



ANNUAL REPORT 2023

St Luke's Advisory Council ACM Script 2023

Wednesday 22 November 2023

Acknowledgement of Country

Tamara: Good evening, everyone and welcome to St Luke's Annual Community Meeting for 2023.

My name is Tamara Boyer, and I am Chair of the St Luke's School Advisory Council. Before we begin, it's important we pay our respects to past and present elders of the Noongar nation who are the traditional custodians of Whadjuk Noongar Boodjar, the country on which St Luke's is sited and where we are privileged to hold our ACM. We also acknowledge the wider contribution which Aboriginal Peoples have made to promoting equity and excellence in education for our young people, and the role we all play in the ongoing journey of reconciliation.

Will you please now join me in making the sign of the cross for our opening prayer.

1. Opening Prayer

Tamara:

Dear Lord,

As we come to the end of this school year, we thank you for your faithfulness and provision. We thank you for guiding us through the challenges and obstacles we faced, and for helping us to grow in knowledge and character. We thank you for the teachers, students, parents and friends, who have supported and encouraged us along the way.

As we look back on the past year, we recognise our achievements and ways we can improve. We pray that you will help us to to grow in wisdom and understanding, and for the lessons we have learned to stay with us and guide us in the future.

We ask for your blessings upon all members of our community and pray that we may continue to grow in knowledge and in faith.

Finally, we offer our thanks and praise to you for all that you have done and all that is yet to come. May your love and grace be with us always.

In your holy name we pray.

Amen.

2. Acceptance of Previous Minutes

Tamara: Just before we go into the acceptance of the minutes, a reminder, if you haven't already signed the attendance register, to please do so before the end of the meeting.

The minutes from the 2022 Advisory Council ACM have been distributed. Hard copies are also available this evening. Please can I ask for two people who were present at last year's AGM to acknowledge that these minutes recorded are true and correct.

Moved: Jaime Marshall

Seconded: Elise Cruttenden

3. Advisory Council Chair Report 2023 – Tamara Boyer

Tamara: I will now present the Advisory Council Chair Report.

Again, it has been a privilege to chair the St Luke's Advisory Council in 2023. This year, we welcomed four new members to the Council: two elected members, Laura Hodgson and Craig Day, P&F Representative, Jaime Marshall, and St Luke's parish priest, Father Stan. Together with existing members, Natasha Morgan, Tania Rego, Sarah Ellam, Simon Stevenson and Mike Featherstone, we have worked with the St Luke's Leadership Team, in an environment of mutual trust and respect, to ensure the best opportunities for our students to *learn, love and serve, and be the best version of themselves*. It has been an absolute pleasure working with this highly knowledgeable and dedicated group of volunteers from our community, and I thank them for all their work and support throughout the year.

Catholic Schools Advisory Council Chairs Conference

As the Chair, I was privileged to attend the biennial *Catholic Schools Advisory Council Chairs Conference* in June. This year, the conference was held at Government House, at the invitation of His Excellency, the Honourable Chris Dawson AC APM, Governor of Western Australia. In his address, Governor Dawson expanded on his priorities to strengthen institutional trust, develop young leaders and support young people. He also spoke about our obligation to maintain strong governance in our respective schools, which of course lead me to reflect on how St Luke's operates and the mechanisms by which we are held to account.

At St Luke's, as we endeavour to ensure the best possible learning outcomes and faith formation opportunities for our students, we are accountable to the Bishops of Western Australia, the State and Commonwealth Governments, and our local community. And we are held accountable through mechanisms, including the 4-yearly school standards and registration audit, which we undertook last year, cyclical reviews undertaken by CEWA and by reporting to parents and the school

community. But we don't just aim to meet the standards. And what is really noticeable from an Advisory Council perspective is that St Luke's has high standards, and continuous improvement is always high on the agenda.

Strategic Plan Update

Now there have been some changes regarding strategic planning, as since 2022, Catholic Schools in Western Australia operate under the banner of CEWA Limited. Under this new structure, individual schools are no longer required to publish a Strategic Plan every 3-5 years. Instead, schools are guided by the overarching Catholic Education Commission of Western Australia (*CECWA*) *Strategic Directions*, which sets out the the four key priorities of Catholic Identity, Education, Community and Stewardship. This system plan is publicly accessible via the CEWA website.

