



**ST LUKE'S CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION  
MEETING MINUTES**

**FOR THE MEETING HELD ON: Wednesday 24<sup>th</sup> February 2016  
COMMENCING AT 6:30PM**

**Attendees:**

Velma Erskine	Jason Baker	Jessica Stojkovsia
Tracy Detata	Nicki Francis	Nicole Barrett
Antony Vlahov	Sarah Zjadic	Linda Firth
Hayley Tait	Mariane Melo	Natasha Morgan
Natalie Campbell	Renae Hilder	Fiona Natdi
Georgia Millad	Karen Cadd	Jen Sharpe
Nicole Miller	Angela Testa	John Mason
Lianne Noonan	Ashley Schep	Sarah Morrow
Suzanne Ryan	Sarina Latouche	Kym Spencer

**Apologies:**

Rebecca Mackie	Vanessa Robinson
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**1. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the meeting held on October 28<sup>th</sup> 2015 were confirmed as a true and accurate record. Forwarded by Nicki Francis and seconded by Nicole Barrett.

**2. CORRESPONDENCE INWARD**

Fundraising pamphlets

**3. CORRESPONDENCE OUTWARD**

Letter sent to Bunnings Joondalup asking for a date to hold our sausage sizzle fundraiser for 2016.

**4. PRINCIPALS REPORT – Velma Erskine**

Welcome back to all parents to the start of 2016, I extend a special warm welcome to new parents who join us for the very first time. The term started extremely smoothly thanks to the efforts of our office staff and Assistant Principals who, ensured all necessary administrative tasks were achieved prior to the commencement of day one. The two staff planning days held on Thursday and Friday prior to the children

commencing proved most valuable as we focused on school improvement planning with a particular focus on Numeracy and other school focus areas for the school.

### *Religious Education*

We held our first ‘whole school’ mass on the first Wednesday of the term. This was a very special occasion for the staff and students of our school.

### *Ash Wednesday*

Wednesday, 10 February was Ash Wednesday, which signified the commencement of Lent in our Catholic Church. We celebrated Mass in conjunction with parishioners to St Luke’s Church. Students from Year 3 – 6 attend the Mass. Ash’s were distributed to younger grades by the year 6 students.

### *Commissioning Mass*

The annual Staff Commissioning Mass was held at St Luke’s parish on Thursday 11 February. Staff from both catholic primary and secondary schools in the northern region came together to celebrate the beginning of the school year. Emeritus Archbishop Hickey celebrated this mass.

### *School Focus – Year of Mercy*

We continue to challenge each other, to exhibit excellence as we strive to do everything to the best of our ability by using our gifts and talents and ourselves. The Bishops of WA have mandated that as a catholic school we be called to ACTION. We are called to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the spirit of Jesus Christ. In our Catholic world this year we are living a jubilee Year of Mercy, called for by Pope Francis. We are invited by Most Rev Timothy Costello, Archbishop of Perth to put at the heart of our efforts this year this quality of mercy. No doubt “mercy” means different things to different people. Mercy calls us to go beyond the letter of the law, or strict limits of our contracts, or overly-careful calculations about what we or theirs deserve. Large-heartedness ‘calls us to look at life through different lens, with different eyes.

### *Staffing*

Staff have settled well into the school year. This year we welcome a number of new staff to the St Luke’s School Community.

- Miss Andrea D'Onofrio – Italian Teacher
- Mrs Lisa McClue – Kindy White Teacher

We welcome back,

- Mrs Carolyn Dalglish – Education Assistant.

I have no doubt that you will join with me in making their transition into our school community as smooth and as welcoming as possible. Mrs Angela Papiccio will be taking leave from school commencing in Term Two for the remainder of the 2016 school year. In the absence of Mrs Papiccio, Mrs Christine Bauer will continue to teach the year four class with her teaching days increasing to three days per week. We are currently in the process of appointing a class teacher for the remaining two days.

As soon as a suitable teacher is appointed, I will inform the school board and the year four white parents.

