



## Mater Christi Catholic Primary School Parents & Friends Meeting

### Meeting Minutes

**Date:** 23 August 2022 **Venue:** Mater Christi Staff Room & Online

**Chair:** Lesley Pascuzzi (LP)

**Minute Taker:** Zoom Recording

<p><b>1. Welcome</b> – Opening Prayer &amp; Acknowledgment of Country (LP)</p>
<p><b>2. Attendees:</b></p> <p><b>Executive:</b> Lesley Pascuzzi (LP), Barbara Thurston (BT).</p> <p><b>Office Bearers:</b> Damien Amsuss (DA), Derrick Martins (DM)</p> <p><b>General Members:</b> Tracey Shaw (TS), Rebecca Bates (RB), Jocelyn Clyne (JC), Chelsea J (CJ).</p> <p><b>Leadership Team:</b> Toni Kalat (TK), Julie Southwell (JS).</p> <p><b>Apologies:</b> Vicky Hartill (VH), Sinead Chidlow (SC), Michelle Hall (MiH), Helen K (HK), Renae Zelich (RZ), Brooke Velterop (BV)</p> <p><b>Meeting opened: 7.06pm</b></p>
<p><b>3. Previous Minutes:</b> 21 June 2022 <b>Accepted by:</b> TS <b>Seconded by:</b> RB</p>

Ref	ISSUE	DISCUSSION	ACTION	By Whom
<b>4. Business Arising from previous minutes – Action Report</b>				
4.1	Action Report	<ul style="list-style-type: none"> <li>Action report attached</li> </ul>		LP
<b>5. Standing Items - Committee Reports</b>				
5.1	President (School Advisory Committee Rep)	<ul style="list-style-type: none"> <li>Report attached</li> <li>Tracey Richardson resigned as Vice President in early August. Thank you, TR, for all your work and volunteering efforts with P&amp;F and we wish you all the best.</li> <li>Thankyou to all staff and admin for ongoing support</li> <li>CEWA Parents Wellbeing Survey – reminder to complete</li> </ul>		LP

<b>Ref</b>	<b>ISSUE</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>By Whom</b>
5.2	Vice President	<ul style="list-style-type: none"> <li>No report – position vacant</li> </ul>		Vacant
5.3	Principal	<ul style="list-style-type: none"> <li>Report attached</li> <li>RZ will continue as upper primary VP for another 12 months, as Nicole Woodhouse has extended here parental leave</li> </ul>		TK
5.4	Treasurer	<ul style="list-style-type: none"> <li>Bank balance: \$57,676.59</li> <li>Available balance: ~\$30,000</li> <li>2 budget requests have been received from school:</li> </ul> <p>Request 1: RZ requested support to purchase additional bikes for student wellbeing projects.</p> <ul style="list-style-type: none"> <li><b>Motion 1:</b> BT moved motion for \$450 for bikes. 2<sup>nd</sup>: TS. Motion passed.</li> </ul> <p>Request 2: Ryan Donnelly requested support for 30 x new flag belts for participation in League Tag Carnival and 30 x new reversible basketball singlets.</p> <ul style="list-style-type: none"> <li><b>Motion 2:</b> BT moved motion to purchase flag belts (\$180) and basketball singlets (\$1200), total value of \$1380. 2<sup>nd</sup>: DM. Motion passed.</li> </ul>	Notify Renae Zelich and Ryan Donnelly of successful funding requests for bikes, flag belts and basketball singlets.	BT
5.5	Parish Representative	<p>LP reported on behalf of HK:</p> <ul style="list-style-type: none"> <li>Fr Dat attended the elephant in the room evening on ‘marriage’. Only small group.</li> <li>Wellness Coordinator at the parish. Link the coordinator with the P&amp;F wellness team to look into a holistic approach.</li> </ul>	Review P&F wellness program with parish wellness coordinator and increase collaboration to benefit all families	LP
5.6	CSPWA Report	<ul style="list-style-type: none"> <li>Report attached</li> <li>CEWA Parents Wellbeing Survey</li> <li>CSPWA Awards – congratulations to the admin team on their category win. Thank you to Helen K and P&amp;F Exec for all their hard work</li> </ul>		LP
5.7	SunSmart Representative	<p>LP reported:</p> <ul style="list-style-type: none"> <li>SunSmart newsletter received. P&amp;F can assist school with any projects where required</li> </ul>		Vacant
5.8	Food Coordinator	<ul style="list-style-type: none"> <li>Report attached</li> </ul> <p>Father’s Day Breakfast</p>		DM