Underneath this system plan, sits the contextual St Luke's School Improvement Plan (SIP). This plan is an internal working document developed by and used by the school to ensure continuous improvement across the four key priorities or domains at St Luke's. The current SIP has been informed by student data, as well as contributions made by St Luke's staff, students, parents and school community members, including the Advisory Council in 2022 and 2023. In the principal's address, Kerry will highlight the key achievements we have seen this year, as a result. Before this, though, I wanted to highlight the work of two sub-committees which operate under the Advisory Council:

- The Capital Development Subcommittee; and
- The Risk and Maintenance Subcommittee

Capital Development Subcommittee

During Term One, the school received confirmation from CEWA that Stage 8.1 of St Luke's Capital Development Plan (CDP) had been approved. While this has been exciting news for the school community, the road to tender and construction has not been a straight one. Our application with the City of Joondalup was delayed until June, due to concerns about traffic management and the school was asked to trial a new Kiss 'n' Drop system,

which is now in place. Rising building costs have also led CEWA to recommend a reduction in the scope of the CDP, which the Advisory Council supports. We are currently working with the CEWA Capital Development Team and will keep the community informed. In the meantime, I would like to recognise the work of Kerry Hewitson, Sarah Williams and members of the Capital Development Subcommittee. We are really blessed to have such a knowledgeable group to ensure student needs can be met without compromising the school's financial position or the elements of design, and I thank you for your stewardship and work in this space over the past year.

Risk and Maintenance Subcommittee

The Risk and Maintenance subcommittee ensures that potential risks on campus are identified and mitigated and ensures the school grounds and facilities are well maintained and renewed. In 2022, the subcommittee submitted a 5-year maintenance plan, which the Council endorsed and budgeted accordingly. Throughout 2023, the subcommittee has presented regular reports outlining works completed under this plan, as well as future maintenance needs. So much has gone on behind the scenes from arranging the cleaning of sandpits, servicing of toilets, classroom furniture upgrades, installation of water bottle fillers and bubblers and upgrades to the carpark, including new speed humps, to ensure the safety of our students, just to name a few. I would like to thank Kristy Graffin for leading this sub-committee throughout 2023.

Changes in Advisory Council Membership

I would now like to acknowledge the contribution and collective service of departing members of the Advisory Council in 2023. I would like to invite Sarah Williams to the front to present each member a gift of thanks:

- Tania Rego, who this year completes her maximum tenure of 6 years on the Council. During this time, Tania has volunteered on various sub-committees, most recently, Risk and Maintenance, and has held the position of Board and Advisory Council Secretary.

- Natasha Morgan – who following her 6-year tenure in 2022, was granted permission by Executive Director, Debra Sayce, to remain on the council in 2023 as she handed over the role of treasurer. Natasha has also contributed to various sub-committees in this time, most recently Capital Development.
- Parish Representative, Mike Featherstone, who this year completed his 3-year tenure. Over this time, Mike has been an important channel of communication between St Luke's parish and the school, supporting a strong partnership and Catholic identity.

Tania, Natasha and Mike, thank you all for your service, time and dedication to ensuring St Luke's provides the best possible opportunities for our children. While your presence at our meetings will certainly be missed, we know how active you all are in both the parish and the school and look forward to catching up at community events in the future.

Final Thank You

2023 has seen positive collaboration between the School Advisory Council and the P&F. As P&F Representative, Jaime Marshall has been an important channel of communication for us this year. On behalf of the Advisory Council, I would like to thank the P&F for all of their hard work and commitment and we look forward to hearing a summary of their achievements and contributions from Katherine a little later.

Thank you to all the St Luke's staff for your spirit of service to Catholic Education and for your commitment and dedication to ensuring the best possible outcomes for our children. We wish you well for the remainder of term and for a blessed Christmas and well-deserved holiday.

I know departing staff members will be mentioned in the Principal's Report but on behalf of the Council we wish those leaving all the very best for life after St Luke's.

Finally, my sincere thanks to Kerry for her leadership of the St Luke's Catholic Primary School Community, and for her trust in and support of the Advisory Council. We also wish you, Sarah and Kristy all the best as you

oversee the year's close and look forward to working with you again in 2024.

Tamara Boyer
Advisory Council Chair

4. Treasurer's Report – Simon Stevenson

Tamara: I would now like to invite Treasurer for the Advisory Council, Simon Stevenson to present the Treasurer's Report.

Treasurer's Report

2023 Financial Year

I am pleased to be presenting my first report as Treasurer for 2023. Firstly, my thanks to our former Treasurer, Natasha Morgan, who did a great job in the role for many years and helped provide a smooth transition for me.

