



## Team Leaders Report 2023

As the year draws to a close, we reflect on another great year for the P&F with a full calendar of events and fundraisers in 2023, the first since 2019. While the core team was very small this year with only one team leader, what a successful year it was in bringing our community together in many different ways! Throughout the year 5 terrific Year level event teams coordinated some wonderful events for our community and many other volunteers coordinated big and small one of or ongoing events.

We got off to a great start in 2023 by announcing that funds from 2022 were able to purchase artificial turf, colourful, game inserts for the artificial surface which was laid in the school quadrangle at Easter time. While a grant funded much of the surface the colourful inserts funded by the P&F, really enhance this area as an inviting and interactive play space for the students. The P&F also paid for half of the cost of the new Long Jump and cricket pitch. As the turf became a late opportunity with the grant it was decided that as such the goal for 2023 continued to be to raise funds for new drinking fountains to be placed around the school.

We held our first two **Special Food Days** in Term 1 and our annual **Pies and Hot Cross Buns Fundraiser** was held towards the end of term and once again proved to be very popular. We commenced our weekly **Friday Treats** which continued right throughout the year. The biggest highlight of Term 1 and one also for the year was the return of the **Cinema Night** held at the end of term. While the weather was not kind, we were able to move to an indoor venue at St John's at short notice and a great night was had by over 600 people!

On the back of introducing the online payment system, **CDF Pay** late in 2022, we also acquired just in time for the cinema night a **Square (EFTPOS) machine** and later another one. These machines have made payments easy for parents/customers and greatly streamlined processes for the Treasurer, event coordinators and school Administration Staff.

Term 2 started with many events centered around the mums, including the **Mother's Day Stall and Mother's Day Raffle** as well as the beginning of our weekly **Auskick BBQ's**. The term also saw another **Special Food Day** supplied for by **Aquinas Canteen**. This time it was the return of the very popular pizzas and Aquinas mini pizzas in individual boxes were a hit with the kids and it was an efficient and easy for volunteers. Towards the end of term, we started promoting our **Major Parent Social Night, A Masquerade Ball** which was booked for the first weekend of Term 3, as well as the **Major Fundraiser, the Online Silent Auction** which runs alongside it.

Term 3 started with the **Morning tea** in the Community Centre as well as our **Auskick BBQ's** continuing. The much-anticipated biggest parent event of the year, **The Masquerade Ball**, was held on the first Saturday back and attended by almost 150 people dressed in masks and their finery. With a great live band, roving magician, and a delicious paella dinner a great night was had by all. Alongside the social night we ran out **Major Fundraiser, the Online Silent Auction** which ran through 3-4 weeks and finished the day after the social night. With 45 items up for bids a total of \$4500 was raised to go towards our fundraising goals. Three **Special Food Days** were held, one a **Pasta Day** with a range of delicious pasta supplied by Aquinas College Canteen, a **Subway Day** and another **Pie Day** to coincide with Footy Colours day on the last day of term. Our **Bunnings BBQ** was held towards the end of July with a great profit being made

and the first week of September saw many dad centered events including the **Father's Day Stall** and **Father's Day Raffle**. We also saw the return of the indoor **Father's Day Breakfast** and saw a record number of well over 400 people attending over two sessions. The upgrading of a second BBQ and the purchase of a bain-marie made catering much easier for a group of dedicated volunteers and meant that lines for the egg and bacon rolls were a thing of the past! The term finished with the highlight of the kids calendar the **School Disco**, back at St James with the popular DJ Sam returning.

Term 4 started for the P&F with another **Morning Tea** and **Secondhand Uniform Stall** which are held once or twice a term across the year. On the first day of November a term a team organised the **Twilight Sports BBQ** which was held at our school's much loved family event the Twilight Sports at Bill Sewart Reserve. Two **Special Food Days** were held this term, utilising the services of Aquinas Canteen once again and Subway in Bayswater.

We were also involved in running the **St John's Parish Fete** with our representative being head of operations, many St James Parents coordinating stalls and assisting with the raffle and others also volunteering on stalls, set up and clean up. We also ran the **Bakers Delight Christmas Fundraiser** selling tarts and Christmas cakes. This was in part as a thanks to Bakers Delight in Brentford Square who have been great supporters of our school across the year, donating free bread to many events and heavily discounting other items. Our year will end with a **Christmas Raffle** to be drawn at a Farewell Assembly.

