



OUR LADY'S ASSUMPTION
SCHOOL

PARENTS & FRIENDS COMMITTEE - MINUTES MEETING 1

TUESDAY 19th FEBRUARY, 2019 7:30pm STAFFROOM

ATTENDEES

NC	Natalee Cunningham, President	GM	Greg Martin, Principal	ML	Marc Lehmann
FL	Felicity Lam, Secretary	VE	Vel Erskine, Leadership	EH	Elishia Heaford
NR	Narelle Roberts, Communications, Board Rep.	MM	Mike Morris, Leadership	LB	Lina Brunini
KC	Katie Catena, Treasurer	RS	Rebecca Smith, Leadership		
LO	Laura Ocello, Board Member	CM	Cath McGrath		

1. WELCOME & OPENING PRAYER

Meeting commenced at 7:40pm with opening prayer by Rebecca Smith. Meeting chaired by Natalee Cunningham. Natalee welcomed everyone to the meeting.

2. MINUTES OF PREVIOUS MEETINGS & BUSINESS ARISING

2.1 P&F Meeting held Tuesday 13th November 2018. Confirmed: Natalee Cunningham Seconded: Felicity Lam

3. REPORTS

3.1 **SHARED LEADERSHIP** presented by Greg Martin. Report attached. Items further discussed included;

Funding Greg thanked the P&F for approving and supporting 2019's purchase of classrooms' smart screen TVs.

Uniform FL requested an update. Greg confirmed that the uniform will be decided upon over the next two weeks and that there is a strategy to the transition, taking into consideration current uniform stock. Greg will again update families in the newsletter.

Annual It was discussed whether to continue issuing annuals the following year. Therefore end-of-year celebrations and activities can be included and the whole year captured. This was the preferred choice.

3.2 **TREASURER** presented by Katie Catena. Katie's Report is attached.

Signatory LO to be removed as account signatory and FL added.

Funding GM requested holding off part payment of smart screen TVs and eventually pay in full.

3.3 **BOARD** presented by Narelle Roberts.

Community Page Proposed for the OLA newsletter and run by the P&F. Businesses can advertise for a flat rate per term. Payment would be EFT into P&F account.

4. GENERAL BUSINESS

4.1 GUEST SPEAKERS & WORKSHOPS

Surf Online Safe Evening presentation for parents on 30th April 2019.
It was discussed whether to charge for the talk.

4.3 DADS & FATHER FIGURES

Mike Morris is overseeing the incorporating of Fathering Project at OLA and will be contacting OLA Dads to discuss further.

4.4 FUNDRAISING

4.4.1 Kids Movie Event **Lego Movie 2 24th March** at Event Cinemas Morley will be promoted after the Family Fun Night. Posters will be up on the FFN.

4.4.2 Easter Raffle Information will be forward to class Parent Reps. RS will forward list of Reps. to FL.

4.4.3 Uniform Labels Currently raised \$49.20. Thank you to Cath McGrath for organising!
Brochures will be issued in Term 4, every year.

Information will be in the newsletter, facebook, and on the lost property box.

But this is a year round fundraiser – **ordering labels can be done at any time.**

4.4.4 Foody Tipping Down in numbers from last year. CM will set up laptop for registration on the Family Fun Night. And email last year's participants. Thank you to Cath McGrath for organising again!

4.4.5 Bunnings Sausage Sizzle – ML has emailed information to NC for her signature. ML will confirm the date.

4.5 OTHER ITEMS

4.5.1 Emails pandf emails - it is preferred that emails are sent direct to parents and not via Reps. or teachers. MM is overseeing.

4.5.2 SEQTA Students entering high school will require two usernames.

5. MAJOR EVENTS

5.1 FAMILY FUN NIGHT 2019 – FRIDAY 22nd FEBRUARY - All organised.

5.2 BINGO NIGHT – FRIDAY 14th JUNE - to be discussed at the next meeting.

5.3 DISCO 2019 – FRIDAY 6th SEPTEMBER – was a great success last year. Subcommittee is required. ML is onboard.

5.4 FETE 2020 – MARCH Date TBC – ideas to be discussed at the next meeting.

6. NEXT MEETING

7:30pm Tuesday 19th March in the Staffroom.

7. PRAYER & CLOSE OF MEETING

Closing Prayer by Mike Morris. Meeting closed at 8:50pm.