I would also like to thank Zelda Zhang for all the great work she does as the Finance Officer for St Luke's and for the support she has provided to me throughout the year.

And finally, my thanks to Kerry, Sarah, Kristy and my fellow SAC members for their time and effort ensuring St Luke's continues to provide strong financial stewardship.

2023 Financial Performance

At St Luke's we derive our income from school fees, grant income (paid in progressive instalments) and capital income. At the end of October 2023, we have earned \$6.1M to date from these sources and we expect to earn a further \$0.1M through November and December for a full year forecasted income of \$6.2M.

Our expenditure at the end of October 2023 was \$4.7M and by the end of the year, we expect total expenditure to be \$5.9M. As for most schools, employee benefits represent the largest portion of our costs with \$3.8M incurred at the end of October 2023 and we forecast this to be \$4.8M by the end of 2023 (which includes teaching staff back payments for salary increases).

Our overall operating result to October 2023 show a surplus of \$1.2M (which includes grant funding through to the end of the year) and by the end of 2023, we expect to finish with a small deficit of \$5.9K (after amortisation & depreciation).

Our balance sheet remains strong with net assets of \$6.0M at the end of October 2023 which includes \$1.6M in operating cash and \$0.9M in allocated reserve cash accounts. We expect by the end of 2023 to have an overall cash and reserves balance of \$1.3M. The balance of our CDF interest-bearing loan is \$71.8K at the end of October 2023.

2024 Budget

For 2024 we are budgeting \$6.5M in expected income. Our student enrolment numbers pleasingly remain high (97%) for 2024. Against this, we expect to incur \$6.4M in expenses with employee benefits (\$5.3M) representing the largest portion of costs. After allowing for depreciation and amortisation costs, we expect to have a net deficit of -\$0.19M by the end of December 2024.

2024 School Fees

In reviewing the school fees for 2024, we are cognisant of the cost pressure's families continue to face in the current high inflationary environment. With this in mind, we have agreed to keep our 2024 fee increase to a modest 1.5% increase. This is off the back of a 5% decrease in 2023 which means school fees still remain lower than those in 2022.

Mater Dei College - Sibling Discount Scheme

We are also excited to announce a great initiative being planned by Mater Dei College which is designed to provide financial relief for families with multiple children attending across Mater Dei College and St Luke's Catholic Primary School.

The Sibling Discount Scheme offers a tuition fee reduction to students attending St Luke's Catholic Primary School who have siblings already enrolled at Mater Dei College. This will not only help families financially but helps create a stronger sense of community between our two great schools. We would like to recognise and thank Annette Morey and her leadership team for including St Luke's in this great initiative.

Further details of the Sibling Discount Scheme and how to apply are currently being finalised and will be shared with families shortly.

It's hard to believe another year has quickly passed but we look forward to another wonderful and exciting year ahead at St Luke's.

Simon Stevenson

Treasurer

FINANCIAL SUMMARY TABLE

	Year to Date Actual		Full Year Actual		Full Year Budget
	Oct 2023	Oct 2022	2023 (est)	2022	2024
Recurrent Income	5,993,565	5,410,298	6,083,565	5,784,189	6,318,015
Capital Income	164,943	142,701	164,943	142,702	181,612
Total Income	6,158,508	5,552,999	6,248,508	5,926,891	6,499,627
Employment Benefits	3,828,719	3,628,778	4,858,144	4,502,284	5,258,638
Other Expenditure	845,776	868,829	1,065,776	992,786	1,101,546
Total Expenditure	4,674,495	4,497,607	5,923,920	5,495,070	6,360,185
Surplus / (Deficit) Before Dep'n & Amort	1,484,013	1,055,392	324,588	431,821	139,442
Amor & Dep'n	275,791	275,856	330,523	330,667	333,578
Net Surplus / (Deficit)	1,208,222	779,536	(5,935)	101,154	(194,135)
Cash at Bank (Operating and Allocated Reserves)	2,498,902	1,861,091	1,335,479	1,470,795	1,189,888

Tamara: Thank you, Simon.

5. Principal's Report – Kerry Hewitson

Tamara: Unfortunately, Kerry has Covid at present, so in her absence, I invite Assistant Principal, Sarah Williams, to present Kerry's Principal's Report.

Sarah:

Good evening, Everyone!

I'm delighted to present the 2023 Annual Report to the school community. Reflecting on the past year, it's evident that we have much to be grateful for and thank God for the many blessings on our school community.