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> <li>• Shoutout for volunteers. Sign up with signup.com</li> <li>• Investigating a photobooth</li> </ul>		
5.9	Dad's Rep	<ul style="list-style-type: none"> <li>• Report attached</li> </ul> <p>Dad's Camp Out 22 October</p> <ul style="list-style-type: none"> <li>• Shoutout for volunteers to join organising committee. Sign up with signup.com</li> <li>• Investigating coffee/ice cream options</li> <li>• Tickets available for purchase soon via Humantix platform – promoted via newsletter, schoolzine, class rep promotion</li> <li>• DM to provide support for catering</li> <li>• TK suggested a movie night option with new screens in 2/3 block</li> </ul>		DA
5.10	Wellness Coordinator	<p>LP reported on behalf of committee:</p> <ul style="list-style-type: none"> <li>• Mixed attendance for workshops to date, some topics have traction, next year will offer less topics</li> <li>• Providing a great link for upper and lower primary parents, sharing their experiences and advice</li> <li>• Investigating next steps e.g. ongoing support and coffee catch ups. TK indicated school would support.</li> <li>• Coffee van going well – Term 3 was most well attended yet, with parents watching wellness activities over a cuppa. Thanks to all who helped hand out vouchers.</li> </ul>		LP
5.11	Social Media Coordinator	<p>LP reported on behalf of coordinators:</p> <ul style="list-style-type: none"> <li>• No new followers</li> <li>• Took a few photos at coffee van morning to start media library of events</li> </ul>		LP
<b>6.0 Correspondence</b>				
6.1	CSPWA	<ul style="list-style-type: none"> <li>• CSPWA Term 3 Newsletter</li> </ul>		LP
6.2	City of Cockburn	<ul style="list-style-type: none"> <li>• Youth Noise Music Competition</li> <li>• WA Youth Mental Health and Climate Change Survey</li> </ul>		LP

Ref	ISSUE	DISCUSSION	ACTION	By Whom
6.3	Cancer Council	<ul style="list-style-type: none"> <li>SunSmart Newsletter</li> </ul>		LP
<b>7.0 Special Projects</b>				
7.1	Fete Feb 2023	<ul style="list-style-type: none"> <li>Unfortunately, the P&amp;F Exec have decided to cancel the fete due to lack of coordinator</li> <li>Propose another Colour Run in Term 1 2023 in lieu of the fete</li> <li>MiH and VH will seek volunteers to join a committee to prepare for the colour run</li> </ul>	Advertise for colour run committee volunteers for 2023.	LP
7.2	Friendship Bench	TK reported: <ul style="list-style-type: none"> <li>Kris McEntee met with TK to start the project. Leadership team to meet to iron out a few further details</li> <li>Investigating wrap around the tree option in new 2/3 area</li> <li>Propose student signature engraving on underside of seat</li> <li>Kris will donate labour and provide designs for approval and costings to P&amp;F</li> </ul>		TK
<b>8.0 Events</b>				
8.1	Mother's Day Stall Summary	<ul style="list-style-type: none"> <li>Summary in progress</li> <li>\$4357.32 expended, \$4460.80 income, \$103.48 profit</li> </ul>		LP
8.2	St John First Aid Session	<ul style="list-style-type: none"> <li>18 registered, with 11 attendees (on very wet and wild night!)</li> <li>Not certified course, but provided invaluable skills</li> <li>Trainer was excellent</li> <li>Hands on nature well received, attendees very engaged</li> <li>Newsletter summary with St John App link, dial 000 through the app.</li> <li>Feedback results attached</li> <li>A lot of discussion around defibrillators. MC has 2 secured options – sick bay and parish. TS proposed we investigate a grant funded publicly accessible defibrillator. Value ~\$1500 plus install/locked box cost. All agreed.</li> <li>LP proposed make it an annual event for our community. All agreed.</li> <li>RB mentioned a public one may be free</li> </ul>	Investigate grant options for publicly accessible defibrillator.	TS
8.3	Father's Day Breakfast	<ul style="list-style-type: none"> <li>As above (section 5.8)</li> </ul>		LP
8.4	Comedy Night	LP reported on behalf on VH:		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> <li>• Council temporary food license obtained, event application being prepared for submission</li> <li>• Liquor license being sourced</li> <li>• Early Bird Ticket Sales \$30-\$32 (\$35 thereafter)</li> <li>• Pizza food truck idea too expensive, suggest antipasto grazing style platters instead</li> <li>• Hosted in new 2/3 building</li> <li>• Capacity 150, could be more</li> <li>• Suggested 'Comedy on the Green' title</li> </ul>		
8.4	Colour Run 2023	<ul style="list-style-type: none"> <li>• As above (section 7.1)</li> </ul>		LP
<b>9.0 Fundraising Projects</b>				
9.1	Entertainment Book	<p>LP reported for BV:</p> <ul style="list-style-type: none"> <li>• Unfortunately our Entertainment Book focal point no longer works there and we are back to a generic fundraising support inbox (which has a poor history of response). Therefore we don't get the regular emails on upcoming/current promotions which means it's a bit more work to keep an eye on.</li> <li>• Sales from 1/1/22 are 24, ~\$400 profit. With COVID and going online, not the fundraiser it once was.</li> <li>• From checking the website, the current promotions are: <ul style="list-style-type: none"> <li>○ Promotion period 19/8 - 9/9/22: Win 1 of 4 \$500 Woolworths e-gift cards – entrants must have Ent Bk <u>and</u> purchase a \$50 e-gift card through the Ent Bk app</li> <li>○ Promotion period 1/8/22 – 1/11/22: First prize \$10,000 cash, next 20 winners win \$1,000 voucher or credit to be used at Entertainment membership provider – entrants must purchase a 1-yr or 2-yr Entertainment book membership (\$70 for 1-yr; no discounts currently apply).</li> <li>○ The promotions where you get 2 months extra membership for free, or are guaranteed a \$20 voucher with each purchase (ie. effectively a discount) are more likely to be successful.</li> </ul> </li> <li>• RB queried are we financially invested at all? BT, no there is no financial investment</li> </ul>	Review entertainment book fundraiser and consider pausing project for a year.	LP

