

## St Emilie's P&F Meeting

### Minutes

**Chaired by:** Jain Chow      **Date & time:** 7<sup>th</sup> February 2024 8:50am  
**Minutes taken by:** Pamela Lawrence      **Location:** Staff Room

**Present:** Stuart Munro, Chris Burns Sara Tonkin , Jain Chow, Pamela Lawrence, Sheree Taylor, Angela Anthony, Catrina Schryver, Enzino Ierino, Shirley Tan, Leanne Wallis, Bec Tennant, Natasha Michalzuk, Jess Curulli, Chris Day, Josie Lofts, Yolanda Silatonga, Coralee Dillello, Amy Harris, Sherry Izydorski, Velly Vabriany

**Apologies:** ,

Minutes from previous meeting held 22<sup>nd</sup> November 2023 accepted by Leanne Wallis, seconded by Angela Anthony.

Topic	Minutes	Actions required
<b>Principals Report</b>	As attached	NIL
<b>Presidents Report</b>	As attached	NIL
<b>Treasurers Report</b>	Not Applicable	NIL
<b>Business Arising</b>	<p><b>Team Update</b> We are still in the need of representatives for Kindy(in particular Blue), Pre-Primary and Year three. Please spread the word and have them contact Mr Burns directly via email before Friday 9<sup>th</sup> February 2024. If the other Reps could please put a gentle reminder these positions are vacant on Facebook groups that would be appreciated.</p> <p><b>Allocation of Fundraising Proceeds</b> It is open to the community to put through suggestions on what the proceeds from the P &amp; F Fundraising should be used for around the school. Mr Burns advised the final decision would be made by leadership, however the forum is open for suggestions to be considered. Suggestions</p> <ul style="list-style-type: none"> <li>- Cover/Shade connecting office to the hall (Angela)</li> <li>- Specialised equipment for Digitech (Sherry)</li> <li>- New wheel for trolley/More trolleys (Pam)</li> </ul> <p><b>Group Communications Overview</b> For all P &amp; F related communication email will be the preferred method of use for all formal communications. Including but not limited to for example:</p> <ul style="list-style-type: none"> <li>- calls for volunteers</li> <li>- roster and scheduling</li> <li>- information on specific events and organisation of events</li> <li>- distribution of information to share with year groups</li> </ul> <p>Whats App will be created for more informal communication for</p>	P & F Exec and Staff

	<p>example</p> <ul style="list-style-type: none"> <li>- sharing photos of events</li> <li>- asking questions on or close to an event</li> <li>- where an instant response is needed</li> </ul> <p><b>Up and Coming Events</b></p> <p><i>Morning Teas</i> – will remain at the discretion of the year reps. It is their choice if the morning tea is to go ahead or not. P &amp; F will still assist in set up and supply of all needs but ultimately their decision if it is to be held. Yr. 6 assembly is the first on 23/3/2024 and Morning Tea will go ahead.</p> <p><i>Harmony Day</i> – to be confirmed by Leadership.</p> <p><i>Family Picnic</i> – Friday 16<sup>th</sup> February 2023, Raffle will be on site with 3 prizes 2 hampers and car bar for term 1 &amp; 2. There will also be a sign up poster advertising the new Football Tipping Competition.</p> <p><i>Footy Tipping</i> – Open to all community members on ESPN website. Prizes at the end of the season 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>. The cost agreed to be \$22 per person. The division of donation to P &amp; F and Prize Pool will be determined depending on number of participants.</p> <p><i>Easter Hot Cross Bun Drive</i> – details will be confirmed by the supplier Forest Lakes Bakers Delight. Dates to be confirmed by leadership:</p> <ul style="list-style-type: none"> <li>- Online Ordering Open 5/3/2024</li> <li>- Online Ordering Closes 13/3/2024</li> <li>- Delivery of Buns 22/03/2024</li> </ul> <p><b>Disco Themes</b></p> <p>It was suggested to the group that we pick ¾ themes and let the Year 6 students decide on the theme for the year. Leadership agreed this is a good idea and the current Yr 6s will decide on the theme from the following three options:</p> <ul style="list-style-type: none"> <li>- Candyland</li> <li>- Fiesta</li> <li>- Jungle/Safari</li> </ul>	
<p><b>Additional Items</b></p>	<p><b>The Parent Circle</b></p> <p>The up and coming dates for parent circle will be: 22/02 07/03 – UR Strong Q &amp;A with Mrs Tonkin 21/03 – Harmony Week</p> <p><b>Feedback from the Community</b></p> <p>NIL</p>	<p>Catrina</p>



	<b>Other</b> NIL	
--	---------------------	--

**Meeting closed :** 10:22am

**Next meeting:** Wednesday 13<sup>th</sup> March 2024 8:45am

**Minutes Signed Off:**

**Date :** 7<sup>th</sup> February 2024  
**Chair:** Jain Chow  
**Secretary:** Pamela Lawrence  
**Principal:** Chris Burns



ST. EMILIE'S CATHOLIC  
PRIMARY SCHOOL

*Growing in Grace*

151 Amherst Road  
Canning Vale WA 6155  
Tel: (08) 9256 9696

Email: [stemiliesadmin@cewa.edu.au](mailto:stemiliesadmin@cewa.edu.au)

## P & F MEETING PRINCIPAL REPORT

**Wednesday 7 February 2024**

Term One Week Two

We acknowledge the Whadjuk people of the Noongar nation, the traditional custodians of the land on which our school stands.