This time last year we launched our modern, updated school uniform which embraces more unisex design and flexibility. The generosity of our community was showcased through the donation of old-style uniforms to Buckets for Jesus, benefitting children in the Philippines. 2024 will continue to be another transition year for the school uniform.

Our 2023 Annual School Improvement Plan had several goals that we worked towards achieving.

Catholic Identity

Early in the year, we were advised that Fr Stephen was moving to another parish and that the Salvatorian Order would take over the administration of the Parish. Fr Stan Bendkowski was appointed Parish Priest and arrived at St Luke's on 12th June. He very quickly became an integral part of our school community which has strengthened our school parish partnerships, contributing to the vibrant Catholic Identity of St Luke's. Fr Stan has become a regular visible presence in our school. We are truly blessed to have Fr Stan at St Luke's and are grateful for the gift that he is to us.

Throughout the year, Angela Coon, the newly appointed Sacramental Coordinator, has worked closely with Kristy Graffin to ensure the Sacramental Program has run smoothly. Thank you, Angela and Kristy. Our

staff teaching in the Sacramental years also completed professional learning to enhance their knowledge of the Sacraments.

This year, Fr Stan and the school Leadership Team continued to attend the North Coastal School and Priest Network Meetings each term. These were facilitated by Dr John Topliss and Dr Nathan Leber from the Catholic Institute of Western Australia. It has been a valuable initiative for the schools in our region and will continue in 2024.

Here at St Luke's we strive to commit to acts of service in the community. The students have been involved in St Vincent de Paul, Project Compassion, Life Link and the Sisters of Mercy. Staff have also donated their time to Brother Ollie's Wheelchairs for Kids, where they meet before school to pack wheelchairs that are sent overseas to underprivileged children.

Education

The development of our Vision for Learning has set the tone for teaching and learning at St Luke's. This guiding document defines key teacher practices and serves as the foundation for professional learning and school-based educational decisions. In living our Vision, we develop Capabilities for Learning. Our skills, knowledge, behaviours and dispositions provide a holistic lens for the transformative education in which curriculum and pedagogy support the integral human development of our community.

We have worked closely with Julie Scali from Literacy Impact, to implement new research-based teaching and learning strategies, to improve student outcomes in Literacy. We partnered with St Elizabeth's staff to develop assessment rubrics for moderation in writing. Next year we will continue to implement Talk for Writing across Years 3-6.

2023 saw a change in the way NAPLAN was administered and reported. There were

- new measurement scales for all test domains
- new time series for future longitudinal comparisons, due to the new scales

- proficiency standards to report student results, replacing the previous NAPLAN bands.

This year was an adaptive test that automatically adapted student test performance to ask questions to match their student achievement level. We cannot compare data with previous years but can compare our school's mean scaled score to CEWA, State and National Results.

While the NAPLAN is just one test on one day, it is still our best source of longitudinal data and as such can give us very valuable information. Teachers use this data to inform their teaching.

This year our Year 3 students performed above CEWA, State and National mean in all areas assessed. Our Year 5 students were above CEWA, State and National in Reading Writing and Spelling. They were just under the mean scaled score in Grammar and Numeracy.

Going forward we want more of our students to move into strong or above in each area assessed. Drilling down into the data we recognise a need to improve in Measurement.

2024 will see a curriculum focus on Numeracy, with the aim to improving our teacher practice and student outcomes.

This year Bruce Plint, Rosey Martin and Tania Farcich teamed up to provide a more dynamic extension program. The 46 students from Years 3-6 involved in SHINE have been offered a myriad of opportunities to develop and grow in a variety of different learning areas. We also welcomed Natalie Vennitti who has worked with our staff in the Digital Technology space. We are also grateful for her efforts in connecting our school with the wider community through social media.

Our dedicated staff work tirelessly to ensure that our students receive the best possible education based on current research. I thank them for their willingness to adapt and their commitment to ongoing improvement.

Community

Our goal to partner with parents, St Luke's Parish, and the wider community to enhance our Catholic School Community, has been achieved on several levels. Our connection with the parish is strong, more families are attending the monthly 9:30am children's liturgy, and we are working closely with Fr Stan to ensure the Parish Pastoral Council is active in the community.

I sincerely thank the Parents and Friends and the Fathering Group for all they have done to build the St Luke's School Community to be the welcoming place it is today.

