



St Kevin's Catholic Primary School

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St Kevin's P&F Meeting Minutes - Wednesday 26 February 2025

7pm St Kevin's School Library

Attachments: Power Point P&F Meeting Term 1 2025 and P&F Constitution Broken Bay Diocese

1. Welcome and Opening Prayer

Melinda Navin (P&F President)- Welcome and declare meeting Open at 7:09pm 26/2/25

Karen Hughes (REC & Year 6 teacher)– Opening Prayer

2. Record of attendance and apologies

Attendance:

P&F Executive- Melinda Navin, Lucy Richards, Adriean Sweeney, Franzi Schemmel

K- Rob Hopkins, Alxia Moll Wesselka, Matt Whatman, Nutcha Chaemkhunthod, Laurent Anne, Luciana Campello, Teresa Bittencourt, Deo Morales, Catherine Morales, Mike Duong Florecs Jacovelk

1- Andy Warhurst, Jen Cummins, Elene Landeira, Yelena Chichibabina, Holly Edelman (4)

Maddy Young, Nina Gonzales, Medve Beev Andrii (4) Andrii Medvedev, Florence Jacovelk

2- Rebecca Suhr (6) Ruby Saini, Ashush Upnety, Aline Albo, Carol Chong (3) Madely Briquet

3- Franzi Schemmel, Vincent Cistulli

4- Jiraju Brennan, Shane King, James Betts, Renold Betts

5- Marley King, Marina De Silva,

6- Rachel Pall

Staff- Adrain Pulley, Karen Hughes, Nicholas Dowler, Amanda Kew

Apologies:

P&F Executive- Tami Griffiths

3. Confirmation and acceptance of the minutes of the previous meeting

Melinda Navin– confirming and accepting minutes of the previous meeting, declaring the minutes on the St Kevin's website.

Lucy Richards accepted viewing of meeting minutes on STKDY website.

4. Business arising from those minute

- Parent Survey: 2025 and beyond events

38 parents completed the survey. Voted for events that would attend in 2025- parent social, Mother's Day breakfast and stall, Father's Day breakfast/ stall, disco and bush dance. Colour Run organised in association with My School Fun Run will be a bi-annual event. Suggested other events for future: Parent trivia night/ games night and market day- open to public. Costing for events free to \$10.

- Role of P&F and Role descriptions for executive positions

What is the aim of the P&F? The P&F recognises and values the role that parents and carers play in the education of their children and aims to strengthen the partnership between family, school, parish and the wider community for the benefit of their children's overall development and learning.

President and Vice President: Provides leadership and direction for the P&F by working co-operatively and collaboratively with the principal.

Treasurer: Ensuring that all the financial dealings of the P&F are carried out in accordance with the P&F Constataion

Secretary: Records minutes during P & F meetings

Class Parent Coordinator Supports all class parents with communication, organisation and management of P&F events

Class Parents Foster a positive, inclusive, and supportive parent community and encourages school spirit and engagement by promoting events and activities.

Note: further information available in P&F Consitiution Broken Bay Diocese (attached)

- Election of 2025 Executive and Class Parents

Introductions shared in president's welcome and introductions.

5. President's Welcome and Introductions – Melinda Navin

2025 P & F Executive Team

President:	Mel Navin: Annabelle Year 2 and Rebecca Kindergarten
Vice President:	Lucy Richards: Henry Yr 1 and Jack Kindergarten 2026
Treasurer:	Adrienn Sweeney Bella Yr 5 and Flynn Yr 1
Class Parent Coordinator:	Tami Griffiths- Tyler Yr 4 Franzi Schemmel- Katie Yr 3

Unfulfilled positions for 2025

Secretary – please contact stkdy.pf@gmail.com to volunteer for the role – High priority

Class Parents 2025- all class group communication via Class WhatsApp Groups

Kindergarten: Alexia and Mercy

Year 1: Katy and Holly

Year 2: Karen and Ruby

Year 3: Franzi

Year 4: Tami, Jirayu, and Himadri

Year 5: Marley

Year 6: Adam

Parent Power

In 2025, we ask for all families to be actively involved with the P&F. Involvement can include: communication in class WhatsApp groups, volunteering for P&F events (preparation, during and post event), sponsorship and donations for fundraising (raffles for Mother's Day, Father's Day and Christmas concert), attend P&F meetings and join the P&F committee (including class parents).

2025 roles vacant: SP&F secretary and additional class parents required to support year 3, 5 and 6.

In term 3 current class parents will have conversations with class groups about 2026 class parents and P&F executive representatives. Please contact stkdy.pf@gmail.com to volunteer the roles.

6. Principal's and School Welcome

Introduction and opening for Adrian Pulley (Principal)

Sharing the vision for 2025 – student well-being, teacher support, solidifying great work already in place at St Kevin's, Being a voice to hopes & dreams, and Roadmap to 2030.

Nicholas Dowler (Assistance Principal)– Read through slide confirming School Staff & team

Talks about roles of teacher – teaching, faith partnership, engagement of many components that make up your teacher. Talks about child wellbeing, importance of communication – Compass, get involved, label belongings.

Format change from Meet the Teacher Information Evening in 2024 to GTKMC (Getting to Know My Child) conferences in 2025. Why the change? Historically high turnout in parents for K-2 for Meet the Teacher Information Evening, but very low turnout in 3-6 sessions.