I would like to sincerely thank all the following volunteers for all their contributions no matter how big or small to our wonderful year of events and fundraisers:

### [Cinema Night - "Sing"](#)

#### [Grade 5 P&F Event Team](#)

After 3 years of cancellations the opening event and biggest family event of the year, the Cinema Night returned thanks to the wonderful Grade 5 P&F Event Team of **Claire Doherty, April Warfield, Emma Rodda-Hopkins, Ash Vienna** and **Deb Vukic**. A much-loved movie, "Sing" was chosen to entertain, along with a colouring competition, face painting coordinated by **Kylie Brooks-Verberne** and a variety of food and drinks were available throughout the night. The team did an amazing job of adjusting to the weather conditions and the introduction of EFTPOS facilities at this event proved to be very popular and successful. It was a great night and a profit of around \$5300 was made!

### [Major Social Night/Fundraiser- Masquerade Ball](#)

#### [Grade 2 P&F Event Team](#)

A certain highlight of the year was our Major Parent Social Night, The Masquerade Ball this time held in the first week of Term 3 in July. A huge thanks goes to Grade 2 P&F Event Team, **Natasha Kaing, Meg Callanan and Lisa Janes** who did an awesome job to bring all their hard work, great ideas and careful preparation together for what was a night of fun. With a live band, The Baker Boys, the roving magician, Nick Kay and very tasty and plentiful dinner of Paella and a grazing table around 150 parents and staff enjoyed a great night. A best dressed and best mask prize was awarded and some trivia games and a mask reveal raffle took place. With careful planning and clever shopping, the team were able to make a profit of well over \$1500. For this team this was their first major P&F event, and they did a fantastic job so a big thanks to them!

### [Father's Day Breakfast](#)

#### [Grade 1 P&F Event Team](#)

This year we saw the return of the indoor Father's Day Breakfast and a record number of well over 400 Dads and children attended! Our Grade 1 P&F Event Team of **Kylie McMahon, Sonnya Tirtawidjaja and Fina Triany**, very ably took on the task of coordinating this event and what a wonderful job they did. Thanks to the support of our Out of School Hours Care Program who covered the cost of one coffee van, two coffee vans were provided. As mentioned in the summary above, the upgrading of a second BBQ and the purchase of a bain-marie made catering much easier for a group of dedicated volunteers and meant that lines for the egg and bacon rolls were a thing of the past! Again, clever shopping and seeking donations by the coordinating team meant that a small profit was made. Another great job by a team of parents organising their first major event.

## School Disco

### Grade 3 P&F Event Team

A very big thanks to our Grade 3 P&F Event Team who saw their Disco plans come to fruition in the last week of Term 3. Two discos were held with Preps to 2 first from 5-6pm and 3-6's from 6:30-8pm. We thank **Amy Dougherty, Amy DiPierdomenico, Nadia Harris and Penny Conduit** who organised an extremely fun night for the kids in the Community Centre with a great DJ, plenty of dancing and games and snacks to finish. They carefully planned safety processes and ably led a huge team of volunteers who helped with supervision, cooking and serving at the BBQ and checking children in and out.

## Twilight Sports BBQ

### Grade 4 P&F Event Team

It was a great night for our School Twilight Sports in November and the Twilight Sports BBQ was coordinated by the perfect team of **Jun Yeung, Clemi Kohombanwickremage, Anoushka Nalliah and Emma Lovick** who made up the Grade 4 P&F Event Team. A huge thanks to them for their efficiency and initiative in catering for all the hungry families arriving from work. This team also sought out donations from supermarkets and local businesses to reduce costs and this meant a great profit of over \$2000 including merchandise sales was made.

## Treasurer

A big thanks once again to **Rachelle Mosca** for so ably handling the financial side of things with the P&F. Rachelle has worked hard to make sure everything is balanced, reimbursements and invoice payments happen through the office and Square (EFTPOS) machines are set up and floats are provided for various events. At the beginning of the year Rachelle researched and obtained the best EFTPOS machines for our needs and chose the Square. The Square with a screen allows items to be programmed in and receipts to be printed which is perfect for events like the Cinema Night or Twilight Sports BBQs where items can be paid for and orders can be shown on the receipt. This year **Kylie and Rachelle** created some reimbursement and Invoice Payment forms which are used by all volunteers requiring reimbursements or payments to be made and have made the process smoother for all concerned and has meant that obtaining accurate figures is much easier. Thank you too to Rachelle for taking minutes at P&F meetings. Thank you, Rachelle, for your patience and commitment to this role.

