



Leschenault Catholic Primary School

Christianity Friendship Respect

LCPS P&F Meeting

10th May 2023 - MINUTES

Location: Staff Room

Time: 6.00pm

Welcome/Prayer/Reflection

Present: Linda Bramley, Ashlee Rose, Josie Leeder, Katherine Kaurin, Daniel Graves

Apologies: Rebecca Martin, Chelsea Norminton, Viv Mell

Previous Meeting

LCPS website under construction. Uploaded Minutes on hold approx. another 2 weeks before new website is ready. Paper copies of March Minutes provided in meeting for reference.

Minutes Accepted by 1st Ashlee Rose 2nd Katherine Kaurin

Actions from Previous Minutes:

- P&F have made \$1000 contributions to each year group level, and additional \$500 to specialist subjects Indonesian, Sport, Music & STEM. Daniel will keep us updated on the outcome of purchases in following meetings.
 - Donation to Ahlia's Kindness Day – a school pack has been purchased.
 - Exec Team Mandatory Training (Child Safety & Police Clearances).
 - Easter Raffle Wrap Up – thank you to Chelsea Norminton for coordinating.
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Correspondence

Correspondence In: Email from Ahlia's Kindness Day, Email request from Luke Portolan, Email from Groundsplash confirmation of installation

Correspondence Out: NIL

Reports

Principal's Report: Daniel Graves – See attached marked "Annexure A"



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President's Report: Linda Bramley

Welcome back to Term 2. A special thank you to school staff for assisting us by supporting our events and in particular our communications, it is much appreciated. The P&F is very excited for the installation of the Groundsplash artworks in the coming weeks.

Board Report: Rebecca Martin – See attached marked "Annexure B"

The P&F Meeting Minutes will be forwarded to Rebecca for communication back to the SAC at their next meeting. The P&F wish to make note that we are happy to support upcoming projects where possible. Discussion regarding the SAC's library upgrade and the P&F would like to support this at a later date and contribute.

Treasurer's Report: Katherine Kaurin

March Balance – see attached marked "Annexure C"

April Balance – see attached marked "Annexure D"

The P&F yearly budget/annual plan is included – see attached marked "Annexure E". These figures are subject to change however give an indication of our expenses/income for the year. Plan was reviewed, all in agreeance that this is an accurate indication of the year.

Figures true and correct: 1st Josie Leeder 2nd Ashlee Rose

General Business

- Mothers Day Stall

Thank you to Linda Bramley for coordinating the stall for another year and thank you to the volunteers that have offered their time to assist. Stall will be set up at the back of the undercover area after first bell. As there is a liturgy and swimming lessons also running on Friday Linda has set up a timetable which will be circulated to staff to ensure classes are available to attend. Note that we will monitor the feedback from Kindy who do not attend the stalls usually, however if this is something they would like to consider we will communicate with them for the Fathers Day Stall later in the year.

- Request for upgrade of disco equipment

A request has been emailed through from Luke Portolan regarding an upgrade to the DJ equipment as it is currently quite dated and there are issues with compatibility with the new music controller and laptop. Luke has emailed a possible replacement at approx. \$600. All in favour that the P&F are happy to fund the replacement of new disco sound equipment and/or the possibility of new lighting/sound gear totalling up to \$1000. Linda will communicate with Luke and Anne in regards to this happening. **Motion passed.**



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- Term 2 Disco

The P&F are looking forward to hosting a disco later in the term. Josie will communicate with Bree and Luke regarding their availability to assist. Potential dates are Friday 16th June or 23rd June. Once dates are confirmed a 'Save the Date' can be communicated to parents/students and a shout out for new volunteers to coordinate.

Following the meeting, the date has been confirmed for Friday 23rd June.

- Footy Tipping Fundraising Purchase Ideas?