We pay our deepest respect to the elders, both past and present, and to those who will become elders for future generations.

We recognise and celebrate the strength, resilience and capacity of the Noongar people and the cultural significance and contributions that Aboriginal and Torres Strait Islander people bring to our society.

### School Prayer

St Emilie, our Mother and guide

You were so filled with the love of God

that you helped others in difficult times.

Please help us to be like you and love others.

Amen

St Emilie, pray for us

**P&F Chairperson: Jain Chow**

**Secretary:**  
**Treasurer:** Pam Lawrence

## CATHOLIC IDENTITY

### LENT

The Liturgical Season of Lent commences next week. Lent is a solemn time in our faith where we prepare for the death and the subsequent rising of Jesus Christ, the Light of the World. During Lent, we journey in solidarity with Jesus in his darkest times and we remember that the season of Lent is based around the pillars of prayer, fasting and almsgiving. RE Units of Work within classrooms will be starting to focus on the Lenten season.

### ASH WEDNESDAY

Lent begins on Ash Wednesday. All community members are encouraged to join the School Leadership Team and the Parish at Mass at 8:00am on Wednesday. All children across the school will take part in a Liturgy where the ashes will be distributed.

### SACRAMENTAL COMMITMENT MASS

Last weekend and this coming weekend, children who are preparing to celebrate the Sacraments of Reconciliation, First Holy Communion and Confirmation attended Sacramental Commitment Masses across the weekends. We keep these children, their families and our parish in our prayers throughout the year.

## EDUCATION

### SMOOTH START

Halfway through the second week of the commencement of the new school year, we have seen a smooth start at school. The children have done a fantastic job coping with the very warm temperatures and the staff from our school must be commended on ensuring that classes and the teaching and learning program were ready to go on Day One of the term.

### ASSESSMENT & DATA COLLECTION

Across the school, various assessments and data collection are currently taking place. This assessment and data collection is scheduled for the same time each year so that school staff are able to have meaningful and authentic data to assist us in ensuring that our teaching and learning programs are directed to the point of need.

### NAPLAN

Preparations are once again underway as our children in Year Three and Year Five prepare for NAPLAN. NAPLAN is a snapshot of a child's learning on one particular day and one particular time. While, like everything we do at St Emile's, we want to do our best, NAPLAN should be viewed as it is. It is not the pinnacle of our teaching and learning programs and NAPLAN alone will not shape your child's future. Our aim at school is to put this assessment into perspective and to ensure that our children are suitably prepared to reduce anxiety on the day. Our school will use NAPLAN data to assist us in identifying any trends that exist across the school.

### INCURSIONS

Yesterday across the school our children were treated to some exciting incursions from the Perth Wildcats as well as from the Electoral Commission. Other incursions to complement the teaching and learning programs across year levels have been shared via the Term Planner.

### **A SOFT LANDING FOR LEARNING**

At the commencement of the year, our school introduced the concept of 'A Soft Landing for Learning'. Part of this approach involved the swapping of playing and eating times to ensure that children are provided with the opportunity to calm their heart rate and breathing before returning to class so that they can learn effectively. 'A Soft Landing for Learning' also includes other elements that focus on creating the necessary preconditions for deep learning to take place.

### **VISION FOR LEARNING - PUPIL FREE DAY**

Our staff will join together on Friday 1 March as we embark on our work to create a school wide Vision for Learning. A Vision for Learning is a shared understanding at St Emilie's about how we feel that children learn best. More information will be shared with parents and carers as we progress through our work.

### **SWIMMING TRAINING**

Swimming training for children in Year Three to Year Six will commence next week. More information to be sent home by Mr Davis shortly.

## **COMMUNITY**

### **WELCOME TO NEW FAMILIES**

This year we have been blessed to welcome so many new faces to our school. These families are spread throughout the year levels and feedback from our new families is that they feel most welcome here at St Emilie's. Please feel free to invite any unfamiliar faces you see to join us at P & F Meetings.

### **WELCOME TO NEW STAFF & STAFF RETURNING FROM LEAVE**

We also welcome Ms Dreyer, Ms Harris, Mrs Leavy, Ms Lewis, Mrs Noviaria and Mrs Srivastava to our staff team here at St Emilie's.