The P & F, through fundraising, have supported the purchase of contemporary furniture in Years 3-6, construction materials, mini whiteboards, reading books, library books, an upgrade to the Kindy & PK outdoor areas plus the purchase of a water bubbler for Pre-Primary and subscription to Mathletics. Special thanks to all the parents who have supported and engaged with these parent groups for us to be able to provide for the students at St Luke's.

To enhance 'student voice' in our school community we introduced the suggestion letter box. This has resulted in the purchase of soccer goals, bike racks and new nets on the basketball/netball rings. We will continue this process in 2024.

Stewardship

Last year, we announced the plans for capital development; this was a big project that has been a focus since 2021. As interest rates began to climb, together with building costs, the decision was made to reduce the scope of the project, however, this meant a compromise in design. We currently await approval from CEWA to repurpose the Science room to the TSH and modify the current TSH and sports office to accommodate our bubble class when they are in Year 3. The Capital Development Team have been an incredible support to the Leadership Team this year and I thank them for that. Over the Christmas break, the Year 5 and 6 classrooms will be painted and new blinds will be installed.

Maintaining enrolment numbers has been a focus. We wanted to maintain our market share and increase the enrolment to 97% which we have achieved. There are 8 positions in the Bubble Class which is currently in Year 1 and 6 positions across the remainder of the school. A huge thanks to Heather Macdonald-Rudez for her continual focus on enrolments.

We are developing a closer relationship with Mater Dei. Some students as part of their Service Learning have assisted at sporting carnivals and we have introduced more orientation for our Year 6 students.

Thank you to all the staff for all you do, day in and day out, to ensure our children not only get the best education but the pastoral care and religious guidelines and values that enables them to grow in the image and likeness of our God. You are appreciated.

This year we farewell the following staff:

Justin Kirry – who has been on secondment to Newman College for 2023 has accepted an ongoing position there. Justin was here at St Luke's for 4 years
Francesca Da Rui – is following other pursuits. We wish her well for her upcoming wedding and may see her back at St Luke's in a relief capacity.

Trish Main – has been at St Luke's for 19 years and is currently teaching at St Simon Peter; last week she accepted an ongoing position there.

Sarah Knox – has accepted a part-time position teaching PE at Whitford Catholic Primary

Mandy Schrader- will be a regular relief here at St Luke's.

Thank you to Sarah & Mandy for taking over teaching Year 4 mid year

Mandie Cubeddu – leaves St Luke's after 4 years to pursue a different career pathway. Mandie says working here was 'The best decision I ever made'.

Thank you to each of you who have given of yourself and added to the community of St Luke's. You may never know the true impact you have had on the students in your care; they have been blessed to have you as their teachers. We wish you well as you travel different pathways in the future.

I would also like to acknowledge the following SAC members who are finishing up this year:

Tania Rego – has served 6 years. Tania has held the position of secretary for a period and has been a valued member of the School Board and Advisory Council.

Natasha Morgan- 7 years, as treasurer her eagle eye on finances has ensured the school is in a strong financial position.

Mike Featherstone as the Parish Council Representative has for the past 4 years been the conduit between Parish and School. Thank you Mike.

To all the members of the Advisory Council, thank you for your support. You are trusted sounding boards who give valued advice to ensure we offer our children the best possible chance to experience success and acceptance for who they are.

To Zelda & Heather in admin, thank you for all your support.

To Nev, you keep our school looking amazing, we all appreciate what you do. Nothing is ever too much for Nev, he is on speed dial for any maintenance issues and does everything with a smile.

To the Leadership Team – Sarah Williams and Kristy Graffin your attention to detail, listening ear and support have been very much appreciated. I could not do my job without your unconditional support. I think we have a great team to which we bring our individual strengths. Thank you also to your families, for their support of you, which has enabled you to give so much of yourselves to this demanding role.

In closing I look forward to seeing everyone at our Christmas Concert on Friday 1st December and I wish each of you a joyous and Holy Christmas and look forward to seeing you in 2024.

Kerry Hewitson
Principal

Tamara: Thank you, Sarah.

To present the Parish Report, Father Stan, will you please come to the lectern.

6. Parish Report – Fr Stan

I am pleased to present Parish Report to you this evening.

Introduction

The 12 months since the last years School AGM has been a busy, productive and satisfying year for the parish.

In no particular order, the following are some of the important activities, events and other matters that occurred in the parish during the year.

Christmas

With the easing of COVID restrictions our Christmas Masses were well celebrated and attended.