## Sponsorship and Donations

Much appreciation goes to **Jason Barrie and Natalie Lim** who took on the role of Sponsorships and Donations Coordinators Thank you for sourcing some great donations for our Masquerade Ball Silent Auction and for sourcing some great raffle prizes throughout the year. Thank you to **Jason** for liaising with Rebel to use the last of Rebel Community Givebacks Dollars to source some items for our raffles and auctions, some of which have been held over to next year. Unfortunately, this program is still paused with announcements yet to be made if this great community supporter program will continue in a similar or a different form.

This year we also ran another Silent Auction as our Major Fundraiser which ran alongside our major Social Night and was advertised and managed by **Kylie Brooks-Verberne**. Thanks to **Jason, Natalie, Rachelle Mosca and Anita Dell'Orso** who assisted me in obtaining prizes for the auction. Thank you to all the businesses and high schools who kindly supported our auction by donating and parents in our community who donated or contacted businesses they knew of who were willing to support us. Once again, running it entirely silent and online and finishing the day after the parent night worked very well and we raised \$4500. When combined with the income from raffles/games on the night and profits made on the night a total of over \$6200 was made.

## Special Food Days

This year we were able to have 8 Special Food Days, with 3 Subway Days and 5 others packed on site, coordinated by myself (**Kylie Brooks-Verberne**). This year we continued our collaboration with **Aquinas Canteen** and Grade 4 parent and canteen employee **Jun Yeung** and we were able to utilise the services of the Colleges Canteen to cater several of our

Special Food Days. Thanks **Jun** and colleagues. A full year of CDF Pay used to manage orders made this a much easier year for my 7<sup>th</sup> year of coordinating Food Days. Thank you also to those who have volunteered to help across the year.

### Mother's Day Stall

Our Mother's Day Stall in May was once again very capably run by **Cate Pigeault** and **Jess Savoia** for the 3<sup>rd</sup> year in a row. They again chose and beautifully presented some lovely gifts for our children to select for their mums or special women in their lives and thanks to their great organisation the day ran very smoothly. Thanks again ladies!

### Father's Day Stall

A big thanks goes to **Lisa Noden and Penny Stewart** for planning and running a fabulous Father's Day Stall in early September and sourcing some great gifts for the dads and special men in our community. Thanks for all their thought and effort you put into sourcing the gifts and presenting them so beautifully.

### Bunnings BBQ

This year we had a magnificent team of Dads and a few Mums too volunteer to help at the Bunnings BBQ which was once again coordinated by the ever reliable and helpful, **Dylan DiPierdomenico**. It was held on Sunday 23<sup>rd</sup> of July and raised just shy of \$1500.

### Referendum Day BBQ

This year we held an BBQ in October for the Referendum Day as St James was once again a polling booth. Thanks to **Dan Savoia** for once again coordinating and running another successful day. Thanks also to all those who signed up to help. This BBQ raised \$960!

### Auskick BBQ

A massive thanks to **Kylie McMahon** who coordinated the Auskick BBQ weekly throughout Term 2 and half of Term 3. Thanks to all those who assisted, in particular to **Dan Savoia**, who cooked the sausages almost every week and **Deanne Wingate** who devised a system of tokens to help make the distribution of sausages to hungry Auskickers at the end of the session run smoother. The Auskick BBQ is certainly popular on those Winter Saturdays and helps raise funds to support the Auskick program and for the P&F. While not a P&F run event thanks also goes to **Tom Dougherty** for coordinating the Auskick program as head coach and all the other dads who assisted as coaches.

### Pies/Hot Cross Buns Fundraiser

This year was the third year we ran our Pies and Hot Cross Buns Fundraiser and was once again a big success thanks to the coordination of **Catherine Nicolas**. While Hot Cross Buns have always been an Easter favourite, the pies from Emerald Bakery are proving to also be a favourite as Winter approaches. A record of over \$1000 was raised to go towards our fundraising goals.

### Bakers Delight Christmas Fundraiser

Thanks to **Kylie Brooks-Verberne** (myself!) for coordinating this small fundraiser as a thank you to a great supporter of our school, Bakers Delight Brentford Square. While profits were low it was a great thank you and filled a spot as we decided not to run the Mango Drive this year due to low crop yields. Hopefully with a better season in 2024 we can bring back this popular fundraiser.