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> <li>A lot of effort from BV with minimal return</li> <li>RB proposed we consider pausing this project for a while, as we have likely flooded the market. All agreed, pending discussion with BV. All thankful to BV for her work to date.</li> </ul>		
9.2	Cards that Count	<ul style="list-style-type: none"> <li>Artwork was all submitted</li> <li>Orders available online, until 2 September</li> <li>131 packs sold already (100 orders) - \$650 profit</li> <li>Orders spread across 3-year old kindy to year 5, only one from year 6. TK indicated they are following up with year 6 cohort</li> <li>Cards arrive in November</li> <li>Available all year round to celebrate Mother's Day. Easter etc or general birthdays</li> <li>LP thanked RB for the idea and hard work bringing it together</li> </ul>		RB
<b>10.0 General Business</b>				
10.1	Digi Social (Claire Orange) - Online Safety Platform for Families	<ul style="list-style-type: none"> <li>Link in newsletter</li> <li>8+ years and above resource package \$100/ year</li> <li>Free seminars available online</li> </ul>		LP
10.2	School Funding Requests	<ul style="list-style-type: none"> <li>As above (section 5.4)</li> </ul>		
<b>11.0 Other Business and Community Questions - NIL</b>				
<b>CLOSE: 8.23pm</b>				
<b>NEXT MEETING: 20 September 2022</b>				
<b>Meeting Schedule:</b>		<b>LOCATION:</b> online	<b>CHAIR:</b> Lesley Pascuzzi	<b>OPENING PRAYER:</b> Lesley Pascuzzi
Tues 15 Feb 7pm	Tues 15 March 2022	Tues 17 May 7pm	Fri 21 June 9am	Tues 23 Aug 7pm
Tues 18 Oct 7pm	AGM 16 Nov			Tues 20 Sept 7pm

# Mater Christi Catholic Primary School Parents & Friends Meetings

## Action Report August 2022



MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	ACTION STATUS
16.2.21	8.1.1 Review P&F role descriptions and jobs for events	18.5.21 no action as yet. 15.2.22 Role descriptions updated. Event job summaries pending	Exec	Pending
	5.5.2 Provide survey feedback to Father Dat and discuss ideas to connect with parish.	Results presented to Bishop Don on his visit to MC. Meeting requested with Fr Dat 3 times. HK discussed with Bernadette parish secretary. HK & LP to discuss further. 23.8.22 Link to parish newsletter in newsletter, thanks to TH in admin for support	HK/LP	Complete
	5.5.3 Explore option to promote newsletter via app and email and access readership data.	28.7.22 Email option has been discussed and decided that the newsletter will continue to be distributed via the SZapp only. 839 subscribers to SZapp representing at least 1 parent from each family.	TK	Complete
	5.9.1 Validate list of Dad's Group FB members.	23.8.22	DA	Complete
	5.9. 2 Determine contact details of The Fatherly Project founder as a guest speaker.	Provided to DA on 16 March.	TK	Complete
	5.9.3 Use multiple avenues to promote Dad's Group to all school families and seek ideas for Dad's to connect.	23.8.22 Focus on Dad's Camp out	DA	Complete
21.6.22	5.5.1 Add parish newsletter link into school newsletter.	22.7.22	HK/LP	Complete

