

Meeting Location: Loreto Nedlands, 80 Webster St,
Nedlands, WA 6009

Meeting Date: Wednesday 3rd August 2022

Meeting Commenced: 6.30pm



LORETO
Nedlands

P&F Meeting

SECTION	MINUTES	LEAD
Present	Loreto Nedlands: Rebecca Barfoot (RB) - Assistant Principal P&F Committee: Jennifer Roughan (JR) - President, Anita Moullin (AM) - Vice President, Andrea Coad (AC) - Treasurer, Bridget Beesley (BB) - Parent Rep Co-Ordinator, James O'Sullivan (JOS) - Secretary Parents: Patrycja Spears (PS), Sarah Whitehouse (SW), Rebecca Swan (RS), Quinn Emmons (QE), Kerry Smart (KS), Natasha Demarte (ND)	Rebecca Barfoot & Jennifer Roughan
1. Welcome, Acknowledgement of Country & Opening Prayer	Heavenly Father, as we begin this meeting today we bring your presence with us. We speak your peace, your grace, your mercy and your perfect order. We acknowledge your power over all that will be spoken, thought, decided and done within these walls. Lord, we thank you for the gifts you have blessed us with. We commit to using them responsibly in your honour. Give us a fresh supply of strength to do our job. Anoint our projects, ideas, and energy so that even our smallest accomplishments may bring glory to you. Lord, guide us during our discussions. When we are burned out, infuse us with the light of the Holy Spirit. Enlivened by the Spirit, may the work we do be responsive to the needs of all. Lord, we give You the glory for what we accomplish in Jesus' name, Amen.	Jennifer Roughan
2. Apologies	Christine Biggs-O'Sullivan (CB), Brooke Rubino (BR), Kaye DePardo (KD)	James O'Sullivan

3. Confirmation of Minutes	Agreed	Jennifer Roughan
4. Presidents Report	<p>President welcomed attendees to the first meeting for Term 3.</p> <p>This Term once again has a lot going on for the P&F. We will have the usual sausage sizzle, Retro Bingo is this Term, and we are continuing to work on our Loreto Recipe Book.</p> <p>Given that we had our last meeting at the last week of Term, President doesn't have much else to report.</p> <p>President handed over to Rebecca Barfoot – Assistant Principal for the Principals report.</p>	Jennifer Roughan

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<p>5. Principals Report</p>	<p>Loreto Nedlands creates empowered thinkers who are inspired to excel, feel confident to lead and show compassion as they serve others in the spirit of Mary Ward.</p> <p style="text-align: center;"><i>Inspired. Confident. Compassionate.</i></p> <p>LORETO NEDLANDS PARENTS AND FRIENDS ASSOCIATION PRINCIPAL REPORT 3 August 2022 2022: Loreto Schools Australia Year of “Freedom”.</p> <p>Freedom Freedom, meaning being independent without restrictions.</p> <p>Our Year Six students thoroughly enjoyed the visit to Canberra in the first week of this term. We were blessed with no illness throughout our time over there which was very fortunate. The staff that attended have completed a thorough review of the experience to ensure that students continue to have a wonderful immersion of what Canberra has to offer both educationally and for teambuilding and leadership experience.</p> <p>Our new Fence is continuing to move forward with fabrication of the fencing currently being carried out. Work will not commence for probably another two weeks. I understand that there will be a period of adjustment, however, as noted, this has been done in the best interest of your children and the grounds of Loreto Nedlands.</p> <p>The Uniform Shop has now closed onsite and is fully operational at JFE. Correspondence with full details may have gone out today or will do so tomorrow. The website will also reflect the new information. As you are aware we are undergoing new branding, however, we still have a great deal of stock with the old logo. This stock will be sold first, we are not required to have the new logo into play immediately. We endeavor this to happen by commencement of 2024.</p> <p>Our 125 Years Celebration commences next Thursday. I encourage you to register if you have not done so as yet. I look forward to celebrating with past and present Loreto staff, parents and families.</p>	<p>Rebecca Barfoot</p>

	<p>Donnelly, has been a wonderful addition to our Loreto Nedlands family. He is very much loved by students and staff. When Donnelly moves through the school he is always on a leash and supervised by an adult.</p> <p>Finally, I will be on sick leave from 19 August for three weeks as I undergo a hip replacement. Rebecca Barfoot will be Acting Principal during that time.</p>	
6. Treasurers Report	Andrea Coad didn't need to present the Treasurers report as there was nothing to update from the last meeting.	Andrea Coad
7. General Items	<p>a. Disco Friday October 21st 2022</p> <ul style="list-style-type: none"> - Change of Date and update from Kathryn Monaco - Planned to start 4.30pm (Juniors 5 to 6)– finish by 7.30pm - Louise Miller to prepare flyer <p>b. Second hand Uniform Shop – general discussion</p> <ul style="list-style-type: none"> - Run a for profit secondhand shop – profits to P&F - Consider a “Donation Day” – for parents to hand in and P&F to sell uniforms. End of Term 3 – pick a day when lots of people are around! Needs volunteers – Bridget - Confirmed as a trial! - Rebecca to confirm when Blazers need to be ordered in 2023. - Rebecca will ask/consult with Rika in relation to have a samples on site at Loreto - Hold this for now > Facebook page – people can contact buy/sell, administered by P&F volunteers <p>c. Father’s Day Breakfast (2nd Sept) – Budget \$500</p> <ul style="list-style-type: none"> - Dad volunteers required – same format as last year! - P&F to purchase and organize - James to coordinate on day + a few from Yr. 6 to assist - Louise will prepare the flyer <p>d. P&F President Role – 2023</p> <ul style="list-style-type: none"> - Kathryn Monaco volunteered for President with nominations to be tabled at the AGM. - President has given an early notification that this will her last year as President of the P&F, so the P&F will need a new President next year. JR is happy to talk to anyone who might be interested in the role. 	<p>Kathryn Monaco</p> <p>All</p> <p>Rebecca Barfoot</p> <p>Bridget Beesley & James O’Sullivan</p> <p>All</p>