Easter & Holy Week

In preparation for Holy Week and Easter:

- Stations of the Cross were held on each Friday during Lent,
- The parish again hosted a Passover Meal for parishioners,
- Fr Ruben held an adult faith formation session titled “Lenten Reconciliation” which was well received and well attended – 40 people approximately.

Sacramental Program

We wish to express our gratitude to Angela Coon our Parish Sacramental Co-ordinator, Mrs Kristy Graffin – School’s RE Coordinator, teachers, members of the Parish Religious Education Program (PREP) team and parents for preparing the candidates so well for Confirmation in May, First Holy Communion in September and more recently First Reconciliations in November.

Fr Francisco

On a matter of some sadness for both the Parish and the School, our much loved former parish priest Fr Francisco passed away in India on 7th April 2023 (ie Good Friday) – he had returned to his home in India a few weeks before to spend his last days with his family and friends.

Change of Priests

Fr Stephen and Fr Ruben were farewelled in May of this year as they took up their appointments in the Northam parish.

Weekend Masses

Weekend Masses are celebrated in our Parish on Saturday at 6pm, Sunday 8am and 9.30am. The Sunday evening Mass time has been changed from 6pm to 5pm. This is intended to assist parents with young families to bring their children to Mass with enough time afterwards to get them ready for bed at a reasonable hour. Also, for many of our senior parishioners it will reduce the number of times they drive to and from Mass in the dark

School Masses & Liturgy

From a parish perspective it is very satisfying and encouraging to have regular School Masses, both whole of School Masses and some individual classes joining parishioners at the regular Parish Masses at 9am on weekdays.

Out of School Care

Discovery Kids is a Catholic Out of School Hours Care provider and works specifically with Catholic schools.

You will probably recall that the parish engaged Discovery Kids to provide Out of School Hours Childcare Services as from January 2022. Our relationship with *Discovery Kids* has developed well in the past 12 months.

I would like to thank Mike Featherstone, our Parish Pastoral Council representative on School Advisory Council, who has prepared this report. He has completed his 6 years term in September this year. Currently I attend all SAC meetings and whenever I can I try also to be present at the P&F meetings.

I was officially appointed as the Parish Priest of St Luke's Woodvale and arrived in the Parish on 12 June 2023 and since then I have been very busy learning about our Parish. The transition process has been made easier and very joyful because of the warm welcome which I have received from both Parish and School Communities. I enjoy visiting our School and meeting with teachers, parents and children in their classrooms.

I have received a lot of support from our School's Leadership Team, the Teachers and the School Staff which I greatly appreciate, and I am thankful for. Especially I would like to thank our School Principal Mrs Kerry Hewitson and our two Assistant Principals Mrs Sarah Williams and Mrs Kristy Graffin for their warm welcome, support, their great commitment to our School and Parish and for attending all Parish Pastoral Council meetings.

The relationship between the School and the Parish is very strong and we look forward building further on this strong relationship as we progress together.

Fr Stan Bendkowski SDS
Parish Priest

Tamara: Thank you, Father.

7. Nominations for School Advisory Council

Tamara:

As we had no nominations for the 2 vacancies which were advertised to join the St Luke's School Advisory Council in 2024, we will adjourn in a moment and hand over to the P&F to run their AGM. Beforehand though, if there are any parents or friends of St Luke's here this evening who might be interested in joining the Advisory Council, please will you come and speak to myself or Sarah at the end of the meeting.

P&F AGM

Tamara: Please welcome P&F President, Kathryn Peake, to lead the P&F AGM.

P&F President Report

Good evening everyone,

First order of business, we need to forward and second last year's ACM minutes.

On behalf of the P&F committee, I'd like to thank everyone who has worked alongside us this year. We are very grateful to all the parents who generously donate their time to keep St Luke's school and community as beautiful and inclusive as it is.

I'd also like to thank the leadership team, teachers and support staff who are such a pleasure to work with and who always do their best for our children.

To start, thank you to the class representatives who work not only to pass on communications through the year, but also to support the community spirit of the school.

Thanks to Belinda Rasti for continuing with the Entertainment Book Sales.

Thanks to Karl and Mary Wright for sponsoring our morning coffees at assemblies and at the sports carnival.

Thanks to all the parents who volunteered their time Thursdays of term 2, 3 and 4 to distribute all the Locavora lunches.

Our first event of the year, EOTG, was a fantastic welcome to the school thanks to the year 1 parents lead by Caris Lynch, Jade Robertshaw, Rebecca Stevanoski and Claire Lord.

For their donations and time in running the Easter Raffle, thanks to the kindy parents led by Chrissy Norman and Syazana Terribile.

