Parents and Friends Meeting Minutes

Date: 30 March 2015

1. Welcome
In attendance: Christina Radcliffe-Smith, Julie Redshaw, Chrissy Peters, Tamra Bentley, Fr Roger Burns, Veronica Lawson, Rechelle Rogers, Tony Brose, Katie Gillman
Apologies: Carolyn Hayes

2. Minutes of Previous P&F Meeting
• Minutes of previous meeting (23 February 2015) were tabled as a true account of the meeting.

Business arising from previous minutes
• Draft calendar of events for 2015: Ideas for next year: Lapathon $5000, 2 Discos $3600, Fete $18000, Mothers Stall $800, Fathers Stall $600, Total $28,000 + P&F levy $23k = $51,000. Christina has drafted a calendar and emailed it around for comment. Veronica has completed most of the dates and given to Christina.
Action: To be sent out with the P&F Newsletter.
• P&F Newsletter for Term 1 (mention wanting to use funds for Volunteers’ party): P&F Newsletter to be monthly instead of quarterly. Discussed sending a note home one week before each event to remind parents. Christina to organise P&F Newsletter. CRS to organise letter to be sent home to parents re P&F meetings.
Action: Christina to organise P&F Newsletter to be sent out the first week of term 2. Letter re P&F meetings is to be part of P&F Newsletter.
• Parents to pay for books prior to book collection day/consider delivery only: All book orders to be prepaid so that no money/credit card information is taken on the day. There is free delivery before a certain date so can all book orders be delivered straight to homes? Veronica to discuss with leadership team.
Action: Books can be ordered on-line – there will also be printed forms in the office (different for preps). Books to be delivered to home. No book collection day for P&F.
Note that the following was included in the school’s newsletter: School Book Requirements for 2016
When ordering your text book and stationery requirements from Brodies for 2016, please note there will only be the following option: ordering online, making a credit card payment indicating you wish your order to be delivered to your home address Please note that there will be a delivery charge for all orders placed after 20 November 2015. However, if you place your order by 20 November, free home delivery applies
SCHOOL BOOKS
Brodies Bookstore Orders to be placed by Friday 20th November 2015. Home delivery or collection from Brodies Bookstore only (usually mid-January).
• Tents for School Oval need 1 more of each colour (4 in total): Committee wishes to purchase more sporting tents. Veronica to discuss further with staff and advise which size tents they would like. Purchase 4 of the same size, no house names on tents just school name and logo. Tracey to investigate prices for new tents with screen printing on them so they can be bought in time for 2015 cross country (2 April 2015).
Action: Tracey to organise 4 coloured tents after Easter weekend with school logo and “St Francis Xavier School Goodna”.
• **Website photos:** Discussed displaying photos of people after whom the school houses were named on the school website. Christina has organised some photos and will work with Veronica Lawson. Christina to organise item in the parish newsletter requesting photos from the parishioners to try and get better photos. Christina will speak to Marie to ask if we can put a notice in the parish newsletter for photos. Chrissy gave photos of Fr Tomasi and Fr Illidge 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. Veronica to scan photos and add to website.

**Action:** Christina to find photo of Sr Dorothy. Sisters of Mercy may have a photo of her. Photo of Fr Hayes may be on Centenary Snippets.

**Update:** Chrissy couldn’t find a photo of Fr Hayes in the Centenary Snippets on the school’s website or in the school’s Centenary 1910-2010 book but there is a photo of Sr Dorothy on page 19 of the book – it’s not a great photo.

• **Correct storage of gas bottles in shed:** For outside cage costs are $600 to $1200. Will look into building a storage area for the gas bottles inside the shed. Denis and Jonny to build something for the shed to make it safer. Buy proper cage, cement underneath $1,100.

**Action:** Denis and Jonny to organise concrete slab. Rechelle provided quote from BOC – decision was made to purchase storage unit for 4 gas bottles $780 plus GST.

• **Taking panel out of fence near P&F shed for trucks to get through:** Chrissy spoke to Tony about making fence wider and it can be done. But want to make it a permanent wider gate and fence and P&F to finance. Tony to organise adding post in where the join is and either using straight bar with padlock or bollards.

**Action:** Will be part of library building works. Remove from agenda.

• **Oval – regular lawn maintenance program:** ¾ of the field has no grass roots or grass. Ball park figures cost to top soil $30000, irrigation $10000, supply and lay turf $15000. Consider 2015 fete to raise money for field improvement. Need to educate Ricardo on field management and have a field management plan. Waiting on master plan. Christina and Tracey saw Paul Tully on Tuesday 16/9/14 and on 27/10/14 advised that there is no flood grant money left. Need to look at other grants. Soil should be aerated twice a year. Fundraise and look for grants.

**Action:** 2 new classrooms are now to be built at the same time as the library renovation. Wait until all building works have been done. Lawn is looking great. Look at seeding and topsoil only. Remove from agenda. Further discussion to be after building works, eg, September.

