Xavier Catholic Primary School P&F Minutes
Meeting Date: 18th November 2025

1. OPENING TIME: 1803

2. OPENING PRAYER: PFF WA Prayers for Meetings

3. APOLOGIES: Shamila

4. PRESENT: Rechelle, Amber, Kelly, Corina, Louise, Travis, Giselle and Casey via Zoom

5. MINUTES OF THE PREVIOUS MEETING: Second by: Amber and Kelly

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

- All present agree to cost of $3400.20 towards purchase of faction gazebos.
- Big thank you to Harmony who kindly donated an A3 colour printer to us. We have purchased a $45 printer cartridge and a $9 cable to get it up and running, which has meant we did not need to use the funds allocated to buying a new printer (Unsure of budget – maybe $500?)
- Santa gift: 500 gifts purchased (125 4 packs) coming to a cost of $422.70

7. REPORTS:

Principle: Attached at the end

President: Attached at the end

Treasurer: Attached at the end

8. CORRESPONDENCE IN / OUT:

Segafredo- Invoice receieved for service and call out fee was disputed due to the fact the worker who came to service the machine found the machine to be of full working condition, the issue was actually due to faulty pods that were purchased. Out come reached with the company is for a credit of the call out fee to be applied to our account, and a 50% credit for the service fee.

Church group

Bonza-a-bounce. Confirmed booking for 5th December still stands. All is good to go

9. GENERAL BUSINESS

Big Breakfast: Voted $300 budget to cover expected costs.

Teacher Gifts: Always been a tradition for P&F to purchase a gift for teachers leaving at the end of this year. Await clarification which teachers will be leaving and confirm past amount spent.

Santa Visit: As mentioned $422.70 has been spent on gift per student to be given out by Santa. All members present vote yes to also purchasing 40 bags of Cadbury Santa Chocolates. Budget of $200 for this purchase. We need to confirm whom is going to be in our Santa costume. Will need to look at the size of the suit to check the height requirement of the adult. Option to ask Richard.

Sunscreen: 15 x 1L bottles purchased. One allocated to each class that indicated they required a new one. One added to the stock pile in sick room. Spares stock in there is now 5 bottles. Process moving forward is for P&F to check stock in the sick room at the beginning of term one and term four. Through out the year teachers are required to monitor their class availability to sunscreen and approve Ruth or Carol to be given a new bottle.

Readers:
Yearly srock take to be completed on Tuesday 9th December. If we can kindly have as many members assist. Reaching out to school community via whats app groups to ask for any helpers on this day also.

Entertainment Book:
Booklets arriving Friday 5th December advertising local events and activities. These can be handed out during week 9.

Scholastic organization representative.
Both Kelly and Ria interested in receiving more information regarding what is required for scholastic rep role.
Louise will tend to job description and allow possible candidates to nominate for the role.

Whatsup Photo sharing
Member of committee questioned whether or not it is okay to have photos of students at school events posted to these groups. Recently a parent who wasn't able to attend an event requested parents attending the school event post photos on the Whatsup group. Member querying whether this platform comes under consent required requirements. Travis will look into the rules around this and hand back to Executive team.

Budget
Treasurer presented the 2026 budget. See attachment at end

Colour Run update
Letter to teachers has been edited and approved by Travis. These will be distributed to teachers on Monday 24th November.

Timetable approved by Travis.

Time	
1230	Kindy and Pre-Primary partake in obstacle colour run
1300	Kindy and PP given Icey pole and popcorn P&F and volunteers Clean up and reset
1320	Year 1, 2 and 3 partake in obstacle colour run
1340	Year 4,5 and 6 partake in obstacle colour run
1400	All in/ Free activity play
1430	Icey Pole and Popcorn for years 1-6

School speaker system can be utilized on the day. Member Amber will attend to making a playlist of songs.

Next week Lousie and Kelly will meet on senior oval and measure out activities to finalise map of course layout. Map of layout of obstacle course. This is governed by water source which needs to be no more than 20m from the foam pit, power source no more than 20 m from foam pit and inflatable start line and water source for slippery slides and gazebo sprinkler run through.

Are we doing icey poles and popcorn or fruit or both? Mary has said Strawberries will be donated. Agreed Icey pole and Fruit to be arranged from students to have on the day. Mary kindly donating fruit, Thomas road strawberries donating strawberries. P&F doing icey poles. $200 budget agreed on for Icey pole purchase.