Thank you to the Father's Group for the many events they have run through the year, including running the Mother's Day Breakfast, and for taking on the Father Daughter/Son camps. It's wonderful to see all the fathers coming together as they are.

Thanks to Julie Von Bergheim, Tegan Back and the team from Year 5 for running the Mother's Day Stall.

Thanks to Theresa Tunncliffe, Caley Hensworth, Mrs Simmonds and the team from Year 2 for running a brilliant Book Fair and encouraging a love of books and reading.

Thanks to Kelly Matthews and Ally Stampalia with the team from Year 4 for running the Father's Day Stall.

Thank you to the mums who helped distribute the Father's Day Breakfast. This will become the Year 1 event from next year onwards, replacing the EOTG which will come back to the P&F team.

Thanks to Bronwyn Casotti, Jessica Chircop and the Year 3 team for running a fantastic Disco. Also to DJ Sarah for donating her amazing skills again this year, very much appreciated.

Thank you to Melinda France for running the Monday morning Playgroup.

Thank you to the preprimary parents lead by Chloe Monamy and Lauren Atkinson for running the delicious cake stall at the sports carnival, and for baking or donating everything.

Thanks to Sandra Howe and Julie Saunders and the team from year 6 for their hard work towards the year 6 graduation.

Thanks to Alana Metaxas for organising the Family Camp at Willowbrook Farm. Such a great way for so many school families to spend quality time together.

Huge thank you to the P&F committee, without whom we couldn't have managed all the above events. Melinda France has been our very busy and dedicated treasurer this year, and will be only slightly less busy next year as she steps back from treasurer while continuing her many other roles. Jaime Marshall has been a multi tasking and amazing Vice-president, somehow juggling many hats while always smiling. Elise Cruttenden joined our school only last year and stepped immediately into being the most efficient and organised secretary, greatly appreciated. Rebecca Middlecoat Whittle has taken on the newsletter for us, as well as lending her help and guidance wherever she can. Joscelin Bell has brought glitter and assistance to the team, and brightened our days. These ladies have all amazingly put their hands up to continue their roles next year which I am very thankful for.

This year the P&F as well as all the events above, have given \$4000 to each school year group for important items such as upgrading the junior playground.

We've paid for new bubblers in junior school.

We contributed to the Year 6 Graduation, and to the Performing Arts Costumes, organised the World Teacher's day morning tea, and paid for Athletics. We have also brought you the food and wine you are enjoying now. Special thank you to Jaime Marshall for organising the St Luke's wine fundraiser which I hope everyone has enjoyed as much as I have.

Reminder it makes for a great Christmas gift.

This year we happily saw the return of the EOTG after Covid. From next year this will be a free event, helping to welcome all families to the school year. Set for Friday 16th February, petting farm and gelato van already booked in so I hope to see you all there!

I can confirm that the P&F Levy will be remaining unchanged again for next year, set at \$80 per family. \$48 for families whose oldest child is in kindy.

Kat McMullen
P&F President

P&F Finance Report

For year ending 31st October 2023

The accounts for the year ended 31st October 2023 have been audited by Greg Armstrong from TAG Bookkeeping and Accounting and found to fairly present the financial position of the P&F at the 31st October 2023 . This audit was undertaken in accordance with the requirements of the Association's Constitution.

For the financial year until 31st October 2023 the P&F Association ended with a net loss of \$40,355.58

Net profits were generated from:

- P&F Levies \$26,736
- Net Fundraising Activities and Events \$3,103.10
- Donations (Karl and Mary Wright Coffee Van) \$716.40
- Credit Interest \$182.85

The P&F contributed the following funds for the benefit of the students and community of St Luke's:

- Library Books \$2,000
- Cyber Safety Workshop \$2,250
- Staff Morning Tea for Easter \$70
- Contributions to each year group to facilitate replacement equipment etc \$36,000
- Shirts and Banner for Father's Group \$711.36
- 2022 and 2023 Christmas Concerts \$3,216.10
- New Water Bubbler for Pre-Primary \$3,282
- Sports Shirts for Interschool Events to match new uniform \$4,020
- Catering for 2022 ACM \$1,200

As part of agreed and ongoing commitments the P&F also paid for:

- Affiliation with Catholic School Parents WA, and Public Liability Insurance \$2,311.05
- Athletics Subscription \$8,940.39
- Literacy Pro Books \$3,366.81

- Performing Arts Year 3 and 5 \$2,440

Administrative expenses (including the audit of 2022 Financial Records) were also paid totalling \$408

The Association are going into the 2024 financial year with a bank balance of \$24,895.95 and a \$500 float.