• **Tuckshop freezers – look into stand upright freezers for more storage – and storage cupboard for mop, brooms and buckets:** Need to have further discussion with Ana and look further into what is the best idea. Look at layout that works for her and the P&F. Tamra to organise in 2015. Christina knows a parent who might be able to get freezer for us at a cheaper price. Veronica advised that Vivienne from RSL might donate freezers.

**Action:** Meeting organised for Tamra, Veronica and Ana for Friday 24 April at 8.35am. Tamra to also organise quotes – one of the quotes is to be from the father that might be able to organise a cheaper price.

• **Ongoing sponsorship arrangement with local companies:** Have decided not to do a car raffle but rather to focus on doing a lot of smaller raffles that can make more profit. Sponsorship letter has been disbursed to local companies. Look at discounts or kick back into the school. Tamra and Rechelle to build relationships with larger companies. Christina, Chrissy and Tracey to target local businesses. Have registered with Amart All Sports (Redbank Plaza and Orion) to have kick backs into the school. Set up ongoing sponsorship in 2015.

**Action:** Remove from agenda.

3. **Correspondence (Secretary)**

• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  o 25/2/15 - Email from Tracey Armatys, Support Accountant - Schools, Financial Services, Brisbane Catholic Education Office re P&F Executive -Reminder: 2014 Annual Information Statements due by 31 March 2015
Action: Tamra has provided the information for the 2014 Annual Information Statements and the process is now yearly. Tamra to organise a form from them to add Julie Redshaw.

- 25/2/15 - Letter and invoice ($3,168.90) from The Federation of Parents and Friends Association of Catholic Schools in Qld
  Action: Decision made to pay approximately half ($1,700) and Christina to send letter.

- 30/3/15 - Letter from school requesting donation of $50 to cover hall cleaning costs after the disco on 6 March 2015
  Action: Tamra to organise payment.

4. President’s Report

5. Treasurer’s Report (refer to attachment)

6. Principal’s Report (refer to attachment)
   - Choral Festival 15 September 2015 – Discussed.
     Action: P&F has agreed to sell food/drinks at the night-time show.
   - Leanne Muller, teacher – wishes to organise spin art at the fete using joinery offcuts and also name plaques which she has done before.
     Action: Fete Committee to discuss.

7. P&F Subcommittees.
   Fundraising/Events:
   - SeaWorld Resort prize from Lapatho: Winner is mother with 5 children (husband missing in war overseas). Tracey sent email to Seaworld – can stay Fri and Sat night. Family has no transport. Upgrade to bigger room is $500 – Seaworld advised they may cover this extra cost. Upgrade to bigger room plus entry into Seaworld is $860 – Tracey to check with Seaworld if they will also cover the entry cost otherwise P&F will pay. Robert offered to drive and Denis and Tony offered to help. Tracey advised that SeaWorld would cover extra cost for whole family – 2 for 1 meals – Jan, Feb, Mar – Tracey to email to see if they will cover SeaWorld entry and organise. Tracey has spoken to family and emailed SeaWorld.
     Action: Tracey has booked holiday for 14 April and will print information to give to the mother. SeaWorld needs a credit/debit card to cover the room expenses – P&F to organise Visa debit card or payment of bond – Tracey to advise SeaWorld no mini-bar (but can still use fridge), no phone calls – advise mother. Veronica to advise mother that there are no cooking facilities in the room.
   - Disco - debrief: Tracey prepared a report on this event.
   - Coffee Club loyalty cards – percentage donated to school – once-off use only: Coffee Club will supply loyalty cards for parents with a percentage to be donated back to the school. Cards have been delivered. They can only be used once.
     Action: Cards will be distributed with P&F Calendar of Events early in 2015. Christina to phone new Coffee Club area rep.
   - Organise receipt for Xmas Volunteers Party Cecil: Tamra needs this receipt.
     Action: Tamra to meet Christina at Cecil to get receipt.
   - 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 will be conducting grade 3 bike education day. She is happy to support police presence at the fete.
       Action: 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.
     o Outside stall holders fundraising/selling items and information only stalls – charge non-profit organisations $20 holding deposit which is refundable. Jewellery lady to only sell jewellery and nothing else.
8. General Business

- **Sale and purchase of library furniture:** Agreed to donate money for library furniture.
  
  **Action:** Tamra to organise payment after invoice is received.

- **Drop off and pick up area – traffic problems:** Discussed options – send survey to parents to complete. Police do sometimes come and supervise.
  
  **Action:** Christina to liaise with Jo-Ann Miller, Qld Police Minister.

- **Role description for each Executive position for handover to next person:**
  
  **Action:** Each P&F Executive member to produce specific role description – to be finalised by end of year – remove from agenda and add to agenda after the fete.

- **Agenda items due time:** Discussed.
  
  **Action:** Agenda items due date/time to be the Friday before the Executive meeting – by 5pm.

Meeting closed 8:15pm