Parents and Friends Meeting Minutes

Date: 23 February 2015

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

2. Minutes of Previous P&F Meeting
   - Minutes of previous meeting (24 November 2014) were tabled as a true account of the meeting.

Business arising from previous minutes
- Aerating soil and spreading of new soil on part of oval: Veronica advised there are exposed rocks/gravel on the oval. Tony Brose will spread soil on part of the oval and Denis will spike/aerate.
  Action: This has been completed.
- Multicultural Spring Fair 2013 – Suggest follow-up with stall convenors from Spring Fair to ensure we get the report back on each stall. Discuss collating all information, etc., from the day into one folder for use by organisers of the 2015 Fair. Reports received: sweets stall, asteroid blaster, fishing for ducks, knitted toys, raffle. Chrissy sent email chasing up reports not received and waiting on responses. Chrissy has most of the reports now and will do up a folder.
  Action: This has been completed.
- Boxes for teachers to dispose of surplus items (to give to OSHC for craft, etc): Items do not need to be sorted – just placed in box. Boxes will be moved to central area for OSHC to collect. Veronica to organise boxes and advise OSHC of collection.
  Action: Not successful probably because it was too busy at the end of the year. Bring up as agenda item in August 2015.
- Tuckshop air conditioning not working properly: Air conditioning has been cutting out. Veronica advised circuit board and safety switches are to be fixed.
  Action: This has been completed.
- New look school newsletter – access via website or parent portal: It appears that the new look newsletters can only be accessed via email. Website link is out of date.
  Action: Veronica to organise updated link on website.
  Update: This has been completed.
- 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.
  Action: Veronica has completed most of the dates and given to CRS. CRS to organise letter to be sent home to parents re P&F meetings.
- Further discussion postponed on other items to future meetings – moved to end of Minutes
3. **Correspondence (Secretary)**
   - Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     - Acquittal Report for Community Donations Form received re Cr Paul Tully $1,000 donation for raffle prize – completed and sent back 20/2/15

4. **President’s Report (refer to attachment)**

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

6. **Principal’s Report (refer to attachment)**
   - Virtual tour of renovated library
   - Letter received from Joy, LJ Apparel re uniform shop contract is due for renewal. There have been problems with stock quantity and quality. Veronica suggested we use the same model as the tuckshop – paid convenor – employed by school through Catholic Education – non-profit sub-entity. An amount of $35,000 has been set aside by the P&F to buy back the stock. Kate to do stocktake. School can cope with cashflow lag – can’t claim GST. Uniform shop to be moved into Literacy and Numeracy Room using locked rollerdoors so the room can be dual purpose – counter to be on casters so it rolls out.
   **Action:** Approved. Veronica Lawson to send letter to Joy.

7. **P&F Subcommittees.**
   **Fundraising/Events:**
   - **Christmas raffle – debrief:** $1,586.27 profit.
     **Action:** Buy 5 wallets (multi purpose mesh pouch) for every class for teachers to collect returned tickets/money – count money once a week – don’t purchase prizes. Christina and Julie to see Cr Tully re donation of major prize.
   - **SeaWorld Resort prize from Lapathon:** 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.
     **Action:** Tracey has spoken to family and emailed SeaWorld but hasn’t heard back.
   - **Coffee Club loyalty cards – percentage donated to school:** Coffee Club will supply loyalty cards for parents with a percentage to be donated back to the school.
     **Action:** Cards have been delivered and will be distributed with P&F Calendar of Events early in 2015.
   - **Morning tea for new prep parents on first day of school – debrief:** This was successful. There was enough food.
   - **Election Day BBQ – debrief:** Bacon and egg rolls were popular. Made $1,029.91 profit.
   - **Change in Aussie Farmers Direct fundraising:** Donation is now based on the number of new customers referred rather than how much existing customers purchase. Need a minimum number of new customers over a certain period of time to receive any amount of Aussie Farmers Direct credits or ipad.
     **Action:** Decided not to re-register. Veronica to delete from P&F section of website and newsletter.
   - **Amart Sports – Redbank Plaza AND Orion:**
     **Action:** Christina to check Orion.
     **Update:** We are registered with Amart Sports at both Redbank Plaza and Orion.
   - **Mothers’ Day stall purchases:** List or proposed purchases was distributed.
     **Action:** Purchase approved. Rachel to order items.
   - **Fete 2015 (Sunday, 30 August 2015 – 11am-4pm – rides arriving before 7am):**
     - **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.
Radio 97.3 promotional van – Tamra has contacted Radio 97.3 to see if we can book their promotional van for the school fete for one hour.  
**Action:** Radio 97.3 declined and Radio 94.9 River also declined. No action.

Shanel Lambert advises Jo-Ann Miller may donate a prize for our raffle – Chrissy met Shanel at the Election Day BBQ. She is the sister of one of the prep mums, Krystel Gamble. Chrissy has emailed the Krystel and she has forwarded the email to Shanel.  
**Action:** Waiting on response.  
**Update:** Jo-Ann Miller has donated one pack of 2 wine bottles.

Hiring of ATMs for school fete-2=440/$3 fee to withdraw money – Hiring of ATMs at St Augustine’s College 2014 fete was successful - $10,000 stocked, $8,000 withdrawn.  
**Action:** Tamra to book ATMs.  
**Update:** ATMs have been booked.

8. General Business

- **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.  
  **Action:** Christina to organise P&F Newsletter.

- **Parents to pay for books prior to book collection day:** 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?  
  **Action:** Veronica to discuss with leadership team.

- **Sale of discarded library furniture:** Sale of discarded library furniture and purchase of new furniture.  
  **Action:** Add to next agenda.

**To be finalised:**

- **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.  
  **Action:** Veronica to scan photos and add to website.

- **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.  
  **Action:** Denis and Jonny to build something for the shed to make it safer. Buy proper cage, cement underneath $1,100.

- **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.  
  **Action:** Tony to organise adding post in where the join is and either using straight bar with padlock or bollards.

**Further discussion to be postponed until March 2015 meeting:**

- **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.  
  **Action:** 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).

- **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.

**Action:** Fundraise and look for grants.

- **Tuckshop freezers – look into stand upright freezers for more storage – and storage cupboard for mop, brooms and buckets:**
  
  **Action:** 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.

- **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. Need to register with Amart All Sports (Redbank Plaza) to have kick backs into the school (Orion has been organised).

  **Action:** Set up ongoing sponsorship in 2015. Christina to check with Amart Redbank regarding sponsorship.

Meeting closed 8:57pm