Parents and Friends Meeting Minutes

Date: 15 September 2014

1. Welcome

In attendance: Christina Radcliffe-Smith, Tracey O’Sullivan, Chrissy Peters, Tamra Bentley, Veronica Lawson, Rechelle Rogers

Apologies: Fr Roger Burns, Michaela Lewis, Tenille Mantei, Kate Murphy, Tony Brose, Denis O’Sullivan, Therese Martin

2. Minutes of Previous P&F Meeting

- Minutes of previous meeting (25 August 2014) 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 were named on the school website. Christina has organised some photos and will work with Veronica Lawson.
  
  Action: 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

- Sporting event tents – screen printing: School request for more tents for school needs-3x3m tents. Need more quotes. Committee approved the purchase of 8 tents with 2 of each house colour. Denis O’Sullivan and Tony Brose to follow up with more quotes and information. Done, Denis delivered tents to school on Friday 20th June. Need to put request in school newsletter for a screen printer so we can put school logos on the tents. Send email (Chrissy) and mention on Facebook (Rechelle) advising we are looking for a screen printer. No replies from school community about screen printer. Christina to talk to Paul Tully. Kate has a contact that is a screen printer. Need to think of storage ideas for them.
  
  Idea - When the committee takes all the fete stuff to the shed then costumes can be moved to the back of the hall and then the tents can go into the side storage area.
  
  Action: Kate Murphy is organising the screen printing and waiting on a quote

- Extra lighting – upper primary eating area: Discussed. Still waiting on quote. Basketball hoops are now fixed and working.
  
  Action: Waiting for Paul to give us a quote. Is happening over the second week of the holidays.

- 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. Will look into grants we can apply for – Christina to talk to Paul Tully. Consider fete for next year to raise money for field improvement. Need to educate Ricardo on field management and have a field management plan.
  
  Christina to organise meeting with Paul Tully about getting flood grant. Waiting on master plan.
  
  Action: Christina and Tracey to see Paul Tully on Tuesday 16/9/14 and there possibly is no flood money left but will find out at the meeting.

- 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.
  
  Action: Denis and Jonny to build something for the shed to make it safer. Nothing has been done yet. Will do after the holidays
• 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. To be reviewed for next 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. Denis will follow up purchase of tents after the school holidays.

• Ask music and art teachers for a wish list: Veronica to ask for a wish list.
  Action: Veronica has part of the list and will chase it up.

• Concreting front area: Discussed widening the concrete path area between the admin building and the hall and improving the disabled access for the hall. Also need more flag poles. Veronica needs to look at including this in the master plan and get back to the committee.
  Action: Veronica will report back to the committee after master plan is organised. Remove from Agenda.

3. Correspondence (Secretary)
• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  o No correspondence
    Action: no action required

4. President’s Report (no written report)

5. Treasurer’s Report (refer to attachment)
• Finalise donation for sports equipment:
  Action: Michael is organising netball dresses and will follow up with classroom kit

6. Principal’s Report (refer to attachment)

7. P&F Subcommittees.
   Fundraising/Events:

• Ongoing sponsorship arrangement with local companies: Tamra to organise draft submission letter for 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 written up and is ready to be disbursed to local companies. Refer to attachments. 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 businesses for Amart All Sports (Redbank Plaza and Orion) to have kick backs into the school. Looking for sponsorship to appear in the next newsletter. Have sent forms to Amart for fundraising. Tamra and Rechelle to follow through after the lapathon. Need to follow up for end of year raffle. Have a meeting to organise raffle information.
  Action: Organise Christmas raffle prize donations first. Set up ongoing sponsorship at a later date.