**Mater Christi Catholic Primary School  
Parents and Friends Meeting**

	7.1.1 Discuss fundraiser options with year 5 families for following Year 6 graduation.	23.8.22 Small response to date, investigations ongoing	LP	Pending
	10.1.1 Research uniform options and present at September or October meetings.	Note: not until later 2022 meeting	TK	Pending
	10.4.1 Call out for school photo parent helpers via newsletter/class reps for 2023 photos.	Note: not until 2023	BV	Pending
	10.5.1 Investigate using FB to promote parent's business directory.	28.7.22 FB not a feasible option. 23.8.22 Review complete, directory available online	SP	Complete
	10.6.1 Explore supporting Ukraine refugee families via Year 5 community service program.	28.7.22 JS is reviewing the options. 23.8.22 JS met with year 5 teachers. 2 project ideas: End of term 3 – Great Book Swap. Families donate books, books get resold to our community, money raised plus leftover books to be donated. Term 4: Toy Drive. Donated toys to be bundled up to giveaway. Year 6's to help prep/clean toys as well. Service element includes collecting, cleaning, collating, running book store.	JS	Complete
23.8.22	5.4.1 Notify Renae Zelich and Ryan Donnelly of successful funding requests for bikes, flag belts and basketball singlets.	24.8.22 VH notified Renae and Ryan via email	BT	Complete
	5.5.1 Review P&F wellness program with parish wellness coordinator and increase collaboration to benefit all families		LP/Ods/VC	Pending
	7.1.1 Advertise for colour run committee volunteers for 2023.		VH/MiH	Pending
	8.2.1 Investigate grant options for publicly accessible defibrillator.		TS/LP	Pending
	9.1.1 Review entertainment book fundraiser and consider pausing project for a year.		BV	Pending



**As at  
31/07/2022**

**Current Assets**

Petty Cash	-
Undeposited Funds	-
General Cheque account	56556.99
General Cheque account - card	1119.6
	<u>\$ 57,676.59</u>

**Non Current Assets**

\_\_\_\_\_  
\_\_\_\_\_

**Total Assets**

\$ 57,676.59

**Current liabilities**

\_\_\_\_\_  
\_\_\_\_\_

**Total Liabilities**

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL NET ASSETS**

\$ 57,676.59

**Members Equity**

Retained earnings
Current earnings

**TOTAL MEMBERS EQUITY**

\$ 57,676.59

**May Summary**

	June	July	Year to Date Total
<b><u>Cash Flow Statement</u></b>			
Banking at Beginning of the Period	\$ 58,671.67	\$ 58,048.25	\$ 38,469.46
NET PROFIT	-\$ 623.42	-\$ 371.66	\$ 19,207.13
Total Liability Payments	-	-	-
Undeposited Funds	-	-	-
<b>Bank Balance at End of Period</b>	<b>\$ 58,048.25</b>	<b>\$ 57,676.59</b>	<b>\$ 58,671.67</b>

**Profit and Loss Statement**

Total Income	\$ -	\$ -	\$ 37,584.40
Total Expenses	\$ 623.42	\$ 371.66	\$ 18,377.27
<b>Net Profit (Loss)</b>	<b>-\$ 623.42</b>	<b>-\$ 371.66</b>	<b>\$ 19,207.13</b>

**Balance Sheet**

Total Assets			<b>As at 31 July 2022</b> \$ 57,676.59
Total Liability			-
<b>Members Equity</b>			<b>\$ 57,676.59</b>

	Budgeted	Actual
<b>Foreseeable Payments for 2022 -</b>		
2022 Graduating Class	\$ 7,500.00	\$ 7,500.00
Mental Health WS	\$ 1,700.00	\$ 246.50
Teardrop Banners	\$ 450.00	\$ 518.57
Donation Science Captains	\$ 750.00	\$ 750.00
CPR Training	\$ 300.00	\$ 340.00
Wellness Cuppa on Oval	\$ 1,500.00	
Fathers Day Event	\$ 5,000.00	
Donations Music	\$ 6,800.00	\$ 6,434.40
Donations Sicence	\$ 750.00	\$ 750.00
AGM and Volunteers Thank You	\$ 150.00	
Comedy night	\$ 1,000.00	
Sundowner	\$ 750.00	
Dad's Camp Out	\$ 850.00	
	<b>\$ 27,500.00</b>	<b>\$ 16,539.47</b>

Income for the next few months -

\$ -
<b>\$ -</b>

**NET AMOUNT OF SURPLUS \$ 30,176.59****Total Spending Available \$ 30,176.59**

**Mater Christi Catholic Primary School Parent Friends Association  
Profi and Loss Statement**

	Actual June 22	Actual July 22	Actual Total 2022
<b><u>Income</u></b>			
<b>Parent Levies</b>			
Annual Parent Levies			25,000.00
<b>Donations</b>			
Donations			
<b>Grants</b>			
<b>Fundraising activities</b>			
Tea Towels			8,203.10
Entertainment Books			168.00
<b>Gross Profit (loss) on Evens</b>			
Mothers Day stall			4,213.30
<b>Other</b>			
Interest			
<b>Total Income</b>	-	-	<b>37,584.40</b>
 <b><u>Expenses</u></b>			
<b>Governance and Administration</b>			
CSPWA Membership			2,916.38
<b>Trading and Operating</b>			
Fundraising Expenses			6,597.40
Gifts for Volunteers			
<b>Events and Activities</b>			
Tissues and Tears Kindy packs			110.00
Australias Biggest morning Tea	104.85		185.70
Dads Campout			
Easter Raffle			394.82
Wellness Week cuppa			415.00
Fathers Day Breakfast			
Mothers Day stall			4,357.32
Professional Guest Speakers			246.50
CPR training		340.00	340.00
Comedy Night			1,000.00
CSPWA Awards night tickets		31.66	31.66
Pevious Year Expenses			300.30
<b>Donations and Projects</b>			
Consumables - Notice holders	518.57		677.57
Consumables - Sunscreen			334.80
Graduation Expenses			
Staff Apreciation Day			
Teachers Gifts			469.82
School Donations and Gifts			
<b>Total Expenses</b>	623.42	371.66	<b>18,377.27</b>
<b>NetProfit/(Loss)</b>	- 623.42	- 371.66	<b>19,207.13</b>