The footy tipping competition profits are now available for spending at approx. \$5,000. All in favour that the P&F would like to purchase brand new sports marquees (with LCPS branding) for use at the sports and intersport carnivals. Daniel will communicate with staff/Cath Hancock regarding the type of marquee/s required. All in favour that ordering to be done as priority with the intention that they can be used this year at upcoming carnivals later in the year. **Motion passed.**

- Purchase of EFTPOS pre-paid cards for event purchasing rather than the reimbursement procedure?

Brief discussion regarding a pre-paid card option for when volunteers are coordinating an event that requires buying food/drinks etc to assist in them not being "out of pocket" waiting on reimbursement.

Meeting Close

Next Meeting: 14th June 2023


Meeting Closed: 7.30pm

Signature of P&F Chair

"Annexure A"

Date: 10/5/23

LCPS Principal Report to P&F

<p>Catholic Identity: <i>All our actions and all we do reflect our Catholic Faith</i></p>	<ul style="list-style-type: none"> • We welcome all our parents to our Mother's Day Liturgy coming up Friday at 2:30pm. Happy Mother's Day to all our school mums! • Last week Year 6 led a beautiful Anzac Day Prayer Service for our school. • Last term, our staff attended Mass for the Commissioning of CEWA staff for 2023. • In Week 9, our Year 3 classes celebrated their First Reconciliation. Much appreciation to families for your support, Father Robert for organizing all the priests and our staff who organised the liturgy and prepared our students. • First Eucharist Enrolment Mass is coming this weekend for many of our Year 4 students.
<p>Education: <i>Provide a high quality education focusing on academic excellence</i></p> 	<ul style="list-style-type: none"> • Kindy and Pre-Primary Health Screening has been undertaken these last two weeks. • Swimming Lessons commenced this week. • On 5th April, the majority of our parents took up the opportunity to meet with their child's teacher for Parent Teacher Meetings. We hope parents found this valuable. • Our choir is singing at Deacon Nathan Barrie's Ordination into the priesthood next week and the following day when he says his first Mass. • Thanks Mrs Hancock on a wonderful swimming carnival last term. • Last week our school was visited by Maria Richards- TFW Expert from the UK. She visited a number of schools kicking goals with the program and followed up with a workshop for key staff. • For the start of Term 2 PD- staff undertook training in a program called Top 10 Maths- this program is currently being implemented in Year 1 with a vision for Kindy and PP to take it up next year.
<p>Community: <i>Build a connected, Christ centred and child focussed school in partnership with our parents.</i></p>	<ul style="list-style-type: none"> • Thanks P&F for getting the P&F Footy Tipping up and running! • We are looking forward to Mother's Day Staff on Friday. • Thanks to all parents who have provided feedback to our school via the NSI Climate Survey- closing tomorrow. Results from the survey will be shared with families as we aim to continue to improve. • Uniform changes and clarity has been provided to parents in communication sent home last term following considerable consultation with parents, students and staff. • Our school was very proud to be represented by over 20 students and staff at the very wet community ANZAC Ceremony last month. • Mrs Ashleigh Greene has been doing a wonderful job leading our morning playgroups (2 groups each week). Both groups are now at capacity. This is a great way for us to connect young local families in our area. • Thanks P&F for your donation to our teaching staff to improve resources and supplies across our school. Anne is coordinating this and I will provide an update at our next meeting.
<p>Stewardship: <i>Develop highly skilled, effective and professional staff</i></p>	<ul style="list-style-type: none"> • Congratulations to Laura Reynolds who has accepted an offer to work at St Mary's Bunbury. From Laura: LCPS has been a huge, amazing part of my life for the past 13 years, full of wonderful memories, supportive staff, loving children and forever friends. It is honestly a community I have been so proud to be part of. This decision has not been an easy one to make, but one I feel will benefit my young family greatly. • Staffing changes have been made and this will be communicated with parents shortly. • Our school is getting independently Audited and we undergo a Review (QCESR) in Term 3. • Over the school holidays the Year 1 and Year 2 students had updated AV and whiteboards installed. Our goal was to provide the best learning environment to support staff in implementing key programs with fidelity.