Rechelle contact Bedfordale volunteer fire fighters to see if they can attend event. Be great to have them wetting the slippery slide.

A total allocated budget of $200 has been approved for equipment for activities.

Foam pit ~ $50.00

Tyre stepping= $0. Ify has kindly said we can pickup tyres she has at her house, and return them once finished. Ria has offered to utilise her trailer and pick up tyres. They will need to be returned after event.

Balance Beam~ $25 for 5x wood planks

Hanging noodles on gazebo ~ $51

Hurdles = $0

Tunnels ~$40

Water Guns (all). Can every one please bring in what plastic tubs they can lend for the day and put them in the readers area labelled with your name.

Skip and Slide = $0. Borrowing one form amber and utilising long tarp P&F own

Cargo net crawl through (Amber)= $50

Tug-of-war = $0. Nicoles Mackenzie has arranged for Forrestdale Football clun to kindly lend us their rope for the day.

Christmas Carols Food trucks.

Food options booked in:

Tomato and Basil Pizza

K-Jun Kitchen

Mama's Kitchen

Frosty J's Icecream

The Healthy Crepe

Honey Crème-Bubble Tea and Drinks

Things to add to flyers include Last orders 1845. Open gates at 1600. Ask ice-cream van to move to outside church.

10. FUNDRAISING

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10. FUNDRAISING

- IceCream Parlour party has been won by Year 1 Gold, the ice cream parlour party is planned for Tuesday 25th November. If we could please have some volunteers for this. To commence at 1.40pm in under cover area. Voted on $150 budget to allow for icecream and decorative confectionary purchases. To confirm with Miss Rimmer if any one in her class has allergies. Click and collect to be submitted and ready for pick up on Kellys way to school for the event.
- 2026 Tuition Raffle planning. Travis to speak with Rosa regarding pricing and prizes. As we will look into getting it sorted for early in term 1 2026.

11. ITEMS NOT ON AGENDA:

Member ask if for 2026 and ongoing we can look into having a petty cash avalible to approved members for purchases agreed on. Travis has said he will speak to Rosa about it and see if this is possible.

Member presented quote for a spinning prize wheel to be purchased at a cost of $70. All present members vote yes. This can be utilised for games at the disco and welcome back evenings as well as drawing some raffles.

ACM meeting on Wednesday 26th November. All members present vote yes for a budget of $750 allocated to food and drinks purchases to cater for the evening.

12. NEXT MEETING:

ACM November 26th

13. MEETING CLOSED
1951

Chair Report

P&F Report – Term 4
18th November 2025
It has been a very busy term, and it will continue to be right up until the last week of term. We have completed a few events since the last meeting:
Teacher Appreciation Day
On Wednesday, 29th October, we celebrated our wonderful teachers and staff with a special lunch in the staff room. It was a small gesture to show our gratitude for their dedication and hard work throughout the year. Thank you to our members for their donations of food and support on the day. The lunch ran smoothly, and we believe it was well received by all the staff.
Parish's 80th birthday Festival
Last Sunday we had a coffee and Cake stall at the Parish's 80th Birthday celebrations. Special thanks to Mel, Sofia, Harmony, Corinna and Clare Bienkowski for helping me on the day, and to Kelly, Ria and Kylie for their donations of cakes. The day went well, and I estimate we made approximately $500 in sales.
To finish off the term we have the following events:
Big Breakfast – Tuesday, 2nd December
In collaboration with the Breakfast Club team, we're bringing back the much-loved Big Breakfast to celebrate the end of the school year. It's a great way to come together as a community and enjoy a hearty start to the day.
Christmas Carols Night – Thursday, 5th December
We have secured the following food trucks for the evening Frosty J's – Ice Cream truck, Tomato and Basil Wood fired pizza, K-Jun Junction- Asian Food delights, Mamma's Kitchen- Western Cuisine, Honey Crème-Bubble Tea and Drinks and the Healthy Crepe- Savoury and Sweet Crepe's. We hope families will come early and enjoy a festive evening with delicious food and great company.
Colour Fun Run – Friday, 5th December
Fundraising has now closed, we raised close to $4000. Prizes for the students who participated in the fundraiser are on their way. We will also hold an Ice Cream Parlour Party next week for Year 1 Gold, the class raised a total of $795.
We are also raffling off one of the donated scooter between the top 5 individual fundraisers next Thursday at the MJR assembly.
Planning is well underway for the obstacle course for the colour run with foam, we will hear more about that later.
We are sure these events will be well received by the school community.
We are fast approaching our ACM, where all P&F roles become vacant, as per the constitution, I would like to encourage everyone to please send in your nominations for the various P&F roles, whether it be for a committee position, general member or class rep. You can do this by following the link Giselle sent through on seesaw or attached to the newsletter.
As this is our last meeting as a smaller group, I would personally like to thank you all for your help and support, as President this year. Honestly could not have made it through the year without you all. As a new team, we hit the ground running learning on the go. I think we have all done a fantastic job, and withheld the high standards set by our previous P&F's. A few highlights/ goals we have achieved are:

