

P&F President Report
AGM 10th May, 2022
St Joseph's School, Clare

Welcome and thank you to everyone for being here this evening. It has been my pleasure once to serve the St Joseph's Community in my last year as P&F president. I would like to thank the P&F Committee, Peter Shearer, staff, teachers and the parents and friends who have tirelessly supported the P&F committee and its initiatives throughout the year.

I would also like to extend a huge thank you to Denika Koch for transitioning into the role of President earlier than anticipated, when I had to step away from the position in term 4.

Whilst we were hoping 2021 was going to be the year that we got back to "normal" after Covid, that certainly didn't prove to be the case! It is a testament to the strength of our community that we were able to navigate through the challenges Covid presented.

Despite another challenging year, the P&F have been excited to see the benefit of fundraising with significant funds being allocated to finish off the Junior School play spaces and create new play spaces and landscape the Middle School, which has been to the benefit of all students.

As always, I am supported in my role as president by an outstanding Executive Committee, which runs like clockwork! Thank you to each and every one of you, the help and support I have received from you all is invaluable!

Our P&F contributes to the greater school community and provides important school services with the help of numerous sub committees. Thank you to members of each of these sub-committees for providing us with the following reports for 2021:

School Board

Once again, the School Board would like to thank the P&F for their continued support and contribution to our school and acknowledge that it has been another difficult and everchanging year. The P&F have had to constantly adapt but have still been able to provide a wonderful support to our school community and the School Board would like to express their appreciation.

Over the past 12 months the Board met, usually twice a term, to discuss various issues around the betterment of our school. The Middle School has been a major focus of the School Board for quite some time, and it was great to finally see Stage 2 of the Master Plan come to fruition, with the development of the Middle School and Multipurpose Hall. I think we can all agree that the Middle School build has been a very exciting time for our school and is a wonderful facility for our students and staff, but also for the P&F to utilize as well.

As well as the Middle School development the Board has continued to review and update the School's ICT and policies such as The Grievance Policy, Covid 19 Policy and Bushfire and Emergency Response Procedure, just to name a few.

As a board we would like to acknowledge the important role the P&F play within our school community and as we enter this next exciting chapter, we must continue to

encourage new parent/carer interaction and participation in the P&F, no matter how big or small. We are very lucky to have a very active P&F within our school community and look forward to working together to foster and support St Joseph's Schools education of our children.

I would like to thank the P&F for allowing me to represent them at Board level and look forward to another successful year.

Jess Redden - Board Rep

Uniform

An overview of the Uniform Committee's activities in 2021:

- Uniform information prepared in term 3 for new parents of school starters, price lists, ordering information, sizing etc. Uniform Shop open to parents during school starter transition - 2 mornings (Nov).
- Opportunity given to school community to order house team coloured polo shirts prior to sports day. 74 shirts ordered. This will be offered again this year in Term 3.
- Uniform Shop located to St Michael's Hall in conjunction with distribution of class stationery packs in January. Three full days over 2 weeks, 8am – 4pm.
- New, short sleeved, 'School Blue' shirts with school logo embroidered on the pocket rolled out. Very well received according to verbal feedback.
- Larger 'Middle School' backpacks with school logo embroidered on front pocket offered to Yr 6 and up – sold out. (More will be ordered but would like feedback on whether to continue with embroidered logo or have them printed like the small backpacks, embroidery slightly more expensive).
- Dresses available in size 12 and up with new shaped bodices for 'Middle School' sizing, (improved fit).
- Scrunchie's available to match school dress
- Track pants (4 styles) order opportunity offered to school community through Qkr!, plan is to order as required every couple of weeks. Can be ongoing if successful.
- There has been a lot more ordering activity of most stock items over the last 12 months or so, to cater for larger sizes required for Middle School students. Hence, we are very strapped for space in our little shop now, but very grateful to have extra storage available in St Michael's Hall storeroom. (Great new shelving installed).
- Approval gained from the board to have the school logo applied to the short-sleeved, blue shirts for the Middle School. (Size 16 and up)
- Uniform orders through the Qkr! app packed and sent home with students each day as received.
- Uniform Shop open every Wednesday morning, but very few face-to-face transactions currently, due to Covid rules limiting parents and volunteers on-site, therefore no volunteer roster in term 1, looking to possibly re-instate roster this term.
- Stock monitoring and ordering as required, ensuring minimum order requirements are observed, indent ordering where possible to obtain discounts, freight-free minimums applied, and production times considered to ensure appropriate delivery times.
- Liaising with uniform company reps, to ensure best delivery times, price monitoring, garment quality monitoring and alteration negotiations when required.
- Co-ordinating second-hand items that are donated back to the school and unclaimed

lost property.

