Parents and Friends Meeting Minutes

Date: 25 May 2015

1. Welcome
In attendance: Christina Radcliffe-Smith, Julie Redshaw, Chrissy Peters, Tamra Bentley, Fr Roger Burns, Veronica Lawson, Rechelle Rogers, Denis O’Sullivan, Kate Murphy, Katie Gillman, Jeremy Bick, Robert Grant

Apologies:

2. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (27 April 2015) were tabled as a true account of the meeting.

Business arising from previous minutes
   • Calendar of events for 2015: The Term 2 dates were included in the P&F Newsletter.
     Action: Term 3 and Term 4 Dates will be included in the Term 3 and Term 4 P&F Newsletters. Next year look at doing a whole of year calendar. Remove from agenda.
   • Website photos: Discussed displaying photos of people after whom the school houses and school buildings were named on the school website. Veronica to scan photos and add to website. Chrissy gave photo of Fr Tomasi to Veronica for scanning. Fr Roger mentioned that there is a nice photo of Fr Illidge in the Illidge Centre. Christina has a photo of Sr Dorothy Clarke but cannot locate it. Christina has been given a book by Fr Roger so she can scan photos and email them to Veronica.
     Action: Still looking for a photo of Sr Dorothy Clarke. Christina has added an item to the Parish Newsletter. Christina to contact Mercy sisters, Bardon to ask if they have any photos.
   • Correct storage of gas bottles in shed: Rechelle provided a quote from BOC – decision was made to purchase storage unit for 4 gas bottles $780 plus GST. Jonny has provided the invoice. Denis, Jonny and Tony have organised a concrete slab on presbytery side of the shed.
     Action: Slab has been laid. Invoice has been paid. Denis will drop the cage off at the school.
   • Electronic Funds Transfer (EFT) Request forms – P&F Exec to have copies: Discussed. Tamra has given blank forms to P&F Executive. Veronica to have stockpile of blank forms if people need to be reimbursed for P&F expenses. Two Executive Members are still required to sign these forms. Chrissy to phone Federation of P&F Associations to find out if, according to our Constitution, we can only pay by cheque not EFT. Do we need to change our Constitution?
     Action: John Beaton from Parents and Friends Federation Qld advised that P&Fs can operate under the current constitution and still use EFT and that some P&Fs have amended their constitutions using the amendments that he emailed to us on 28/4/15. Constitution to be amended at AGM.

3. Correspondence (Secretary)
   • Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     o 29/05/15 - letter from the school asking for support for the interschool sport participation by students by donating $1,566 for 2015 Central District Affiliation Fee
     Action: Payment approved. Tamra to arrange payment to school.
     Update: Payment has been made.
4. Treasurer’s Report (refer to attachment)
   o Change amount of money held for uniform buy-back – increase by $10,000 to $45,000
   o Monthly EFTPOS machine fee of $49.50 is being charged – it should be $29.50. Email received from ADF advising they are sorting out the problem.

5. Principal’s Report (refer to attachment)
   o Letter to Prep parents going out after next Friday – does fete committee want to include fete flyer/letter to go out with this letter? Prep Orientation Day 20 November – P&F to cater for morning tea. Open Day to be mentioned on front page of website.
       Update: Letter from fete committee was sent out with the school’s letter to prep parents.

   Fundraising/Events:
   - Coffee Club loyalty cards – percentage donated to school – once-off use only: Coffee Club have supplied loyalty cards for parents with a percentage to be donated back to the school. Cards have been delivered. They can only be used once. Christina to contact franchisee at Coffee Club to clarify conditions on Coffee Club card before distributing it.
       Action: Christina has contacted Fiona from Coffee Club – cards can be used more than once. Christina to organise distribution of cards to parents. Christina to ask for coffee van or trolley for fete – or talk to teacher Katrina Kokoris.
   - Organise receipt for Xmas Volunteers Party Cecil Hotel: Tamra needs this receipt.
       Action: Christina now has the receipt and has given it to Tamra.
   - Movie Night – Friday, 12 June: No hot food only snack bar. Healthy options (fruit cup) by Julie.
       Action: Need to source movie screen (school has a projector). Christina cannot be there on the night but will do up a note to go home asking for volunteers.
       Update: Movie Night has been cancelled.
   - Mothers day stall debrief – see attached.
   - Fete 2015 (Sunday, 30 August 2015 – 11am-4pm – rides arriving before 7am):
       o Police (adopt a cop) – Veronica has followed up and still talking to the police about who our adopt a cop is (Catherine Thomas was the prior one and Melissa Davis is the new one). Melissa Davis is happy to support police presence at the fete. Veronica to ask for speed camera and Police car display for fete. Melissa is coming to fete – follow up with speed camera and Police car display.
       Action: Melissa Davis has confirmed with Veronica re the loan of LIDAR radar.
       o Fundraising for specific or general resources or both – Discussed.
       Action: Decided to fundraise at fete for technology/media arts centre resources and furnishings (new rooms are for robotics, filming, cooking, etc).
       o Christina and Julie had a meeting with Cr Paul Tully re donation of first prize for fete raffle - $1,700 approved.
       Update: Christina has confirmed that Cr Tully is OK with donation of 2016 fees of $1,820.

7. General Business
   - Father’s Day Stall: Consider holding on Monday/Tuesday of week beginning 17 August.
       Action: Decided to have Father’s Day Stall at the fete only.
   - Council Mobile Library: Kate suggested asking Council Mobile Library to visit while school library is being refurbished – visit Church Street once a month after school – children to attend with parents.
       Action: Kate to ask Council Mobile Library to come into school or park in Church Street.
   - Twitter account for sports updates: Parents not checking/don’t like using twitter. Netball decision to cancel made at 6.45am – decision to cancel wasn’t made by the school. Discussed sending text message instead (12 cents a message) but it is time consuming to sms to specific individuals only.
Addendum

- On 11 June 2015 the P&F Executive approved the purchase of 100 x A4 mesh pouches for collection of art union tickets and money.

➡️ The next P&F Meeting is scheduled for 6.30pm Monday 22 June. ➡️
➡️ Agenda items are to be emailed to sfxpfc@hotmail.com by 5.00pm Friday 12 June. ➡️

Meeting closed 7:55pm