Parents and Friends Meeting Minutes

Date: 26 October 2015

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

2. Minutes of Previous P&F Meeting
   - Minutes of previous meeting (14 September 2015) were tabled as a true account of the meeting.

Business arising from previous minutes
- Each P&F Executive Member to do role description by the end of the year: Discussed. Christina distributed role descriptions from the P&F Federations website as a basis.
  Action: Each P&F Executive Member to bring their role description to the next meeting.
- Choral Festival 15 Sept catering - debrief: Tamra presented report.
- Oval – aeration over school holidays: Look at aeration over holidays. The grass that builders have driven over will be replaced at their cost. 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.
  Action: Veronica spoke to Bernard. School to arrange for oval to be aerated, fertilised and seeded – old basketball court area should be turfed – during summer holidays. Veronica to obtain quote for P&F from Jimboomba Turf.
- Oval regular lawn maintenance program: Aerate every school holidays. Fertilise every school holidays except winter school holidays.
  Action: P&F to finance regular maintenance program in 2016 and review at the end of 2016.
- Ipswich City Council requested feedback re school parking: No feedback received by school. Christina to do letter to parents asking for feedback with parents’ responses to go to the school. Christina to investigate the ICC time limit.
  Action: The situation seems to have improved because of new traffic lights so no need to organise feedback. Pickup has also improved. Review in new year if needed.
- Drop off and pick up area - traffic problems (see Jo-Ann Miller):
  Action: No action – remove from agenda.
- “Just one thing” letter to volunteers: Julie to draft a letter asking parents to volunteer to do “just one thing” – to give out at prep orientation.
  Action: Julie to email the draft letter for comment.
  Christina gave information for new parents to Veronica to be updated if necessary.
- 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 sometime in November.
3. Correspondence (Secretary)
   - Correspondence was tabled by Chrissy Peters, Secretary.
     - Email 2/10/15 - Amart Sports - $144.73 (expires after 12 months)
     - Email from Michael Thomson re running club money
       Action: Approved - $160 donation to school. Tamra to organise EFT.

4. Treasurer’s Report (refer to attachment)

5. Principal’s Report (refer to attachment)

   Fundraising/Events:
   - Fright night disco – Friday 30 October: Megan Low is organising the food. Christina has given Veronica a flyer to distribute. Christina has organised the lollies, chocolates and glowsticks.
   - Fright night disco – banking/float cash/stock take:
     Action: Christina to help Tamra with banking and stocktake.
   - Mother’s Day stall 2016 – items purchased – $128.60: Rachel Grant offered to purchase discounted items and the P&F Executive approved the purchase.
   - Prep orientation morning tea – Friday, 20 November – Friday, 20 November 8.35am-10.40am morning tea – 11am.
     Action: Christina to organise catering – need more food than last time – ask for volunteers.
   - Volunteers Party – Saturday, 28 November – invitations/booking: Christina has done up an invitation. Christina to book the Cecil Hotel before sending out invitation.
   - Bunnings Springfield BBQ – Discussed. Julie to look into fundraising BBQ next year – maybe weekend before Father’s day.
     Action: Julie met with the lady from Bunnings – around June we should send them a letter and they will let us know which day we can have. Add to Agenda for April 2016.

7. General Business
   - 2016 Welcome Disco – possible date Friday, 19 February – 2016 Last Disco possible date Friday, 28 October:
     Action: Veronica to ask Michael Harding if he is available to be DJ on Friday, 19 February 2016.
   - Children playing on school play gym at school pickup time: Discussed.
     Action: Veronica to organise a sign for the play gym.
   - November P&F meeting:
     Action: Bring a plate for the last meeting.

» The next P&F Meeting is scheduled for 6.30pm Monday 30 November. ✅
» Agenda items are to be emailed to sfxpfc@hotmail.com by 5.00pm Friday 20 November. ✅

Meeting closed 7:25pm