- 'Lending' out new jumpers for school photos.
- Updating price lists, Qkr! etc, invoicing and treasurer tasks. Huge thank you to Sarah Werfel for all the work she does supporting P&F in these areas.
- Currently liasing with Devon to 'fix' our adult sized, sport polo shirts, as they have been made incorrectly. (Pattern error).

Vicky Smith - Uniform Coordinator

Canteen

2020: Canteen net profit:	\$4461.82
Bakery fundraisers:	\$ 958.50
Total profit:	<u>\$5420.32</u>
2021: Canteen net profit:	\$3141.60
Bakery fundraiser:	\$1328
Total profit:	<u>\$4474.60</u>

2021 continued to be successful for the canteen despite having to close for much of 2021 due to covid.

The committee has continued to evolve and spent considerable time during the year working out ways to make canteen volunteering more flexible and convenient for parents.

Kerrie Weckert, Hollie Kain, Larni Ward, Yana Zanette and Amy O'Shea coulter continued the committee, while welcoming Jane Adams to the team.

Julie Grover and Stacey Hitch have left the committee for various reasons.

As Hollie, Kerrie and Larni look to step back from the team, the succession plan of the committee will see Jane Adams take over from Kerrie Weckert in the administration role and Yana Zanette will learn the ordering and maintenance process from Hollie Kain.

The committee are seeking a volunteer and roster coordinator. Any nominations or suggestions would be greatly appreciated.

It was very exciting to tour the new canteen in the middle school and discuss how we thought the canteen days could be coordinated.

Thank you to the strong teachers, Larni Ward and Hollie Kain for transferring items from the old canteen, across to the new.

Sarah Werfel continues in her formidable support through the finance and QKR management side of the canteen, printing of reports for ordering and drink labels. We are very grateful, thank you Sarah.

An enormous thank you to Linda Redden for organising and sorting the bakery/London Hill

fundraisers. These continue to be a great asset to the schools fundraising program.

With the profits from canteen, a new larger pie warmer was purchased which will assist the Friday volunteers greatly as they try to keep all the hot food warm.

The committee meets once per term and during 2022 will liaise every few weeks to assess the volunteer capabilities of working in the canteen as covid continues to wreak havoc with well laid plans.

Canteen net profits were down \$68 in 2021 due to closure of the canteen for an extended time. This also led to some stock not being sold. There were also some assets purchased during this time which have not been needed in previous financial years.

In term one 2022, the first ever canteen service was completed from the brand-new state of the art canteen in the middle school. It was wonderful to work with extra space and new equipment. There will still be a few hiccups as volunteers go along, but like anything new, the teething problems can be worked out as they go along.

In 2022, the canteen also catered for one extra class's (year eights in the middle school) orders to prepare. An idea was thrown about to stagger lunch times, but for now, the same lunch 'time' is okay to be the same from receptions to year eights.

A new introduction in the canteen was brand new colour coded tea towels, embroidered with the school logo – that will remain specific to the canteen. Also new, are the 'high-vis' aprons that volunteers can wear in school grounds and make them easily identifiable, i.e. there is a reason why they are walking across the playground.

COVID safe practices are still in effect and amended instructions and policies accordingly.

Unfortunately, the canteen only managed two weeks from the new location, before the community was knocked about by the covid outbreak, with volunteers succumbing to either the virus itself, or being deemed a close contact. This led to scrambling to find anyone available to open the canteen, which in the end the decision was made to close for the remainder of term one.

Canteen reopened in week one, term two.

Currently, the planning day on Thursday has two volunteers rostered on (one experienced volunteer would manage on their own if needed, but two is good for company). On 'canteen' day, three volunteers plus some senior students are how the roster is filled. Any new canteen volunteers are always rostered on with someone experienced who can teach them.

The roster sometimes lacks 'experienced' volunteers on a Friday, so this is something that the committee is looking into how to remedy. With more and more parents working, this shortens the pool of volunteers that can be called on.

The canteen Facebook page has been very beneficial as a platform for volunteers to see when they are rostered and/or arrange swaps if needed.

The committee are excited to welcome new suppliers Ho Nai Vietnamese and Little Red Grape. We thank Hollie Kain for liaising with these businesses.

Throughout the 12 months, the canteen continued to support various local businesses that include Clare Rise Bakery, The Main Street Bakehouse, The Corner Patch, Zest and Foodland.

We are very thankful to our parent volunteers, as our canteen can only be successful with the help of parents each Thursday and Friday. We appreciate all your time and effort, and we welcome any feedback that you would like to share. The children really do look forward to Friday Canteen days - so thank you!