Welcoming and encouraging involvement from new members from various cultural back
grounds. If, I continue as President next year I would like to build on this.
What's App group chats for each year group. It is great to see these groups have been used by parents as we intended. Giving the chance for parents to ask questions, arrange play dates, send reminders and general help each other out.
Easter Bunny Visit- The happy reactions from the children and the Easter bunny's dance on stage at assembly, PRICELESS!
To the Executive Committee team;
Thank you, Mel for your hard work behind the scenes managing the money! You have done an amazing job keeping everything accounted for.
Thank you, Louise, for being our secretary, book club and teacher birthday organizer, plus so much more! We are really going to miss you and 'Your get in and get it done approach'.
Thank you, Harmony, for your support throughout the year and for being our coffee machine expert.
Thank you Kelly, for looking after the readers program and for your amazing ability to make sense of my brain dumps to create lists of jobs/checklists etc to make sure we are organized at events and generally reducing my stress!
Thank you to Travis, Rosa, Giselle and Casey for their help and support, from answering many questions, sending 100's of Seesaw messages, setting up our fundraisers in Quickcliq and helping manage our banking, we are thankful for it all.
I wish everyone a smooth finish to the remainder of the term and look forward to finishing the year on a 'Çolourful' high note!

Principal Report

CATHOLIC IDENTITY

MJR Award:

The final MJR award for the year will be presented at the Digital Technologies & Library Assembly on Thursday 27 November.

Remembrance Day Liturgy:

Thank you to Mr Rosman and the Year 2 Gold class for leading the school in this year's Remembrance Day Liturgy. It was a moving ceremony acknowledging such an important day on the calendar.

LifeLink Day Award Winner:

During the year, the school was involved in the Archbishop's LifeLink Day initiative. The school's contribution to this initiative was on display at this year's Learning Journey and again at last weekend's Parish Festival. Recently, Archbishop Costelloe & Bishop Sproxton had to decide on two winning primary and secondary schools. Xavier was one of the primary schools chosen. We won the Special Acknowledgement Award. The school will receive a specially engraved award. A BIG thank you to all the classes for their contribution, and to Miss Gumina for all the work she put into creating the display boards, the movie and work behind the scenes.

Blessing of Religious Statue:

Last Sunday, at commencement of the Parish Festival, Bishop Don Sproxton blessed the school's new religious statue. He was very impressed with the design and was pleased to be able to bless such a wonderful symbol within the school.

Kindy Nativity:

Both Kindy classes will hold their Nativity on Monday 8 th December at 9.15am in the Undercover Area.

EDUCATION

Interschool Athletics Carnival:

Congratulations to all the students who competed in the recent Interschool Athletics

Carnival. Xavier started the second day of the carnival in sixth place out of eight schools. We finished the day in fourth place. A wonderful effort from all the athletes and Miss Aquino for the time and effort she put into training and preparing the team.

Swimming Lessons:

Congratulations to all the students from PP-Year 6 who will complete their swimming lessons at the end of this week. From all reports, the students have enjoyed their time at the pool.

2026 Kindergarten Transition & Parent Information Session:

On Wednesday 10 th December, there will be two separate information sessions for parents whose child will be commencing Kindergarten in 2026. This is an important meeting, as information regarding the kindergarten program will be presented. During the parent information sessions, children attending Kindergarten next year will attend a transition session where they will be able to engage with the teachers and peers they will be with next year.

2026 Transition Day:

This year's Transition Day will be held on Wednesday 10 th December for all Pre-Primary -Year 5 students. Current year levels will move to their next grade and spend a few hours with their teacher for next year. The current Year 6s will spend part of the morning in the church rehearsing for their Graduation Mass.