• Christmas raffle prizes: Christina to put in newsletter to request donation for raffle items. Need to review dates of when we are drawing the raffle. The concert might be too soon. Have sent a letter to parents to see what they can donate.
  Action: The committee visited a lot of companies today and hopefully will get some replies during the week and have already received some vouchers for some companies. Will look at doing Bunnings, Hans and Caltex bbq for next year. Tamra has spoken to companies about them selecting the advertising they wish to do on our facebook page

• Melbourne Cup lunch: Flyer has gone into noticeboard cabinet.
  Action: Christina and Tracey will to speak to Coffee Club on Tuesday 16/9/14 about prices and will start advertising.
- **Father’s Day Stall debrief**: Profit for the stall was $486.95 which is nearly double last year’s profit. All the products sold out at 1.30pm. 1.5 items per child.
  **Action**: Increase to 1.8 items per child and may start ordering items up to sale price of $10
- **Smart FunRaisers 50% off sale – P&F Executive approved purchases**: Smart FunRaisers advertised a 50% off sale. On 11/9/14 the P&F Executive approved purchases ($1,520) and Rachel Grant has ordered the products.
- **Lapathon debrief**: Friday 1st August 1:40-2:40pm School to organise the running of the day. Committee to organise with company, all work prior and after work. Tracey O’Sullivan, Rechelle Rogers, Kate Murphy. Lapathon Sub committee to have met with Australian Fundraising and lock in date. 21 classes. Tracey and Rechelle to pick up and organise forms this week so ready to hand out on the first day back from school holidays. Will request forms to be due back by 8th August. Australian fundraising wants to have photos to put on their website. Rechelle is working hard to get a % discount off our costs for the photos to be on the website. Some parents will be required to cut iceblocks. Tamra and Christina to come down at midday. Committee has decided to give the top 3 fundraising classes a party and the highest participation class. Veronica to ask the teachers what they want for the party. Will do up a certificate for each of the classes. Prizes drawn and parties to be organised.
  **Action**: Tamra to get money for the teachers for the parties and they will bring back receipts. No further discussion.
- **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.
  **Action**: Chrissy has most of the reports now and will do up a folder. To be followed up next meeting
- **Fete 2015** – Meeting to discuss the direction of the 30 August 2015 fete was held on 21 July between Christina, Tracey, Chrissy, Tamra and Rechelle. Our committee gathered plenty of information from Rae at Mt Carmel in Coorparoo and Shane at Sacred Heart at Wynnum on good ideas that work for their fete. Michaella also suggested we attend St Josephs in Ipswich this Saturday to see what they do as they manage to raise a lot more than us. Need to discuss further with ABC Rides on best options for rides. Need to have further discussions on what will work for us. Meeting with ABC Rides organised for Monday, 8 September.
  1. Had a meeting with ABC rides have chosen the rides we want to do and waiting to confirm details with ABC rides to firm up and sign contract and pay deposit.
  2. Will use stage in Hall for the kids. Ask kindy if they would like to do performances.
  3. Programme will be confirmed at least a month before the fete.
  4. Will do class stalls, tie in with the parent representative
  5. 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
  6. Police (adopt a cop) and fire Truck displays - 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 possibly the new one). Chrissy to contact the local fire brigade about a possible demonstration

8. **General Business**
- **Tuckshop – fix oven/purchase new oven or purchase pizza oven**: Veronica has organised a service to happen by an authorised dealer
  **Action**: Follow up after the service.
- **Tuckshop – reminder for students to use manners/no pushing in**: 
  **Action**: Veronica has spoken about it on assembly and will follow up
- **Parent representative for each Grade**: Discussed.
  **Action**: Look into when organising the parent contact list next year
- **Chairs in the courtyard near the church need replacing and are broken**
  **Action**: Chrissy to ask Tony Brose if he can fix the chairs and then Christina to speak to Father Roger to see if that is ok
• **Prep Orientation day:** 21st November 2014 9.30 – 10.30  
  **Action:** Committee to organise morning tea

• **Bakers Delight Christmas cake and tart drive:**  
  Action: Send out early term 4. Rechelle to organise and Christina to help

→ The next P&F Meeting is scheduled for **7.00pm Monday 27 October.**
→ **Agenda items** are to be emailed to [sfxpfc@hotmail.com](mailto:sfxpfc@hotmail.com) by **5.00pm Monday 20 October.**

**Meeting closed 8:40pm**