# Parents & Friends Terms of Reference

## Presentation to CEWA Parent & Friends Group

Meeting 21 July 2022

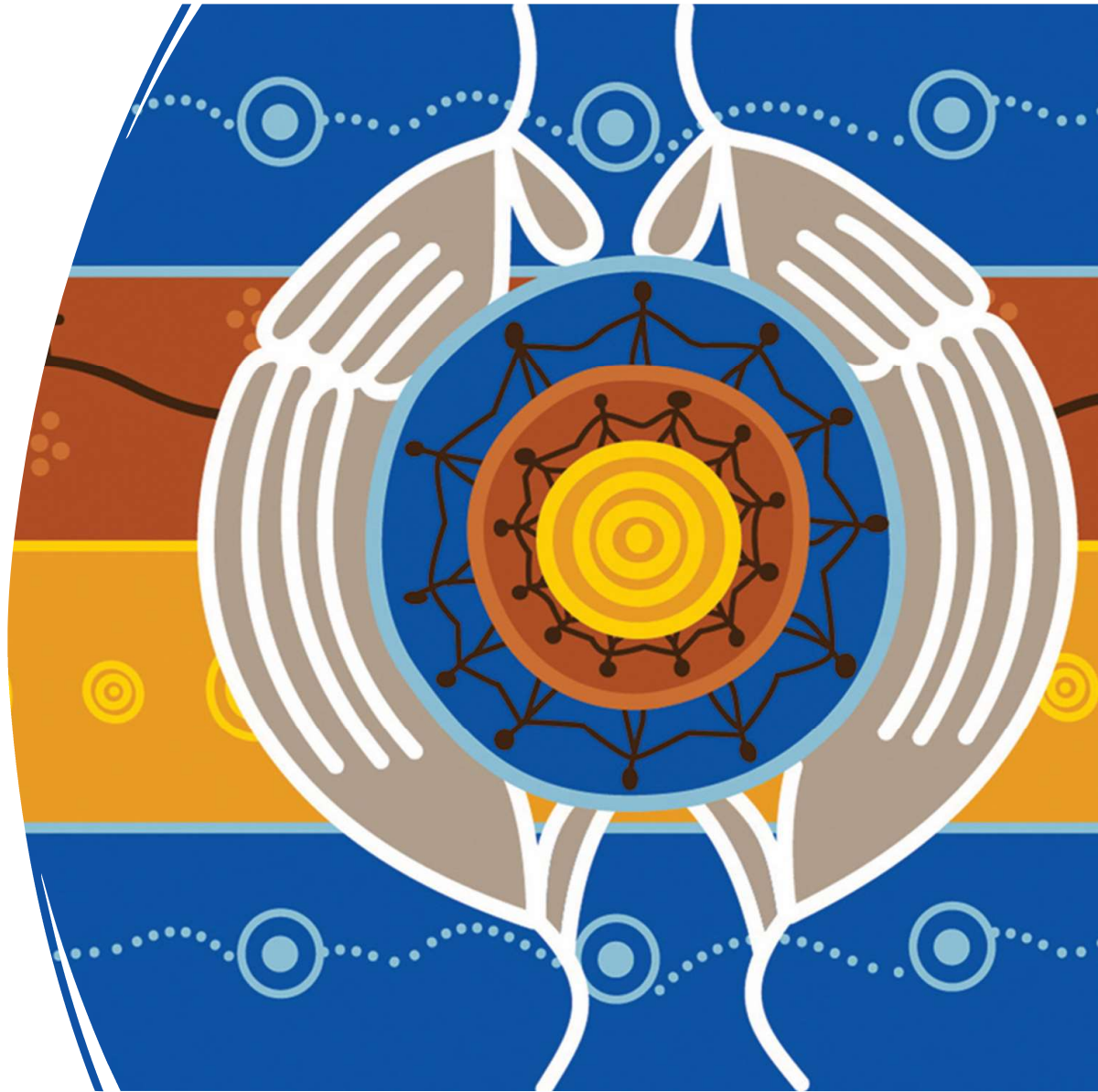


*Irene McCormack Catholic College, Butler  
St Francis of Assisi Catholic Primary School, Butler  
St Andrew's Catholic Primary School, Clarkson*

**Welcome**  
**Mr. Wayne Bull**  
**Deputy Executive Director**



# Acknowledgement of Country



# Prayer

Dear Lord,

Thank you for the opportunity to meet today.