End of Year Reports:

End of Year reports will be sent home via SeeSaw to all families on Wednesday 10 th December. Thank you to all the class teachers for the time and effort they have put into writing and grading each student's report.

Year 6 Graduation:

This year's Year 6 Graduation Mass will be held on Thursday 11 th December at 9am in the Church. After Mass, there will be an assembly and awards ceremony held in the Undercover Area. The Year 6s will have a shared Graduation lunch with their parents/carers commencing at 12pm in the Parish Hall. I would like to thank Miss Vitanza and Mr Cox for all the work they have put into ensuring every single student in Year 6 has had the opportunity to flourish this year.

STEWARDSHIP

ACM:

This year's ACM will occur next Wednesday 26 th November at 6pm. It is hoped that parents will consider nominating for a position on the P&F for next year. There is a link to the nomination form in this week's newsletter. All nominations must be submitted by Monday 24 th November.

School Fees:

A reminder has been placed in every newsletter so far this term informing families that payment of outstanding school fees must be finalised by 1 st December 2025. In case families have missed the message in the newsletter, a SeeSaw message will be sent out to everyone in the coming weeks.

COMMUNITY

Pupil Free Day:

A reminder that there is a Pupil Free Day on Friday 28 th November for all students in Years K-6. OSHC will be open on this day for families who have enrolled.

Big Breakfast:

This year's Big Breakfast will be held on Tuesday 2 nd December commencing at 7.45am in the Undercover Area. Thank you to the parents who assist with the Breakfast Club for once again providing this wonderful opportunity for our community. The final Breakfast Club will be held on Thursday 4 th December. There will be NO Breakfast Club in the final week of term.

Xavier Feast Day Celebrations:

On Wednesday 3 rd December, the school will celebrate the Feast of Saint Francis Xavier. At 9am, Year 4B will lead the whole school in the Saint Francis Xavier Feast Day Mass. Continuing the Xavier Day festivities, thank you to the P&F for organising the Colour Run to be held on Friday 5 th December.

Carols Night:

This year's Carols Night will occur on Thursday 4 th December from 6.00pm for all

students from PK-Yr.6. The concert will be held on the senior oval. Families are invited to arrive early and either purchase food from a variety of food trucks available, or BYO their own picnic dinner. This year's evening is anticipated to be an enjoyable way to finish off the school year.

As this is the final P&F meeting for 2025, I would like to on behalf of Giselle, Casey, and the entire Xavier Staff, sincerely thank all the P&F committee members for your ongoing commitment to Xavier this year – your support has been immeasurable. I look forward to collaborating with you all again in 2026.

Treasurer Report

Xavier Catholic School P&F - Treasurer Report

as at 20 Nov 2025

Treasurer's Commentary on Financial Report

The P&F remains in a strong financial position, with a healthy closing balance close to $52k driven by income received through both fundraising activities and the P&F levy collected via school fees. Fundraising events have performed strongly this year with net proceeds making a meaningful contribution to overall funds, while the levy continues to serve as a reliable and substantial revenue stream. Expenditure to date reflects P&F priorities, with funds directed back into the school through our contribution to school literacy and classroom resources, sporting equipment and physical education programs and parent workshops.

After accounting for all income and expenses, the P&F maintains a comfortable net surplus of approximately $7.5k. The committee is well-placed to meet the remaining 2025 commitments associated with the Colour Run and Xavier Day celebrations. With stable reserves and a dedicated P&F committee, we are positioned to continue supporting initiatives that enhance student experience and strengthened school-community partnerships. This surplus, together with funds carried forward from last year can be confidently allocated to pre-approved commitments or considered for future projects once endorsed by the committee and Travis.

