

Parents and Friends - St Kevin's Catholic Primary School

57 – 59 Oaks Avenue, Dee Why NSW 2099 (02) 9971 1644

P&F Meeting Minutes:

Date: Wednesday 24 May 2023

Time: 7 – 8:00pm

Location: School Library and Zoom

Attendance:

Lorraine Vincent - Principal

Nick Dowler – Assistant Principal

John Hennessey – President

Scott Tobin – Vice President

Tami Griffith - CSP Parent

Alex Beckwith - Uniform Shop Coordinator

Katie Kirwan - Secretary (via Zoom)

Sponsorship & Fundraising Coordinator – Mel Navin (via Zoom)

Agenda Items

1. Opening prayer – Lorraine Vincent

2. Presidents Welcome – John Hennessey

John acknowledged the success of the recent events:

- Twilight Social
- Mother's Day Stall
- Bush Dance
- Oaks Avenue Band

John thanked everyone who helped and participated in each event.

3. Principal's Report – Lorraine Vincent

Many thanks to the P & F and all parents who assisted at the Bush Dance. It was a great family and community event.

St Kevin's Feast Day – Thursday 3rd June. We will celebrate the day with a whole school liturgy and a fun event involving all students, from Kindergarten to Year 6

A hugely successful Mother's Day afternoon tea and liturgy was held last week with 70 mothers and grandmothers in attendance.

Enrolments for Kindergarten 2024 are strong. Two successful open days, March and May.

Students from Year 2 – 6 are engaging in coding lessons. Kindergarten and Year 1 will have their lesson in Term 4

Students from Kindergarten to Year 6 will be asked to compete in the Bishop's Art Prize, which can be a creative piece, from artworks, to music and dance.

Thanks to the P & F for the payment of coding lessons, play space equipment and charging stations.

4. Treasurers Report – Provided by Adrienn Sweeney

Financials

Bank Account: we started the year with \$42,558.03 in the P&F bank account and we currently have \$20,604.14

Outstanding invoice(s):

1 for uniform shop for about \$300.

Income/Expenses this year: To date - We have

Income in the bank of \$16,224.88 and

Expenses of \$38,178.77

Cash:

We have about \$700 cash in school office – for Bush Dance

Events

Twilight Social (Mar)

Expenses: ~\$1,958

Mother's Day Stall (May)

Income: \$1,660.10

Expenses: \$1,036.25

NET: we made about \$623.85 in cash + some stock left

Bush Dance (May)

Income: \$3,243.3

Expenses: ~\$2,217 (not 100% sure if everyone has submitted their expenses yet)

NET so far: \$1,026.93

John noted that there are some expenses yet to be submitted.

LunchFox Income

Jan: \$ 48.96

Mar: \$ 114.96

Apr: \$ 118.84

May: \$43.9

Donations to School

Charging station for tablets (Y3-Y6) - \$10,160

Coding classes \$3,049

Books for stage 1 - \$915

Giant Polydron Construction Set – play space - \$538.84

Mud kitchen

Container for rugs (mat holder)

Bilingual Books for library

Herbs and plants for eco garden in play space

Fairy lights

Ladder

Already paid for:

DJ for School Disco

5. **Uniform Shop Report – Alex Beckwith**

A replacement uniform shop coordinator will be needed next year.

Alex noted:

- Second Hand uniform shop has been very successful recently.
- Due to the increased cost of living the P&F were asked to consider the following:
 - one type of shorts for boys to save the expense of having to buy two
 - one shirt for both boys and girls for the winter uniform
 - one tie only for the winter uniform
- Consideration should be given to more uniform options for transgender children.

6. **Link to Learning – The Changing Religious Education Curriculum from Kindergarten to Year 2 – Rebeca Magill**

- Lessons are based on practical learning principles, like that of the Montessori method.
- Rebecca demonstrated how the children will learn the principles and the scriptures, and how the lessons will run.

7. **General Business**

7.1 **Bush Dance Evaluation**

John thanked Scott and Heidi for sharing the procedures document for the Bush Dance with the P&F. This will be updated annually with learnings from the most recent event.

Learnings:

Food: Successful – no surplus stock. Suggest next year the ice cream supplier is booked earlier as they were not available for this years' event.

Tattoos & hairspray: very successful stall, loved by the children. More helpers required.

Raffle: Very good turnout for the raffle. If anything, there were too many prizes. Calling out the winners took a considerable amount of time. Next year, revert to writing names on tickets to speed up the process, consider limiting raffle prizes and having more lucky door prizes, and sell tickets via QKR.

Action: P&F to discuss further and plan for next years event.

Volunteers: Signup app worked really well and all tasks were allocated.

7.2 **Upcoming Events**

Father's Day Stall: 31 August – Year 5 and Year 2

Father's Day Breakfast: 1 September - school

School Disco: 15 September Kindergarten and Year 2

DJ already booked and paid for.

7.3 **Lost money & surplus raffle prizes**

- John was handed some money at the Bush Dance.

Action: Class parents to ask their classes if anyone lost some cash at the bush dance.

- Surplus raffle prizes: there are still a few unclaimed prizes Ticket numbers to be circulated in minutes. If still unclaimed items, P&F to contact remaining raffle prize providers and ask if the expiry dates can be extended to allow for inclusion in another fund-raising event.

Purple F 53 and Purple F 23

7.4 Uniform

- The girls winter tunic is heavy. Consider other options.
- Consider whether girls can wear pants during winter.

7.5 Toilets

Lorraine noted that she is aware about the poor state of in the girls and boys toilets, in regards to repair and maintenance. Normally Lorraine would have sorted the maintenance herself but there has been a change in the procurement process. Lorraine has requested two quotes: one for a repair of the existing facilities, and another for a complete replacement. Quotes will be sent to CSBB for clarification and approval. If a complete replacement is the better option, this will be deemed capital works and will need to be authorised by the Director of CSBB.

7.6 Air conditioning

Lorraine confirmed that all classrooms have portable air conditioning units. Fixed air con units for all classrooms have been put forward to Facilities at CSBB and this will be addressed later in the school year.

7.7 Fund raising

Mel advised that requests for donations for fund raising events need to be done either at the beginning of the financial year, or the end of it to allow for organisations to budget for the donation.

Action: Lorraine to provide the P&F with draft fundraising events for the next financial year.

Next meeting: 16 August 2023

Meeting Closed 8pm