May we engage with each other with faith and perseverance

May we manage each situation with wisdom and value.

May we speak and serve with integrity and purpose.

Lord, we invite you to work with us today.

Amen





# Session Overview

## Dr. Tony Curry

Director – People, Capability and Wellbeing







# Overview

1. Why we are having the conversation
2. Catholic School Parents Western Australia (CSPWA)
3. Draft Terms of Reference – Key areas
4. Discussion

# Why are we having the conversation?

**Ainslie Perrigo**

Team Leader – Strategy, Governance,  
Policy and Risk



CATHOLIC  
EDUCATION  
WESTERN AUSTRALIA

# Introducing Catholic Education Western Australia

**158 Catholic schools in  
the CEWA system**

**148**

**diocesan  
schools**

**10**

**non-  
diocesan  
schools**

governing body = CEWA

have their own governing bodies  
have signed System Membership  
Agreement with CEWA

Catholic Identity

Education

Community

Stewardship

Terms of Reference

Terms of Reference

Catholic School  
Principal



Parents & Friends

Supports the Principal

- Connecting with the parent community
- Creating engagement for 'Fundraising'
- Fundraising for the benefit of students
- Is a Forum for ideas/discussion
- Provides a conduit to the CSPWA

Advisory Council

Advises the Principal

- Provides skills and expertise
- Supports the planning for the future operation of the school
- Endorses the school budget
- Communicates with the school community

Students





# Reducing Risk in Catholic Schools

- CECWA aims to reduce risk to the lowest level that is reasonably practical, and, where appropriate, to increase risk to take on strategic opportunities.
- Risk management is our collective responsibility.
- Taking a proactive approach to risk management minimises the severity and impact to the school community.



# Reducing Risk in Catholic Schools

Areas of risk associated with Parent & Friend Groups in Catholic Schools

- Reputational risk
- Financial risk
- Compliance risk

# Types of P&F Groups that exist

Incorporated  
entity

Unincorporated  
entity

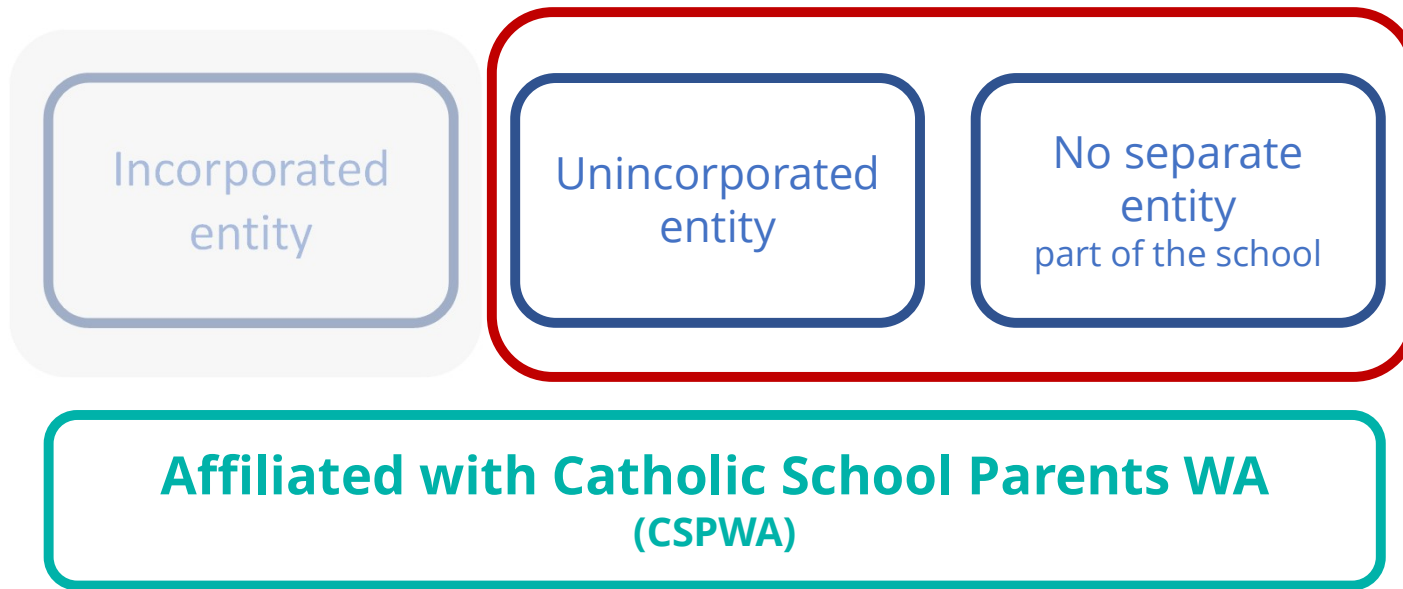
Not a separate  
entity  
part of the school

Affiliated with Catholic School Parents WA  
(CSPWA)

**Registered an  
Australian  
Business  
Number**  
(Estimate 113)

**Registered  
with Australian  
Charities and  
Not for profits  
Commission**  
(Estimate 42)

# Types of P&F Groups that exist



**Registered with an Australian Business Number**  
(Estimate 113)

**Registered with Australian Charities and Not for profits Commission**  
(Estimate 42)

P&Fs do not have a legal status unless they are incorporated under the *Associations Incorporation Act* or any other mechanism.





