Parents and Friends Meeting Minutes

Date: 14 September 2015

1. Welcome
In attendance: Christina Radcliffe-Smith, Julie Redshaw, Chrissy Peters, Tamra Bentley, Veronica Lawson, Carolyn Hayes
Apologies: Fr Roger Burns, Tracey O’Sullivan, Denis O’Sullivan, Sonia Ledger

2. Minutes of Previous P&F Meeting
- Minutes of previous meeting (24 August 2015) were tabled as a true account of the meeting with an amendment to the Choral Festival 15 Sept Catering item: Request from Denis O’Sullivan that his comment be included: Only providing a sausage sizzle when we have an estimated 1000 people attending the event is a waste of a great opportunity to fundraise from people outside the school.

Business arising from previous minutes
- Choral Festival 15 Sept catering: P&F has agreed to sell food/drinks (sausage sizzle, drinks, cake, coffee/tea) at the night-time show
  Email from Veronica:
  o Food and Drinks will be available from 5:30pm until 6:55pm
  o Sausage Sizzle: $2.00, Soft Drink: $2.00, Water: $2.00
  o Tea and Coffee will be available at Intermission
  o Tea/ Coffee With Biscuits: $3.00
  o Preorders are happening for the sausage sizzle so you will know how many to order
  Action: P&F Executive to organise catering – purchase 200 sausages. We have 70 sausages and 40 pizzas.
- Oval: Look at aeration over September school holidays and maybe first week of Christmas school holidays. The grass that builders have driven over will be replaced at their cost.
  Action: Architect, Bernard Rush suggested using grass supplier company and they will lay it for us – not enough time to organise for Sept/Oct holidays – decided to do during summer holidays instead. Also, Tony Brose is going to smooth over the area behind the church where railway sleepers are – and incorporate a prayer wall.
- Ipswich City Council requested feedback re school parking: No feedback received by school.
  Action: Christina to do letter to parents asking for feedback with parents’ responses to go to the school. Christina to investigate the ICC time limit.

3. Correspondence (Secretary)
- Correspondence was tabled by Chrissy Peters, Secretary.
  o Letter from Cr Paul Tully enclosing Acquittal Report for $5,000 fete donation
  o Completed Acquittal Report mailed to Ipswich City Council
  o Statement received from The Federation of P&F Associations of Catholic Schools Queensland advising that balance of $1,468.90 is due – No Action
  o Email from Ana Timu requesting donation – Met West – Eddie Timu
  Action: In line with the P&F’s decision made on 24 May 2014 to donate 20% of costs with a maximum donation of $500. Approved 20% of fees $415.05 = approximately $80.
Email from Ana Timu requesting a donation to purchase popcorn machine and tuckshop containers
Action: Approved – up to a cost of $400.

4. Treasurer’s Report (refer to attachment)

5. Principal’s Report (refer to attachment)
   • Discussed asking Paul Tully for signage, markings or some indication that the speed bump near the Alice Street end of the pick-up zone is not a pedestrian crossing.

   Fundraising/Events:
   • Father’s Day stall at school: Made $1,400 on the day – profit to be calculated and included in fete money. $148 worth of stock left over for next year. $1,198 profit for both the fete and school stalls.
   • Fete 2015 (Sunday, 30 August 2015 – 11am-4pm):
     o With regard to the new building works, it was discussed that extra outside powerpoints are needed on separate circuits – power was tripping on the fete day.
     o Fete report to wait until next meeting as Tracey was not at this meeting.

7. General Business
   • Term 4 Disco – consider paying tuckshop convenor to cater if we cannot find someone to organise catering
     Action: Put the call out for volunteers first via a letter from both the P&F and Leadership team – Christina to do wording.
   • Consider limiting cost of volunteers’ party to be less than a set percentage of that year’s fundraising profits
     Action: Cost of volunteers’ party not to exceed 3% of funds raised during the year (not including P&F levy).
   • “Just one thing” letter to volunteers
     Action: Julie Redshaw to draft a letter asking parents to do “just one thing” – to give out at prep orientation.
   • Prep orientation day – Friday, 20 November 8.40am-10.30am morning tea – 11am.
     Action: Christina to organise catering.
     P&F information to be given to parents at the prep enrolment interview in 2016 – Christina to email Veronica.
   • Coffee Club – Christina suspects that all sales are not being recorded – email from Fiona Fan with transactions.
     Action: Christina to meet with Fiona Fan about transparency.
   • Bunnings Springfield BBQ – Discussed.
     Action: Julie Redshaw to look into fundraising BBQ next year – maybe weekend before Father’s day.
   • Volunteers Party – Discussed – possible date Saturday, 28 November 6pm, Cecil Hotel.
     Action: Add item to school newsletter asking for parents’ feedback.

☞ The next P&F Meeting is scheduled for 6.30pm Monday 26 October.
☞ Agenda items are to be emailed to sfxpc@hotmail.com by 5.00pm Friday 16 October.

Meeting closed 8:00pm