### *School Numbers*

Our school numbers indicate that we have 464 children from Kindergarten to year 6. We still have large waiting lists in many of the year levels. Interviews for kindergarten position for 2017 will commence in week 7 of this term.

### *Parent Information Nights*

These meetings were designed as an opportunity for the parents to receive communication from the principal and leadership team as to the priorities for the school year. They also provided a chance for teachers to outline to parents what the expectations are for the year as well as the required procedures within the class. A very good turn out was received at all of the evenings.

### *St Luke's Care Program*

Ann Peart would like to meet with class representatives to discuss the St Luke's care program with parents. Ann will be the liaison person, she would just like to touch base and explain her role to parents. Meeting will be held on Thursday 3 March at 9am in the staffroom.

### *PAL (Parents Assist Learning) @ St Luke's*

We will be running a parent helper information session for year one and year two parents on Thursday 10 March commencing at 9am in the kindy white classrooms. Parents wishing to assist in the classroom will need to attend this session. Information has gone home to parents in years one and two.

## **5. TREASURER'S REPORT – Antony Vlahov**

*Bank Balance as at 24th February 2016 is \$42,152.81*

Receipts since last meeting totalled \$6,296.59:

- o Sports Day Cake Stall \$719.55
- o Entertainment Books \$1,521.00
- o School Disco \$1,685.40
- o Carols By Candlelight \$1,824.65
- o Footy Tipping \$300.00
- o Evening on the Green \$200.00
- o Bank Interest \$45.99

Payments made since last meeting \$13,836.75:

- o Carols By Candlelight \$1,071.32
- o Nanga Bush Camp \$1,000.00
- o Evening on the Green \$2,077.00
- o Yr 6 Graduation \$376.50
- o St Luke's CPS Equipment \$9,191.00
- o AGM Expenses \$120.93

## Outstanding Deposits

- o Evening on the Green approx. \$1,500

## Invoices to be paid:

- o Evening on the Green \$480.40

## **6. FUNDRAISING REPORT**

### *Evening on the Green*

Thank you to the co-ordinators Jessica and Mariane. Fantastic to see so many people involved helping to lighten the load. It was a great way to kick off the event calendar for 2016. So far there has been no negative feedback in relation to the ticket sales being online - \$1300 funds raised for the evening, and the survey conducted by parents in regards to the evening has been successful.

### *Easter Raffle*

Ticket sales commencing Monday 29<sup>th</sup> February

### *Mothers day stall*

Year 5 will again be organising a Mother's Day stall for the children to purchase an item.

### *Fundraising ideas for 2016 – group discussion with those in attendance:*

- Quiz night (Tables of 10)
- ADIDAS fun run
- Movie Night
- Drink bottle fundraiser
- Wine raffle
- Children sleepover
- Fete – to be held if there were enough parents to organise a committee
- Entertainment book
- Read-a-thon
- School cookbook
- Art work display
- Cake stalls – Could be run by Kindy parents at the sports carnival
- Artwork Christmas cards (\$2.60 per pack of 100)
- Car boot sale (\$20 per bay)
- Wanneroo Show (Tickets/Parking)
- First Aid kits
- Fashion swap (Donate clothing – stylist – 3 garments)

## **7. BOARD REPRESENTATIVE REPORT – Nikki Barrett**

The school board met recently and introduced the new members of the board. Discussion was had in regards to a Year 6 camp.

## **8. GROUNDS REPORT**

Old heaters

A list of small jobs has been created for maintenance.  
The hooks adjacent to the Year 5 classroom needs to be fixed and parents have made comment that the second row of rails are not necessary.

## **9. REVIEW OF ACTION LIST – Tracy Detata**

### *Christmas Carols*

It was discussed whether a whole school Christmas Carols would be held in Term 4.  
Further details will be made available in the upcoming months.

## **10. GENERAL BUSINESS**

### *Items which were voted on:*

- Athletics Subscription- \$5500 plus GST (Vote passed unanimously in favour)

## **11. NEXT MEETING**

Wednesday 23<sup>rd</sup> March 2016

6:30pm in the St Lukes' School Library.