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Leadership P&F Report

19 February, 2019

Catholic Identity:

- New staff to OLA attended the CEWA Commissioning Mass 2019, celebrated at the Cathedral a couple of weeks ago, prior to the students returning to school. This is always a wonderful occasion to share with colleagues as well supporting those who are new to our CEWA system.
- In consultation with Fr Ken, we as a Leadership Team will be working closely with Fr Ken and the OLA Parish in ensuring the children fulfil all the requirements prior to receiving the Sacraments. The parish will continue to support the catechist students who do not attend Catholic schools.

Education:

- The main focus for the class teachers is to settle the students into the year, setting the routines and establishing boundaries within the classroom. All the children seem to have settled into the new routines well as well as the new staff and students;
- The staff are currently undertaking screening tests and assessments in the first few weeks to ensure that the programs are set at the correct level and validate the data that has been handed over from 2018;
- School Improvement – Vel;
- OLI Testing Pre-Primary in Week 3 – 6 and Kindergarten Screening in Week 5 – Vel;
- Technology in Classrooms & Boys in Education – Mike;
- New School Values (RICE) – Rebecca.





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Stewardship:

- Staff attended professional development on school expectations, School Improvement Plan and Curriculum Plan on the first day (before the commencement of the school year). The School Improvement (SIT) & Leadership Teams are currently working on OLA Charters (what we do in the classrooms) and OLA Non-Negotiables. We hope to have these out to the staff by the end of Term 1;
- We will all be undertaking a refresher course for Mandatory Reporting and the Leadership Team will be meeting with the CEWA Child Protection Team to finalise the OLA Policy we commenced last year;
- After much discussion, the Leadership Team will be introducing an OLA Play Group (Mums and Bubs Play Group) and will encourage OLA parents and others to attend. We haven't quite worked out the logistics, but we are hoping to have it up and running by the beginning of Term 2;
- I am meeting with the Team Leader at CEWA re OSHC on Thursday to discuss moving forward and why we hadn't heard anything. Karen completed the OLA Business Plan and submitted the proposal to CEWA on October 2018, and we still haven't heard anything;
- Canberra Trip – we're in the process of finalising costs;

Community:

- Thank you to the P&F for coordinating the Family Fun Night, scheduled for this Friday;
- Commitment Masses have been scheduled for the weekend commencing 9th March. OLA Staff will be at the exit doors to collect the children's commitment forms at the conclusion of each celebration. The Leadership Team will then collate the documents and pass them onto the Parish.

OLA Leadership Team
19 February, 2019





Our Lady's Assumption School

P & F : Treasurer's Report

18th February 2019

1. CASH AT BANK

The cash at bank as at the date of this report is **\$20,794.34** made up as follows:

Bank Account	Balance
Commonwealth Cheque Account	1,585.96
Commonwealth Online Saver Account	19,108.38
Petty Cash (For FFN)	100.00
Total Cash at Bank	\$20,794.34

1. PROFIT AND LOSS STATEMENT

There is a year to date loss is **\$6.89** in accordance with the attached profit and loss, which provides a breakdown of the income and expenditure.

2. FUNDRAISING ACTIVITIES REPORT

There have been no current period fundraising activities.

3. FAMILY FUN NIGHT

To date we have paid **\$2,003.88** in cost relating to the family fun night.

OLA Parents and Friends Association

PO Box 531
Dianella WA 6059

Balance Sheet

As of 18-02-19

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Assets			
Current Assets			
Cash On Hand			
Commonwealth Chq Acc - 8898	\$1,585.96		
Commonwealth OL Svr - 8900	\$19,108.38		
Petty Cash	\$100.00		
Total Cash On Hand		<u>\$20,794.34</u>	
Total Current Assets			<u>\$20,794.34</u>
Other Assets			
Prepayments	\$2,003.88		
Total Other Assets		<u>\$2,003.88</u>	
Total Assets			<u>\$22,798.22</u>
Liabilities			
Net Assets			<u>\$22,798.22</u>
Equity			
Retained Earnings	\$22,805.11		
Current Year Surplus/Deficit	(\$6.89)		
Total Equity		<u>\$22,798.22</u>	

OLA Parents and Friends Association

PO Box 531
Dianella WA 6059

Profit & Loss Statement

01-01-19 through 18-02-19

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Income		
Interest Income CBA	\$13.11	
Total Income		<u>\$13.11</u>
Cost of Sales		
Gross Profit		<u>\$13.11</u>
Expenses		
Bank Fees	\$20.00	
Total Expenses		<u>\$20.00</u>
Operating Profit		<u>(\$6.89)</u>
Other Income		
Other Expenses		
Net Surplus / (Deficit)		<u>(\$6.89)</u>