We look forward to another successful canteen year in 2022, hopefully a smoother ride than during the height of the pandemic.

Fete

As with many organised events in the last couple of years, COVID meant that our 2021 Fete hung in the balance until 3 weeks from the planned date. In the end no overhead costs were incurred due to the simple set up of the event, in particular no advertising as we were unable to invite the wider community.

Held at the school with a specially designed Kiss & Drop zone drive-through for the parish and parent community, we were able to sell plenty of homewares, plants, produce, raffle tickets and baked goods without the risk of any community contact with our school children.

Some modifications such as eliminating the coffee stall and on-site luncheon/takeaway meals had to be implemented to remain within our COVID guidelines. This was all based on directions from CESA.

Feedback from visitors to the Fete were very positive, they enjoyed the new experience of pulling their car in for a browse and purchase, with the assistance of our friendly staff and volunteer parents.

Similarly, the atmosphere created within the school for our students was nothing short of exciting and typical of Fete day. They were able to enjoy all the usual festivities with plenty of space to play in their recess and lunch breaks. Students were able to visit numerous times throughout the day, as opposed to the usual structure of the Town Hall, which meant the disappointment of missing out just didn't occur. Our year 7's enjoyed success in their business enterprises and our music students still had the opportunity to perform in the open-air environment.

Speaking with many people about it, the running of the Fete within our school grounds has so much merit I expect this will be the future of our Fete, especially with our new facilities becoming available.

	Banked	EFTPOS	Takings	SJS Takings	Less Float	Profit
Raffle	550.50		550.50		155.00	395.50
Lolly Stall	1653.95		1653.95		360.00	1293.95
Bric-a-Brac	977.30		977.30	50.00	345.00	682.30
Plants & Produce	2188.65	789.00	2977.65		350.00	2627.65
Homewares & Gifts	862.00	76.50	938.50		200.00	738.50
Baked Goods	1114.10	245.50	1359.60		220.00	1139.60
Yr.7 (Cookies)	408.00		408.00		100.00	308.00
Yr.7 (Stress Balls)	581.85		581.85		100.00	481.85
Yr.7 (Tie-Dye Socks)	346.00		346.00		100.00	246.00
Yr.7 (Lemonade)	486.95		486.95		100.00	386.95
Hair/Face Painting	323.05		323.05		50.00	273.05
Popcorn	0.00		0.00		50.00	-50.00
Sausage Sizzle	499.80		499.80		0.00	499.80
Donations	55.00		55.00	346.30	0.00	401.30
	10047.15	1111.00	11158.15	396.30	2130.00	9424.45

New Parents Dinner:

Laura, Kelly & Alice held our New Parents Dinner on Friday 29th January of Week 1 at La Storta. There were 57 guests in attendance.

We had six Year 7 helpers waitressing, who were a great help to us in the kitchen, serving and cleaning up.

We are preparing for the 2022 New Parents dinner on Friday 20th May after a delayed start due to Covid restrictions. There are 75 guests invited so will be a big welcome.

After hosting 3 events at La Storta (after so many years at The Winery grounds) we much prefer this venue with our own kitchen, large area for guests, with no back up plan needed if inclement weather. But we hope to use the new Middle School facilities soon to take it back to the school grounds, where it is easier to set up prior and pack down.

Class Representatives:

Class Representatives provide a positive link between their classes and the P&F and I would like to thank following people who took on the role in 2021:

Abbe Weckert
Belinda Heinrich
Brooke Stockman
Peta Smith
Laura Baraglia
Kate Wehr
Kathrynn Ackland
Peggy Mitchell
Sophie Millington
Laura Davidson
Stacey Butler
Alice Duncan

This year's Class Reps have found that the use of Sign Up Genius to gain consent from parents at the start of the year was beneficial and a great time saver. The use of Facebook and Messenger groups has also proved to be successful, with most classes using this as their main method of communication.

Looking to the future, the P&F Committee will endeavor to appoint Class Reps at the end of each year to ensure all parents feel supported over the summer holidays.

In conclusion, you can see there are a lot of people who work mostly behind the scenes for the benefit of the school. We could not be the beautiful school we are without the help of these volunteers. Your efforts do not go unnoticed!

Representing the school as the P&F President over the past 4 years has truly been an honour and a privilege. With my youngest daughter enjoying her first year in our newly established Middle School and my youngest son beginning reception, I am looking forward to being involved with many future P&F events under the new leadership of Denika. I wish her and the new committee every success for 2022!

Carly Bradley
St Joseph's School, Clare
P&F President