"Annexure B"

LCPS School Advisory Council Report to P&F 10th May 2023

* Parish

There has been a resignation of 1x younger parish Pastoral Council member; Fr Robert has asked that the school community be made aware of the open position; Fr Robert would be happy to meet with any interested parent.

* Ground Splash

Items for approval have been received by the Leadership Team.

* Lighting Upgrades

Systematic upgrades have been taking place across the whole school campus to replace old style lights with newer efficient models.

* Kindy Area Outdoor Learning Area Upgrades

An action group of Staff and SAC members has been set up to upgrade the Kindy outdoor area; we are keen to make this a show piece due to its prominent location at the front of the school; fencing has been re-aligned to make the space larger; new play equipment is being investigated (water pumps, climbing fort, etc).

* Library Refurbishment

An action group of Staff and SAC members has been set up to upgrade the Library space; the year 6 classes have been involved in design discussions through their Art classes with Valma.

* Class Technology and Instructional Upgrades

An action group of Staff and SAC members has been set up to upgrade the technology equipment in each classroom; some classes have had this work already completed and it will be on-going throughout the year.

* Student IT Proposal

SAC looking at implementing in-class l pads for every student; trial with 2024 year 4 co-hort; details to still be finalised.

* Staff Study Funding

SAC looking at implementing funding to support Staff members who wish to further their teaching qualifications with tertiary study; reimbursements will be given to teachers following successful completion of study units.

* Connection to Indigenous Community

Carla Kay is working on engagement and inclusion of local indigenous culture and events (incorporating indigenous events in to the school calendar, establishing a yarning circle/meeting point, teaching students about indigenous customs); Indigenous themes to be visible around the school for both LCPS and the greater community to see; Local Noongar artis Cody Hill has been involved with the design of new Staff shirts and artwork/murals near the basketball courts, the nature play tunnel and Pre-Primary area.

* Perimeter Fencing

Proposal to close off all internal parts of the school with garrison type perimeter fencing; the school facilities are being widely utilised during the weekends by members of the general public, mainly oval and basketball courts; there is a small number of people coming into the school and causing vandalism and damage; decision has been made to install fencing around areas of the school to stop unlawful entry and on-going repair and maintenance costs.

"Annexure C"

Leschenault Catholic Primary School P&F
Balance Sheet
As at 31 March 2023

Assets

Current Assets

Catholic Development Fund Bank Account	0.00
Catholic Development Term Deposit Balance	0.00
LCPS - P&F Ledger Balance	6,333.31

Net Assets 6,333.31

Reconciliation

Catholic Development Fund Bank Account

Balance BF 1 March 2023	36,410.00
Plus: Total Deposits	102.23
Less Total Payments	<u>36,512.23</u>
Balance as per Accounts 31 March 2023	0.00

Catholic Development Term Deposit Balance

Balance BF 1 March 2023	6,399.26
Plus: Total Deposits	60.24
Less Total Payments	<u>6,459.50</u>
Balance as per Accounts 31 March 2023	0.00

LCPS - P&F Ledger Balance

Balance BF 1 March 2023	6,333.31
Plus: Total Deposits	43,899.73
Less Total Payments	<u>272.09</u>
Balance as per Accounts 31 March 2023	49,960.95

Total Equity 49,960.95

Summary:

Opening Funds as at 1 March 2023	
- Catholic Development Fund	36,410.00
- Catholic Development Term Deposit	6,399.26
- LCPS - P&F Ledger Balance	6,333.31
Net Income/(Expenditure) for the month	<u>818.38</u>
Closing Funds as at 31 March 2023	<u>49,960.95</u>

Represented by:	0.00
- Catholic Development Fund	0.00
- Catholic Development Term Deposit	0.00
- LCPS - P&F Ledger Balance	49,960.95
	<u><u>49,960.95</u></u>

Leschenault Catholic Primary School P&F
Income & Expenditure Statement Balance Sheet
For the month ended 31 March 2023