I would like to thank Kathryn for her hard work as President, and the rest of the P&F Team for their support, and echo a very big thank you to everyone else that has helped out this year to benefit our children and community here at St Luke's.

Balance Sheet – P&F Association

Assets

Current

Cheque account \$24,895.95

Float (cash) \$500

Non-Current

Fixed Assets (Pre-2015) \$677

Total Assets \$26,072.95

Liabilities \$0

Net Assets \$26,072.95

Equity

Retained Earnings \$26,072.95

Current Earnings \$0

Total Equity \$26,072.95

Statement of Receipts and Payments 2023

St Luke's Catholic Primary School P&F Association

Opening Balance 18th November 2022 \$65,251.53

Receipts

Coffee Van - Karl and Mary Wright	\$716.40
Entertainment Book	\$260
Credit Interest	\$182.85
Evening on the Green	\$5,362.75
Easter Raffle	\$901.50
Father's Group Sleepout	\$1,460.69
Hot Cross Buns	\$934.75
Mother's Day Stall	\$2,847.52
Father/Son Camp	\$3,666.60
Book Week	\$2,508
Father's Group iPlay event	\$2,873.15
Father's Day Stall	\$2,385.79
Father's Day Breakfast	\$100
Cake Stall	\$943.35
Disco	\$2,223.20
Family Camp	\$3,097.69
P&F Levies	\$26,736
Total income/receipts	\$57,200.24

Payments

Evening on the Green	\$4,151.47
Stationery/Admin/Meeting Expenses	\$78
Affiliation and Public Liability Insurance	\$2,311.05
2022 Audit	\$330
Easter Raffle	\$186.62
Staff Related Expenses	\$70
Hot Cross Buns	\$777

Father/Son Camp	\$4,540 (includes 2024 deposit)
Mother's Day Stall	\$1,562.45
Mother's Day Breakfast	\$1,079.37
Father's Day Stall	\$1,677.05
Father's Day Breakfast	\$2,475
Playgroup	\$674.76
Book Fair	\$500.98
Sports Day	\$192.36
Disco	\$1,280.17
Family Camp	\$2,959
Christmas Concert 2022	\$216.10
School Contributions	\$36,000
Father's Group Event Whitfords Brew Co	\$527
Father's Group Sleepout	\$696.84
Canteen - Cooler Bags and Urn	\$203.46
Father's Group iPlay event	\$3,856.58
Father's Group Banner	\$350
Father's Group Shirts	\$361.36
Mathletics Subscription	\$8,940.39
Literacy Pro Books	\$3,366.81
Library Books Donation	\$2,000
Cyber Safety Workshop	\$2,250
Performing Arts Contribution	\$2,440
Water Bubbler (Pre-Primary)	\$3,282
Interschool Sports Shirts	\$4,020
Contribution to 2022 ACM Catering	\$1,200
Christmas Concert 2023 Contribution	\$3,000
Total Expenditure	\$97,555.82
Closing Balance 31st October 2023	\$24,895.95
Total Loss 2023	\$40,355.58

Melinda France
P&F Treasurer

So now, in accordance to our constitution all P&F committee members resign effective immediately and all positions are now vacant.

Nominations as follows:

Firstly, General Committee Members

- Nominees are Joscelin Bell, Rebecca Middlecoat Whittle and Melinda France
- are there any other nominations from the floor for these general roles?
- Can these nominations be seconded please?

Board Representative Role

- Nominee is Elise Cruttenden
- are there any other nominations from the floor?
- Can this nomination be seconded please?

President

- Nominee is Kathryn McMullen
- are there any other nominations from the floor?
- Can this nomination be seconded please?

Vice President

- Nominee is Jaime Marshall
- are there any other nominations from the floor?
- Can this nomination be seconded please?

Secretary

- Nominee is Elise Cruttenden
- are there any nominations from the floor?
- Can this nomination be seconded please?

Treasurer

- Nominee is Reece Neale
- are there any nominations from the floor?
- Can this nomination be seconded please?

Tamara: Thank you again to our amazing P&F.

Thank you all for attending the 2023 ACM. Meeting Adjourned at 7:01pm.

Please join us for some light refreshments and an opportunity to get to know our community members.



Inclusiveness

Forgiveness

Service

Attentiveness

Courage

Loyalty

Personal Best

