Parents and Friends Meeting Minutes

Date: 27 July 2015

1. Welcome

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

Apologies:

2. Minutes of Previous P&F Meeting

- Minutes of previous meeting (22 June 2015) were tabled as a true account of the meeting.

Business arising from previous minutes

- 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. A parishioner has lent us a photo of Sr Dorothy.
  
  Action: Veronica now has photos of everyone. She will add the photos to the website by the end of the year. Remove from agenda.

- Mention wanting to use funds for volunteers’ party in next P&F newsletter:
  
  Action: Christina to draft P&F newsletter.

- Choral Festival 15 Sept catering: P&F has agreed to sell food/drinks (sausage sizzle, drinks, cake, coffee/tea) at the night-time show
  
  Action: P&F Executive to organise catering.

3. Correspondence (Secretary)

- Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  
  - Letter from school requesting donation of $232.40 for A4 pouches.
    
    Action: Tamra to organise payment.
    
    Update: Has been paid.

4. Treasurer’s Report (refer to attachment)

- 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.
  
  Action: All fixed. Approximately $200 has been refunded.

5. Principal’s Report (refer to attachment)


- 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. Christina has contacted Fiona from Coffee Club – cards can be used more than once. Christina to organise distribution of cards to parents.

Action: Christina has organised a letter to send out to parents with the cards.

- **Fete 2015 (Sunday, 30 August 2015 – 11am-4pm – rides arriving before 7am):**
  - Tracey's fete report is attached.
  - Paul Tully – donation of 2016 fees ($1,820) for art union first prize – Christina to contact and organise a time for his attendance at the fete (3pm). Chrissy to email community donation request form to Christina so she can chase up the donation money.
  - Paul Pisasale – donation of $500 – wants to come at 11.30am – Christina to confirm time
  - Victor Attwood – able to attend – Christina to contact and organise time for his attendance at the fete
  - Bernie Ripoll – unable to attend–already donated to school this year
  - Programmed Property Services – donation of $600
  - OSHC stall – will do crazy hair, face painting and be the first aid station. The school will provide a First Aid kit. Sonia to organise a register to record who needed first aid on the day.
  - Parish second hand stall – Already collecting items.
  - Most of the stalls are locked in. The Flyer has been finalised.
  - Petty cash tin for fete – $1,000 float – reimburse convenor expenses – Christina & Tamra to top up when they do the banking – the following people were approved to have access: Tracey O'Sullivan, Rechelle Rogers, Christina Radcliffe-Smith, Tamra Bentley, Tony Brose, Denis O’Sullivan, Julie Redshaw, Chrissy Peters.

  Update: On 6/8/15 the P&F Executive approved Ina Salapo to be added to the list (cash presale of rides armbands).

7. **General Business**

- **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.

  The next P&F Meeting is scheduled for **6.30pm Monday 24 August.**

  Agenda items are to be emailed to sfxpfc@hotmail.com by **5.00pm Friday 14 August.**

  **Meeting closed 7:10pm**