It is also great to welcome back Mrs Armistead and Mrs Matkovich from leave.

Our new staff members are being supported by internal mentors which are staff members who volunteered to take a new staff member under their wing. I am pleased to report that there was so much interest from staff in becoming a mentor that we had to inform some staff they would need to go on to a waiting list for when new staff arrive.

### **U R STRONG 2024**

In 2024 we embark on our URSTRONG Journey as indicated in the Weekly Reminders. URSTRONG is a whole school friendship strategy where the adults in our community become friendship coaches to assist our children in creating, building and maintaining friendships. Information about parent log ins has been shared and further information will become available to parents and carers as the year progresses.

### **FAMILY PICNIC**

The St Emilie's Annual Family Picnic promises to be a great night yet again. The Family Picnic will take place on Friday 16 February.

### **YEAR SIX ASSEMBLY**

Our Year Six children are the first class of children to lead us in assembly in 2024. The date of this assembly is Friday 23 February.

### **PARENT CIRCLE**

Parent Circle will once again be on offer again in 2024. The dates and themes for the term have been decided on and our Parent Circle Leader, Catrina Schryver will have further information later in the meeting.

### **CLASS REPS & COMMITTEE COFFEE CATCH-UP**

After the School ACM, Year Representatives and P & F Committee Members will gather informally over a coffee to speak about the importance of the role that the P & F plays and why it is vital for a strong community here at St Emilie's.

### **2024 COMMUNITY FOOTY TIPPING**

In 2024, the school P & F will offer a community footy tipping competition at St Emilie's. Further information will be shared closer to the commencement of the AFL season.

### **WEBSITE & WEEKLY REMINDERS**

St Emilie's now has a brand new website. The Weekly reminders will be placed directly on the website and where possible, links will be offered in the Weekly Reminders to access various information contained on the website.

### **COMMBANK TEACHING AWARDS**

At St Emilie's we are blessed to have such hardworking, dedicated and talented staff members who give their all for the children in the community. If you would like to nominate one of our amazing staff members for the CommBank Teaching Awards, please find further information in the Weekly Reminders.

## **STEWARDSHIP**

### **UNIFORM**

We appreciate the efforts and cooperation from parents and carers across the school in ensuring that children are wearing the correct uniform to school including haircuts, jewellery and shoes. Holding this standard ensures that we all model appropriate dress and helps to create positive preconditions for learning to occur by minimising distractions and fostering a sense of belonging.

We understand that there have been frustrations around uniform supply and we appreciate your patience.

### **WORK OVER HOLIDAYS**

A huge thank you to Mr Munro, Mrs Tonkin, Mr Cogger, Jacob from Yokkers Building Maintenance and all contractors who assisted with many of the works across the school over the Christmas break including the installation of two undercover walkways.

## **P & F TERMS OF REFERENCE**

Given that this is the first meeting for the year, it is timely to remind our community about the Catholic School Parents & Friends Group Terms of Reference which governs the operation of the School P & F. The document can be found using the following link:

<https://www.cewa.edu.au/publication/catholic-school-parents-and-friends-group-terms-of-reference/>

## **2025 P & F AND YEAR REPS**

In line with the guidelines from the P & F Terms of Reference, the positions of Chair, Deputy Chair, Treasurer & Secretary will become vacant at the end of 2024. When elected at the P & F ACM, each member of the P & F Committee is appointed to serve for two years. The current P & F Committee of Jain, Pam and Liselle have been sensational in leading the P & F Committee in recent times and their current terms will come to an end at the end of 2024. With the aim of alignment of positions, all positions on the P & F Committee will become available for the commencement of 2025 and the School Leadership Team will call for nominations before the ACM in 2025.

Year Rep nominations will also be called upon for 2025 however, this will be done at the end of 2024 to ensure that Year Reps are in place to start the following school year as per the case in 2024.

## **FUNDRAISING SUGGESTION**

The School P & F works alongside the School Leadership Team in ensuring that the mission of the school is delivered. Today we call for ideas of what you would like monies raised in 2024 to be allocated toward. While ideas and suggestions will always be used to guide our decision making as a School Leadership Team, the final decision will always be made by us in collaboration with the school staff in the best interest of the children in our care.