Role of students, resilience, asking for help, communication, learning

Amanda Kew (Parent Engagement Officer)

Talked about how the school and families can work together. Drop-in sessions have been successful where parents can meet other parents and discuss ways they can be involved in school life.

Nicholas (Assistance Principal)

Talked of essential features of the new curriculum. The importance of learning with understanding, application of learning, progress of children learning with data. Outline of the curriculum expectations and taught hours.

Adrian Pulley (Principal)-

Reiterated, the world we live in progress, challenges, children having the ability to learn not just Maths and English, additional subject's children will be learning e.g. religious education history, geography, creative arts,

Adrian also spoke of additional supporting teams – Learner Diversity team. Specialist teachers, administration teams, Vacation care, School sport through CSBB. Wide network that the catholic school offers, not just the school itself.

7. Treasure's Report, 2024 P&F Purchases and Fundraising Plan for 2025 – Adriean Sweeney and Lucy Richards

Current funds:

2024 purchases for the school:

Portal speaker and microphone, Year 3 to 6 class sets of textbooks- literacy, Tarps for students to sit on for events, Class set (32) St Kevin's Graduation Sashes, Large gazebo (School logo) with wheeled storage bag for outdoor

2025 Fundraising

St Kevin's Personal Tea towels

Mango Drive

Raffles at events Mother's Day, Father's Day and Christmas concert - Donations required

Second Hand Uniform Shop

Lunch Fox

2026 Fundraising

Colour Run with My School Fun Run (bi-annual event)

8. Discussion session on nominated topic: 2025 P&F Events – Melinda Navin

Term 1:

P&F Meeting- P&F Executive: Wednesday 26 February 2025 7pm School Library

P&F Social- Year 1 cohort: Wednesday 26 February 2025 7:45pm to 9pm School Courtyard
Free event

Disco- Year 3 cohort: 28 March 2025 – 5:30pm to 6:15pm Junior Disco (K to 2) 6:30pm to 7:30pm Senior Disco (3-6) Note K-2 Siblings of 3-6 can stay for senior disco (parents' choice) School Hall

Ticketed Event- \$8 per student on sale via Qrk! Week 5 term 1

Sales close Wednesday 26 March at 4pm

Tea Towel Fundraiser- P&F Executive and School

\$20 per tea towel

Purchase via Qrk! from term week 6 term 1

Last orders: Thursday April 3, 2025, week 9 term 1

Term 2:

P&F Meeting- P&F Executive: Tuesday 13 May 2025 7pm: School Library and Zoom

Mothers' Day Stall- **Whole School Volunteer Request:** 9:30am to 10:30am Tuesday 6 May 2025 9:30am to 10:30am School Hall

Mothers' Day Breakfast – Year 2 Cohort: Thursday 6 May 2025 7:45am to 8:45am
School Playground/ under croft

Free event- registration required for catering purposes

Bush Dance: Year 5 and **Whole School Volunteer Request:** 17 May 2025 School playground **5:30pm start (TBC)**

Free event- Food and drinks on sale during event

Term 3:

P&F Meeting- P&F Executive: Tuesday 5 August 2025 7pm: School Library and Zoom

Fathers' Day Stall- **Whole School Volunteer Request:** 9:30am to 10:30am Tuesday 2 September 2025 9:30am to 10:30am School Hall

Fathers' Day Breakfast – Year 4 Cohort: Thursday 4 September 2025 7:45am to 8:45am
School Playground/ under croft

Free event- registration required for catering purposes

World Teachers' Day- Kindergarten Cohort: Friday 31 October 2025- activity TBC

Mango Fundraiser- P&F Executive organisation Whole School Volunteer Request for delivery

Purchase via Qrk! from term week 5 term 3

Delivery TBC in term 4

Term 4:

P&F Annual General Meeting- 28 October 2025 7pm: School Library and Zoom

Year 6 Graduation Celebration- Year 6 Cohort: Thursday 11 December 2025 - event
TBC

9: Matters for future consideration

Matters for future consideration replaces 'General Business' to deal more productively with matters of concern raised at the last minute. Attendees should not expect that issues, without notice, can be dealt with at the meeting at which they were raised. As always, the P&F Executive Team decides if and how the matter might best be addressed.

Item raised: Second Hand Uniform

Question: Can students wear second hand uniforms without the logo

Adrian Pulley response: Students can continue to wear existing uniform, new uniform purchases to have logo – not many left in the 2nd hand uniform shop that do not have the logo. Families encouraged to donate uniforms, and bags to the front office.

10: Confirmation of next meeting date

Upcoming meetings:

- Disco organisation - year 3. Communication coming via class WhatsApp group this week
- Mother's Day Stall- volunteers please see Melinda Navin, Lucy Richards or contact class parent and ask to pass on your details by week 1 term 2
- Mother's Day breakfast organisation - year 2 Communication coming via class WhatsApp group week 1 term 2
- Bush Dance organisation - year 5 Communication coming via class WhatsApp group week 1 term 2
- P&F Term 2 - Matters for discussion requests from class groups due Friday week 1.
- P&F Term 2 Agenda to be sent via around the grounds Friday Week 2 Term 2
- P&F Term 2 Meeting Tuesday 13 May week 3

11: Conclusion of meeting and Prayer

Karen Hughes (REC & Teacher) closed with school prayer

Meeting closed 8:09pm.