# Consistent Model of Operation

In August 2021, in accordance with CEWA's desire to operate under a strong governance model, the Executive supported the recommendation of moving to a single model of operation whereby the P&F is a committee of the Catholic School.

# P&F Project Working Party

Purpose: undertake the work necessary to transition unincorporated Catholic school P&Fs to a single model whereby the P&F is a committee of the school, governed by a consistent Terms of Reference and common practices.

CSPWA

Catholic  
Secondary  
Principals  
Association

Catholic Primary  
Principals  
Associations

Parent & Friends  
Representatives

CEWA School  
Improvement  
Advisors

CEWA Marketing

CEWA Governance

CEWA School  
Support  
Accountants

# Catholic School Parents WA

**Siobhan Allen**  
Executive Officer



# P&F Committee Terms of Reference - Draft

Review



# P&F Terms of Reference - Function

The P&F should carry out the following functions in the context of their school community:

- Collaborate with the Principal to plan, organise and promote social, sporting, cultural, educational and faith formation activities for the interaction of parents, school staff, parish and students, to provide opportunities for community engagement, where relevant;
- **Support the Principal in the facilitation of fundraising events** for the benefit of the students. These funds provide opportunities for students and complement the school budget;





# P&F Terms of Reference - Function

- Encourage parental participation in school programs, particularly those related to parent engagement in learning;
- Act as a forum for ideas and discussion on any relevant issue that will benefit the students;
- Act as a channel to Catholic School Parents WA (CSPWA) to seek advice or express opinion;
- Liaise with CSPWA and/or parish and other parties to organise guest speakers for the P&F members on current and suggested educational programs, faith development and other matters of interest;



# P&F Terms of Reference - Function

- Conduct an annual P&F event planning session to establish focus for the year ahead in consultation with the Principal
- Be positive advocates for the school in the local community;
- Represent the P&F as an invited member of the Catholic School Advisory Council; and
- Follow the CEWA Guidelines for P&F Groups in a Catholic School.



# P&F Terms of Reference - Membership

- All parents of enrolled students at the school are considered general members of the P&F.
- Friends are persons affiliated with the school community who do not have children enrolled at the school and who are identified as associate members.
- The P&F is led by a volunteer group of parents who are elected to office bearer positions. These people are identified as P&F Committee members.
- The P&F Committee must consist of the following office bearers:
  - Chair, Deputy Chair, Secretary, Treasurer.





# P&F Terms of Reference - Finance

- The funds collected by the P&F via a parent levy or fundraising are under the stewardship of the P&F. This stewardship requires the use of funds to be for the benefit of the students and school.
- Decisions relating to the use of funds for the benefit of the students and school must be supported at a general meeting, minuted and endorsed by the Principal.
- The P&F Committee must prepare a plan of how fundraising income received and P&F levies (if applicable) will be spent. The plan should be prepared in consultation with the School Leadership team and School Advisory Council.



# P&F Terms of Reference - Finance

- P&F receipts and payments should be transacted through the school operating bank account.
- The P&F transactions will form part of the school's annual financial audit process.



# P&F Terms of Reference - Feedback

What more can we add that will assist in how the P&F operates at schools?

What help will you need to activate the P&F Terms of Reference in your school?



# Other Questions

---



# Thank you

---

If you have any further questions or comments please email  
[governance@cewa.edu.au](mailto:governance@cewa.edu.au)

## P&F Chair Questions from webinar 21/7/22

### Does the P&F need an ABN?

Under the new Terms of Reference (ToR) you will not require an ABN, you will fall under the schools ABN. P&Fs that hold ABN's currently will need to cancel them (instructions to be provided).

### Are P&F's meant to be registered as a charity?

No P&F's are not required to be registered as a charity. P&Fs that are currently registered with ACNC will need to revoke registration (instructions to be provided).

### Will P&Fs be required to complete annual audits?

Under the new ToR, P&F's will form part of the school's annual audit process.

### Is there a deadline for transferring from P&F bank account to a school bank account?

We are currently working through the transition requirements and these dates will be advised when the ToR are launched in October.

### Will the school's finance officer be doing all the payments, rather than the treasurer?

P&F Treasurers will be able to pay small amounts via a petty cash, but large purchases will be transacted by the school on receipt of an invoice. Please note there are payment timelines which need to be followed.

### When will the Terms of Reference be published?

The ToR will be launched in October 2022.

### Under the new Terms of Reference will the guidelines define roles and responsibilities for the roles?

Yes, the guidelines supporting the TOR will clarify the roles and their responsibilities.

