Soccer Goals with wheels. Intermediate Size 3M x 2M.
  - Estimated Cost \$6500 +GST (Extra \$400 for Wheels)
- Approx Total : \$11 000.

**Close : 10:30am**

**Next Meeting: 7 November 2023.**