### Entertainment Fundraiser

Thanks once again to **Rachelle Mosca** for coordinating the Entertainment Fundraiser which continued throughout the year and brings in some fundraising dollars. While a small profit was made the uptake of this product has significantly declined this year and therefore will likely be discontinued from 2024.

### Parish Fete Committee Representative and Stall Holders

Once again, a very big thanks to **Jen Harvey** for being St James' Fete Committee Representative for the 8<sup>th</sup> year and at the core of the committee being the head of operations. What an amazing job Jen and the team did in running another successful fete on a beautiful day in mid-November. Thanks, Jen, for your amazing commitment and work for our whole

school and St John's Parish Community. Thank you to for the following St James parents and a grandparents who volunteered their time prior to and on the day in coordinating a stall: **Dylan and Amy DiPierdomenico** (BBQ), **Dan and Jess Savoia** (BBQ), **Emma Lovick and Barbara Harris** (Pre-loved clothes), **Aidan O'Riley** (Plants), **Belinda Bele** (Bookshop), **Natalie Ballinger** (Cakes), **Kylie Brooks-Verberne and Lena Zappia** (Face Painting) and **Mel Baptista and Paola Weinberg** (Sweets). Thank you too to those who volunteered their time on a stall on the day or with set up or pack up.

### Facebook/Social Media Messaging

Thanks to **Luisa Kho** for continuing to manage our Facebook page throughout the year and produce messages and reminders to go through our WhatsApp or Messenger class groups. Thanks for your initiative in consistently updating the community with your posts about upcoming events and P&F details.

### Friday Treats

We appreciate the work of **Emily Bent** who coordinated our Friday Treats throughout the year. Thanks, Emily, for always ensuring that there were plenty of icy poles or lamingtons ready for our children on Fridays and for providing clear instructions for volunteers. Thanks also to those who assisted in selling them.

### Morning Teas

Thanks to **Emily Bent, Alexis Mitchell** and **Clementine Kohombanwickremage** for preparing several Morning Teas in our Community Centre. These are an important part of welcoming new members to our community and a great chance for old friends to catch up on Mondays. The first Monday back after holidays proved to be a great time as people like to catch up after the break before starting another busy term.

### Secondhand Uniforms

A big thanks once again to **Nicole Spezza, Ebony Soane** and **Michelle Holmes** for so ably coordinating our secondhand uniforms stalls, and ensuring sports tops, are available to be purchased for our kids. This year we introduced EFTPOS at our second-hand uniform stall and CDF pay for sports top ordering. Both have proven to be popular and successful.

### Raffle Tickets

A big thanks goes to **Clemi Kohombanwickremage** for organising the tickets for the raffles that we held this year. We held four raffles for Cinema Night, Mother's Day, Father's Day and a Christmas raffle yet to be drawn.

Thank you to **Claire Doherty** who coordinated the distribution and collection of raffle books for the St John's Parish Fete Raffle. St James received around \$2000 of the total money raised. Thanks to those who returned their books and to Claire!

In conclusion, a few more important thankyou's are needed.

- A very big thanks to **Dave Mutimer** and **Anita Dell'Orso** from the P&F as a whole and myself personally. Thank you as always for all your time, support, and trust in me as the Team Leader, especially this year as I have navigated this myself during difficult times. Your ongoing understanding, support and encouragement is so appreciated.
- Thankyou also goes to our always helpful, always friendly office staff, **Lisa Morris and Michelle Wells**. You are such a great team, and I appreciate your help with many P&F related tasks such as paying invoices, collecting orders, printing and last-minute notifications, and setting up/managing CDF Pay for all of us! Thanks too for your encouragement, support and friendly chats as we go about our day.
- To the **St James Community** thank you for your continued support and encouragement in 2023. As I step down from the Team Leader role after 4 years and from other roles years longer, I look forward to seeing the P&F prosper in 2024 and being a support to hopefully, a new leadership team and help where I can in my 2 years left at St James. While I have received much of the credit for managing the P&F and overseeing the big picture, I

could not do it without the wonderful teams and coordinators who organise the bulk of their event with my assistance. It truly is a team and the more in the team contributing what they can the easier it is for every volunteer.

The St James P&F look forward to another great year and look forward to more people becoming involved to work together to keep our great community growing strong.

Kylie