### We currently have an EFTPOS card, will the P&F still be able to have this as a way of payment, just linked to a new account, approved with school.

We are not aware of CDF having a debit card facility; therefore this will not be a payment option. However, schools can utilise store cards (through Coles or similar).

### Is there a difference for an Incorporated P&F?

Incorporated P&Fs are governed separately to CEWA Ltd, and they have separate constitutions and accountabilities to ACNC etc. The new ToR do not apply to incorporated P&Fs.



**CALLING ALL YOUNG PEOPLE IN WESTERN AUSTRALIA  
10 - 25 YEAR OLDS**



**WE WANT TO  
HEAR FROM  
YOU!**

Are you aged 10-25 and live in Western Australia?

We would love to hear about how climate change affects your wellbeing, and how children and youth services can better respond to these impacts.



SCAN HERE TO COMPLETE



Contact Dr Naomi Godden  
[n.godden@ecu.edu.au](mailto:n.godden@ecu.edu.au)



9780 7670



Australian National University





## ABOUT OUR SURVEY

**We invite children and young people aged 10-25 to do a 20-minute online survey.**

The survey will ask about how you feel about climate change, and if you are involved in any actions to address climate change.

All responses are anonymous, and all information we collect will be private and confidential.

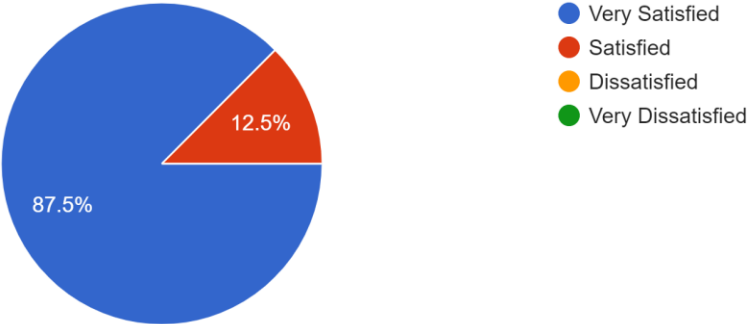
The organisations involved in this project include Edith Cowan University, Telethon Kids Institute, Australian National University, Youth Affairs Council of WA, Climate Justice Union, Aboriginal leaders, and young people involved in climate advocacy.

If you would like more information, please contact Dr Naomi Godden on [n.godden@ecu.edu.au](mailto:n.godden@ecu.edu.au) or phone 9780 7670.



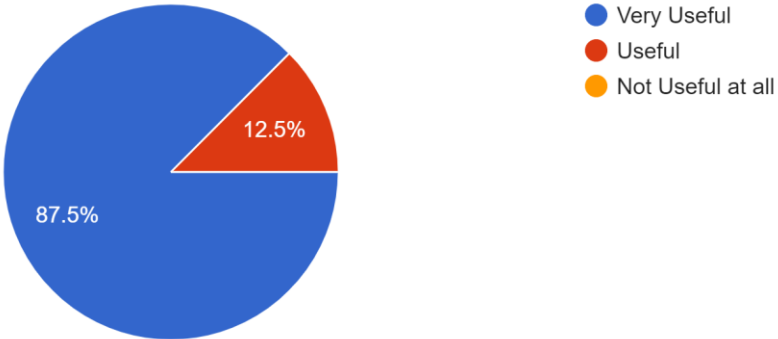
Thank you for expressing an interest in attend our inaugural First Aid Information evening. Please take a couple of minutes to provide us your feedback...ontent of the information shared by trainer Mel.

8 responses



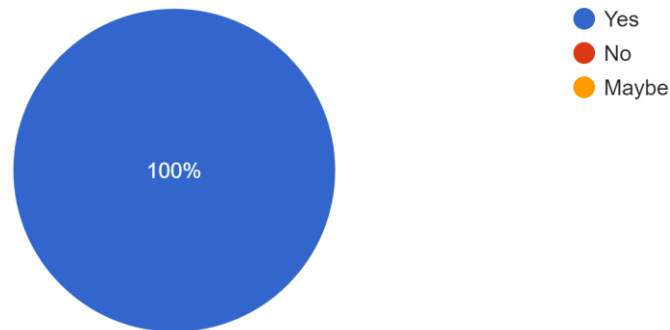
Looking ahead, how useful to you feel the content of the information shared will be to you in the future if you were required to provide emergency first aid?

8 responses



Would you recommend the event to a friend or parent if we were to host St John Ambulance in 2023?

8 responses



If you have any other feedback you wish to share with the P&F regarding the event, please do so here.

## Thank you!

3 responses

Really was wonderful to be able to pick up valuable life saving tips and knowledge about what to do if that happened to my friend or family member. Wonderful initiative. Thank you to Tracy Shaw for leading the parents in this event.

It was great that it was hands on rather than just a presentation

Great event, thank you for organizing!