## **UPCOMING CALENDAR EVENTS - PLANNING**

Family Picnic - 16 February 2024

Annual Community Meeting (ACM) - 21 February 2024

School Photos - 27 & 28 February 2024

Pupil Free Day - Friday 1 March 2024





ST. EMILIE'S CATHOLIC  
PRIMARY SCHOOL

*Growing in Grace*

151 Amherst  
Road Canning Vale  
WA 6155 Tel: (08)  
9256 9696

Email: [stemiliesadmin@cewa.edu.au](mailto:stemiliesadmin@cewa.edu.au)

## P & F CHAIRPERSON'S REPORT

WEDNESDAY 7<sup>th</sup> FEBRUARY 2024  
WEEK 2 TERM 1

### WELCOME 2024

Welcome, wonderful parents and friends! Whether you are a returning family or are new to our wonderful community, we hope you have enjoyed a great start to the new school year. For our kindy families, we hope that your little ones have begun their learning adventure at St. Emilie's with huge smiles and loads of fun. For our Pre-Primary families, we hope it's been a wonderful start for your children as they transitioned into a full time schedule. And to our Year 1s, we hope the transition to "big" school, adorned in their full uniforms, left exciting memories. Hoping all the children had an extraordinary first week back and, to our Graduating Class families, hope it has been a spectacular kick-off to their final year.

A gentle reminder that each family within our beautiful school is a valued member of the P&F. We welcome you to join us at our bi-monthly meetings to make these events and activities even more vibrant with your enthusiastic participation. Your involvement sprinkles that extra touch of magic onto our school community and, we sincerely hope you will seize every opportunity to engage - your contributions are truly cherished.

We cannot wait to continue creating a positive impact for our school community. Here's to a year of growth, friendship and, shared successes.

### GRADUATION AND COMMUNITY THANKSGIVING MORNING TEA

Thank you to our Yr 6 Parent helpers, led by one of our amazing Year 6 reps, Shiela Gould, for transforming the hall with joy and nostalgia. Thank you to Pam, Shirley, Angela and Nicole for their time to help with setup and assist staff with service at the Graduation Evening. We celebrated the remarkable achievements of the Class of 2023. Congratulations to each and every student on this momentous occasion.

I am delighted to share with you the heartfelt reflections from our year end Community Thanksgiving Mass. It served as a beautiful moment for all of us to hit the pause button, allowing gratitude to swell in our hearts for the countless blessings that have graced our lives throughout the year. We bid adieu to some of our remarkable staff members, expressing our deepest gratitude for their unwavering dedication. Moreover, we took the time to acknowledge those extraordinary individuals within our community who consistently went above and beyond, selflessly contributing to our school. A special thank you extends to those who lent their helping hands in setting up and cleaning up on the morning of the event, exemplifying the true essence of community. Your efforts added an extra layer of warmth and harmony to our Thanksgiving celebration.

### STAFF GIFTS PRESENTATION

A heartfelt thank you to all our fabulous Year Reps for arranging the wonderful teachers' gifts. The presentations were beautiful and, the special tokens of appreciation brought smiles to our teachers' faces.

## **YEAR REPS 2024**

To ensure a seamless and well-organised start to the year, as noted in the last meeting we sought to finalise all Year Rep appointments for 2024 as early as possible. This action was to assist with our planning efforts, allowing for smoother delegation of tasks for the upcoming semester, ensuring that our events and activities kick off with a bang.

In line with this, all 2023 Reps, who have truly been invaluable in their roles, were asked about the possibility of continuing in their positions for their respective cohorts this year. This approach not only fostered a sense of stability within our dynamic P&F team but also ensures a familiar point of contact for our cohort families. Furthermore, regardless of who assumes the Rep roles, confirming the Year Reps as early as possible is beneficial, especially for our early years. By establishing this early connection, we can set a positive tone for the start of the new year.

We sincerely thank all our fantastic Year Reps from last year whose time and contributions made a positive difference.

We can confirm the following appointments for 2024:

Kindy – Chris Day & TBC

Year 1 – Sherry Izydorski & Amy Harris

Year 2 – Jess Curulli & Rahnig Dhanjal

Year 3 – TBC

Year 4 – Shirley Tan & Yolanda Silatonga

Year 5 – May Yates & Gia Dietrich

Year 6 – Josie Lofts & Sheree Taylor

We thank these wonderful parents and carers for taking on this crucial role at our school.

Our Group is still searching for enthusiastic Kindy, Pre-Primary and Year 3 parents to step into this vital role. Further expressions of interest will be sought via the Weekly Reminders.

## **FAREWELL**

We bid farewell to Liselle and thank her for the positive impact she had on our team. Liselle's enthusiasm is nothing short of infectious, sparking energy in events. Her creativity knows no bounds and, the ideas she brought to the table were truly out of this world. Liselle's giving spirit is beyond generous and, we are thankful for her time, effort and dedication.

## **THE YEAR AHEAD ...**

As we move forward into 2024, let us continue to grow and engage our beautiful and diverse community with an added emphasis on capacity building, succession and, forward planning.

By continuously improving processes and actively working to involve more individuals in events and activities, we are not just building a stronger community today but also laying the groundwork for a brighter, more inclusive future.