	<p>- For anyone interested in the role the responsibilities of the President is as follows:</p> <p>PRESIDENT</p> <p>The key task of the President is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the Principal and teachers.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Plan and chair meetings in consultation with the secretary and principal. • Ensure meetings run according to the agenda and the constitution. • Ensure fair discussion - give all an opportunity to speak. • Ensure activities are sanctioned by Principal. • Work with the Treasurer to ensure financial accountability. • Ensure decisions are carried out. • Encouraging parents to get involved. • Helping parents feel welcomed and supported at the school. <p>- President will send out the P&F “Roles and Responsibilities” to Class Reps to send out to parents</p> <p>- Would be great to get Class Reps to promote next P&F – with cheese & wine on site</p> <p>- Would like to promote the P&F at events and get more people involved</p> <p>- Suggestion of doing a coffee morning in the staff room, a great idea, hopefully before next meeting!</p>	
<p>8. Upcoming Events – Fundraising Opportunities</p>	<p>a. Fundraising Committee provided and update and discussed the following topics</p> <p>b. “Retro” Bingo Night – Term 3, week 9, 10th September 2022 > confirmed</p> <ul style="list-style-type: none"> - This is booked and we are gathering some good prizes to utilize on the night - More focused on fun than fundraising (low key)! 	<p>All</p>

- Some outlay > \$25 / person
- Teams & Tables of 10 > with byo food & wine

c. Cookbook – 125 Years of Loreto

- Now on the tail end of getting recipes, then editing and pre-order
- Rebecca to follow up with all teachers + staff > Jo to provide list
- Check/confirm if number of books can be increased
- Consider/evaluate bulk in store sale
- Pre-purchase deadline till 21st Aug, with price increase to take effect after pre=order

d. Bunnings Sausage

It was discussed and agreed that James will approach Bunnings Claremont to secure a day (Sat) to hold a “Sausage Sizzle” as a fundraiser for the school and to promote/sell the cookbook in the community.

e. Tuition Raffle

- Run it with ½ Tuition and 1-2 other prizes to win or 3 x \$1,000
- Permits required as it’s a game of chance
- Aim for Bingo night!

f. Colour Run

- On Mission day
- P&F organize (need someone to coordinate), Mr McCallum to run on the day
- Arrange the kids to get sponsors – P&F to organize sponsorship forms and purchase of color run materials
- Fundraising for Mary Ward International – focus on justice for indigenous people for Mission week and looking at MWIA projects such as the Piriwa Op Shop and Enterprise Hub in Balgo, WA and the Bourke Men’s Centre in New South Wales. These projects aim to build community leadership and the skills of local indigenous people.

g. Crazy Camel

- Andrea Coad is currently organizing
- Good money raiser for very little P&F effort!

<p>9. General Questions/Discussion</p>	<p>a. Sausage Sizzle: need “tri-booking link” + No real need to update procedures (normally works well). School orders should stay in place.</p> <p>b. 2023 target: new Finance Manager has asked for P&F to advise how much will be allocated for FY2023 > likely to be same overall amount as this year.</p> <p>c. Social Media: Bridget mentioned about strange content on Loreto FB page! What are the guidelines? There was also a discussion around the Loreto Nedlands social media pages, specifically including that details about upcoming notice of events where children are present not posted on the school social media in advance of the event (i.e. time/date/location of disco should not be posted on the Loreto Nedlands Facebook.</p> <p>d. Technical Difficulties - School Documents: discussion around issues for some parents not being able to open letters sent from Loreto Nedlands via links to Outlook documents (would a PDF version shift this?). A number of parents noted they could never open these documents. Others noted they could only open on devices where they had the outlook app / outlook account. Something for school to follow up.</p> <p>e. Flyers /Templates / Branding Action Item: clarification required regarding whether internally circulated flyers for P&F events (i.e. disco / father’s day breakfast) need to follow the Loreto branding templates? i.e. can we create the Disco flyer if only circulated internally? Additionally going forward, for events like the Art Exhibition which will be run by both P&F and school; where there will be both internal / external communication - some collaboration between P&F and the School regarding execution of invites/messaging etc would be helpful so all are consistent.</p>	<p>All</p>
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9. General Questions/Discussion

SECTION	MINUTES	LEAD
Spotlight on: Small Group Chats	N/A	
OH&S – Work Health and Safety	N/A	
Next Meeting	Wed 14 th Sept 2022 (Term 3, WK 9)	All