Parents and Friends Meeting Minutes

Date: 27 April 2015

1. Welcome

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

Apologies:

2. Minutes of Previous P&F Meeting

- Minutes of previous meeting (30 March 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. Christina asked to speak to the franchisee of the Coffee Club but she wasn’t there – we want to clarify the conditions on the Coffee Club card before sending it out with the calendar of events. The Term 2 dates were included in the P&F Newsletter.
  
  **Action**: Christina to contact franchisee at Coffee Club to clarify conditions on Coffee Club card before sending it out with the calendar of events.

- **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). Tracey to organise 4 coloured tents after Easter weekend with school logo and “St Francis Xavier School Goodna”.
  
  **Action**: Artwork has been approved and marquees were ordered from Extreme Marquees on Friday, 24 April. Veronica to let admin staff know that they’re coming.

  **Update**: Marquees have been delivered to the school.

- **Website photos**: Discussed displaying photos of people after whom the school houses and school buildings were named on the school website. 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**: Chrissy to email Veronica scanned photo of Fr Tomasi. Christina has been given a book by Fr Roger so she can scan photos and email them to Veronica.

  **Update**: Chrissy has emailed Fr Tomasi’s photo to Veronica.

- **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. Rechelle provided quote from BOC – decision was made to purchase storage unit for 4 gas bottles $780 plus GST.

  **Action**: Rechelle/Jonny to organise invoice which should be received within a few days. Cage to be
stored at BOC at no cost and delivered to school when convenient. Denis, Jonny and Tony to organise concrete slab on presbytery side of the shed.

- **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. 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.
  
  **Action:** Freezers chosen $880 each – approved. Ana to organise disposal of old freezers.
  
  **Update:** Freezers have been delivered to the school.

- **Letter and payment (half of $3,168.90) of invoice to The Federation of Parents and Friends Association of Catholic Schools in Qld:** Tamra to organise payment ($1,700) and Christina to send letter.
  
  **Action:** Tamra has paid $1,700 – agreed that no letter be sent.

3. **Correspondence (Secretary)**

- Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  
  o 2/4/15 – email from AMART All Sports attaching credit journal rebate Remittance Advice for $107.05
    
    **Action:** Credits will expire after 12 months. Fete Committee would like to use these credits.
  
  o 16/4/15 – email from Tracey O’Sullivan resigning from Events/Fundraising Sub committee

4. **President’s Report**

   **Action:** No President’s Report in future – remove from agenda.

5. **Treasurer’s Report (refer to attachment)**

6. **Principal’s Report (refer to attachment)**

7. **P&F Subcommittees.**

   **Fundraising/Events:**

   - **SeaWorld Resort prize from Lapathon - debrief:** Went very well. Family had a great time.
   
   - **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. Cards will be distributed with P&F Calendar of Events.
     
     **Action:** Christina to contact Coffee Club – see Calendar of Events.
   
   - **Organise receipt for Xmas Volunteers Party Cecil Hotel:** Tamra needs this receipt.
     
     **Action:** Julie to meet Christina at Cecil Hotel in a few weeks to organise receipt.
   
   - **Cancel lapathon:** Christina sent email advising of cancellation.
     
     **Action:** Add to P&F News that lapathon has been cancelled.
   
   - **Movie Night – Friday, 12 June:** Still to go ahead – no hot food only snack bar. Healthy options (fruit cup) by Julie.
   
   - **ANZAC Day parade – debrief:** New banner looked great. Great turnout of students. Banner was $285 plus GST.
     
     **Action:** Add to P&F News.
   
   - **Fundraising – healthy food options:** Julie would like to organise fruit cups at Movie Night – start with 30 to see how it goes.
   
   - **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 Spin art and name plaques – Leanne Muller – Leanne Muller, teacher – wishes to organise spin art at the fete using joinery offcuts and also name plaques which she has done before. Fete Committee to discuss.

Action: Veronica to let Leanne Muller know that Fete Committee has given the OK.

o Stalls – not-for-profit and for profit – charges for different levels – Food stalls being organised by school parents. Discussed proposed charges for different outside stalls – this is to be decided on by Fete Committee.

8. General Business

- Drop off/pick up zone traffic problems:
  Action: Christina to talk to Council about what we can and cannot do (eg, witches hats) and will also talk to Jo-Ann Miller.

- Resignation of Tracey O’Sullivan: Tracey has resigned as Events Co-Ordinator.
  Action: Advertise for Events Sub-Committee members in P&F News – make stand out, eg, coloured box.

- Donation to Parish re chairs: Christina said that parishioners had been advised at mass that Illidge Centre chairs need replacing. $46.50 each x 100 = $4,650. Discussed proposed donation from P&F.
  Action: Add to P&F News that we are proposing to use funds from previous fundraisers to pay for chairs – ask for feedback. Explain that we use the centre. Look at next meeting.
  Update: This proposed donation is not going ahead.

- Electronic Funds Transfer (EFT) Request forms – P&F Exec to have copies: Discussed.
  Action: 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?

The next P&F Meeting is scheduled for 6.30pm Monday 25 May.

Agenda items are to be emailed to sfxpfc@hotmail.com by 5.00pm Friday 15 May.

Meeting closed 7:30pm