	\$
<u>Income</u>	
Interest Received	162.47
Easter Raffle Ticket Sales	2,678.00
Total	<hr/> 2,840.47
<u>Expenditure</u>	
Error - Duplicate Accounting for AMD Invoice	250.00
Meeting Refreshments, Easter Bunny Costume	172.09
Footy Tipping Weekly Prizes x 10	1,600.00
Total	<hr/> 2,022.09
Net Income	<hr/> 818.38 <hr/>

"Annexure D"

Leschenault Catholic Primary School P&F
Balance Sheet
As at 30 April 2023

Assets

Current Assets

LCPS - P&F Ledger Balance 53,002.65

Net Assets 53,002.65

Reconciliation

LCPS - P&F Ledger Balance

Balance BF 1 April 2023 49,960.95

Plus: Total Deposits 5,064.61

Less Total Payments 2,022.91

Balance as per Accounts 30 April 2023 53,002.65

Total Equity 53,002.65

Summary:

Opening Funds as at 1 April 2023 49,960.95

- LCPS - P&F Ledger Balance 49,960.95

Net Income/(Expenditure) for the month 3,041.70

Closing Funds as at 30 April 2023 53,002.65

Represented by:

- Catholic Development Fund 0.00

- Catholic Development Term Deposit 0.00

- LCPS - P&F Ledger Balance 53,002.65

53,002.65

Leschenault Catholic Primary School P&F
Income & Expenditure Statement Balance Sheet
For the month ended 30 April 2023

	\$
<u>Income</u>	
Footy Tipping Entry Fees	5,250.00
Total	<u>5,250.00</u>
<u>Expenditure</u>	
Commissions Paid	185.39
MD Stall Cost of Sales	1,552.00
Easter raffle Prizes (Reimburse C Norminton)	470.91
Total	<u>2,208.30</u>
Net Income	<u><u>3,041.70</u></u>

"Annexure E"

LCPS P&F

Annual Plan/Budget to 31 December 2023

	Budget (GST ex)	
Opening Funds as at 1 January 2023	44,341.90	
<u>Income</u>		
Discos	2,500.00	<i>increased by \$500</i>
Easter Raffle Tickets	2,500.00	<i>based on actuals</i>
Fathers Day Stall	2,000.00	<i>based on 2022</i>
Footy Tipping - Sponsorship	4,550.00	<i>based on actuals</i>
Footy Tipping - Entry	5,250.00	<i>based on actuals</i>
Mothers Day Stall	2,000.00	<i>based on 2022</i>
Movie Night	750.00	<i>based on 2022</i>
Wine Fundraiser	3,000.00	<i>based on 2022</i>
Interest	150.00	<i>based on actuals</i>
Total Income	<u>22,700.00</u>	
<u>Expenses</u>		
Commissions Paid	200.00	<i>based on actuals</i>
CSPWA Affiliation Fees	2,000.00	<i>based on actuals</i>
Disco	1,200.00	<i>increased by \$200</i>
Easter Raffle Prizes & Costume	600.00	<i>based on actuals</i>
Donation - Class Gift	11,000.00	<i>as per special meeting 18/3/23</i>
- Disco Equipment	900.00	<i>as per LP request</i>
- Groundsplash	16,500.00	<i>as per quote received</i>
- Marquee	2,200.00	<i>as per quote received</i>
- Wet Weather	1,000.00	<i>as per special meeting 18/3/23</i>
Donations - External	600.00	<i>based on 2022 (Kindness Day)</i>
Fathers Day Stall	2,000.00	<i>based on 2022 (Kindness Day)</i>
Footy Tipping Prizes	4,150.00	<i>based on competition outline</i>
Meeting Expenses	150.00	<i>based on 2022</i>
Mothers Day Stall	1,500.00	<i>based on 2022</i>
Movie Night	750.00	<i>based on 2022</i>
Total Expenses	<u>44,750.00</u>	
Movement	<u>-22,050.00</u>	
Estimated Balance 31 December 2023	<u>22,291.90</u>	