2025 Fundraising Summary

Term	Event Name	Funds Raised	Expenses	Final Profit
T1	Movie Night	$120	$18	$102
	Cookie Dough	$2,516	$480	$2,036
	Tuition Raffle	$4,200	$610	$3,590
	Easter Raffle	$1,071	$144	$927
T2	Mothers Day	$3,169	$2,004	$1,165
	School Disco	$1,121	$1,461	-$340
T3	Fathers Day	$4,383	$1,906	$2,477
	Sports Carnival	$2,693	$275	$2,418
T4	Colour Run	$3,692	$2,397	$1,295
	Xavier Day	$0	$0	$0
	Entertainment Book - All Year	$112	$0	$112
	Xavier Sports Bag - Received via Uniform Shop	$133	$0	$133
		$23,209	**$9,295**	**$13,914**

2025 Income Summary

Opening Balance - P&F Funds	**$44,366**
INCOME	
Net Funds Raised from Fundraising (see below)	**$13,914**
Funds Received From Xavier School Fees - P&F Levies	$19,851
Donation Received from OSHC [$1,000] & Other Third Parties [$50]	$1,050
TOTAL INCOME	**$34,815**
EXPENSES	
Community Events	
Parent Workshop - Resilience	$1,109
Total Community Events	**$1,109**
Donations to Xavier Catholic School	
50% Contribution to Edu-Dance Program	$8,050
Basketball & Netball Rings	$4,950
Breakfast Club	$2,592
Reading Program/s	$2,385
Classroom Lap Boards / Whiteboards	$1,399
Year 6 Leavers Shirts	$1,202
Other School Donations	$2,210
Total Donations to Xavier Catholic School	**$22,788**
Other P&F Expenses	
Catholic School Parents WA (CSPWA) Affiliation Fee	$1,782
Coffee/Tea Supplies	$830
Equipment + Repairs & Maint	$703
Printing & Stationery	$42
Total Donations to Xavier Catholic School	**$3,356**
TOTAL EXPENSES	**$27,253**
2025 SURPLUS	**$7,562**
Closing Balance - P&F Funds	**$51,928**

2026 Annual Budget
Xavier Catholic School P&F

INCOMING	**Units**	**$ per Unit**	**Total**
P&F Levies - Monies received from parents via school fees	325	$61.36	19,942
Other Donations			1,000
Funds Raised through Fundraising			
- Tuition Raffle	150	$20.00	3,000
- Easter Raffle	450	$2.00	900
- Mothers Day Gift Stall	300	$7.50	2,250
- Mothers Day High Tea	70	$30.00	2,100
- Fathers Day High Gift Stall	375	$7.50	2,813
- Fathers Day Breakfast	250	$2.00	500
- Disco	500	$5.00	2,500
- Bingo / Quiz Night	50	$30.00	1,500
- Sports Carnival			1,200
- Sports Bag	5	$20.00	100
- Entertainment Book	10	$14.00	140
Total Funds Raised			**37,945**
OUTGOINGS			
Free Community Events			
- Welcome Back Event			6,500
- Parent Workshop / Speaker - Cyber Security + Catering			1,750
- Parent Workshop / Speaker - Literacy + Catering			2,000
- Parent Workshop / Speaker - Bullying + Catering			2,000
Total Free Community Events			12,250
Fundraising Expenses			
- Tuition Raffle [prizes include adventure world pass + meat pack etc]			900
- Easter Raffle			200
- Mothers Day Gift Stall	300	$5.00	1,500
- Mothers Day High Tea	70	$25.00	1,750
- Fathers Day High Gift Stall	375	$5.00	1,875
- Fathers Day Breakfast			200
- Disco	500	$4.00	2,000
- Bingo / Quiz Night	50	$20.00	1,000
- Sports Carnival			800
- Other Fundraising Expenses			1,000
Total Fundraising Expenses			11,225
School Contributions			
- Grandparents Morning Tea			150
- 4x Liturgy / Prayer Services	4	$150.00	600
- Teacher Appreciation Lunch			2,000
- ACM Catering			750
- Year 6 Graduation Shirts	65	$25.00	1,625
- 50% EduDance			8,000
- Breakfast Club			3,500
- 50% Marquees			4,100
- Sunscreen			300
- Literacy/Reading Resources			2,500
- Stem Week			500
- Teacher Wishlists			2,500
- Performing Arts Costumes	50	$25.00	1,250
- Choir Costumes / Uniforms	50	$25.00	1,250
Total School Contributions			29,025
Other P&F Expenses			
- Printing & Stationery Supplies			500
- Event Signage			500
- Subscriptions			240
- Equipment Servicing / Repairs	2	$400.00	800
- Coffee Cart Supplies / Coffee Consumables			650
- P&F Affiliation Fee			1,950
- Equipment			1,000
- Other General P&F Expenses			250
Total Other P&F Expenses			5,890
TOTAL OUTGOINGS			**58,390**
NET REDUCTION IN P&F BALANCE		-	**20,446**