Parents and Friends Meeting Minutes

Date: 16 September 2013

1. Opening Prayer – Christina Radcliffe-Smith

2. Welcome
In attendance: Christina Radcliffe-Smith, Lydia Felu, Chrissy Peters, Veronica Lawson, Robert Grant, Tamra Bentley
Apologies: Fr Roger Burns, Michaela Lewis, Sr Veronica Ekerick, Tony Brose, Sonya Nordling

3. Minutes of Previous P&F Meeting
   - Minutes of previous meeting (26 August 2013) were tabled as a true account of the meeting.

Business arising from previous minutes
   - P&F Enrolment Pack – A P&F Information Sheet intended to be given to parents at enrolment is to be developed containing information about the P&F and encouraging parents to be a part of the P&F. P&F Enrolment Pack to be given out at 15 November Prep orientation. Discussed distributing printed weekly notes with P&F dates, yearly calendar with magnet on back, iPhone App QR Code, organise meeting to brainstorm about pack and send out form/email asking parents for ideas if they cannot attend the meeting.
   Action: Christina Radcliffe-Smith to organise draft P&F Enrolment Pack, etc. Rob Grant to provide volunteering ideas for Enrolment Pack.

   - Money procedure (storage, counting, etc) – Discussed creating a document containing P&F money procedures, for example, there should always be 2 people present when money is counted, 2 people to take money to and from the bank, money should be kept in the school safe until it is banked.

   - Letter from the Australian Government – Australian Business Register requesting updates with any changes made to the business name, postal and business address and contact details. Our postal address needs to be changed and also “authorised persons” may need to be updated whenever Committee Members change. Veronica Lawson contacted the Department but said that she could not find out any information because she was not an “authorised person”.
   Action: Sonya Nordling to contact P&F auditor (Borgeaud & Co) to find out how we can get this information updated.

   Movie night copyright is provided by blanket licence – Catholic Schools central payment scheme through Roadshow (copyright Australia).
   Action: Christina Radcliffe-Smith to find out more information.

   - P&F Facebook page – discussed.
   Action: Christina Radcliffe-Smith to investigate setting up a P&F Facebook Page – look at other P&F’s Facebook pages.
• **Disco profit – Pastoral Care Fund** - 9 August 2013 disco profit to go to Sr Veronica – Pastoral Care Fund - $1,337.43  
  **Action:** Sonya Nordling to organise.  
• **Fundraising Co-ordinator/Fundraising Committee** – A new fundraising co-ordinator/fundraising committee needs to be appointed. It was decided to leave this to next year.  
  **Action:** Advertise in 2014. New Fundraising Co-ordinator/Committee to submit reports to secretary after each fundraising activity.  
• **Lapathon prizes/party and Skateaway money** – All the Lapathon prizes have now been distributed by Lydia. The P&F has $50 to spend on party for Lapathon fundraiser winning class. Michaela mentioned that there was also a SeaWorld Nara Resort prize to be chased up (this can be used as a raffle prize for the Multicultural Spring Fair). There has been an unknown deposit into the P&F Account of $53.59.  
  **Action:** Veronica to check with Michael Harding about what to spend the $50 on for the party – this party would take place in Term 4. Lydia to check with Skateaway if the $53.59 was for the fundraising night.  
• **Purchase of oven trays for P&F – discos, etc** – More metal oven trays have been purchased.  
• **Lighting above BBQ – discos, etc** – Fluorescent lighting to be organised.  
  **Action:** Veronica to organise fluorescent lighting in 2014.  
• **Fete – P&F to purchase resources for kindy with stall profit** – Instead of providing the kindy with the profit from their stall, they have requested that we purchase resources for the kindy with this profit.  
  **Action:** After spring fair, Chrissy is to get from the kindy a list of items to be purchased and organise.

4. **Correspondence (Secretary)**  
• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.  
  o Letter from SQ Coal Health Action Network (SCAN), scanqueensland@gmail.com alerting the public to the risk of serious adverse health issues that can result from pollution caused by coal dust – **no action**.  
  o Email from Ipswich City Council re Garage Sale Trail Sat 26/10/13 – **no action**.  
  o Letter from Diabetes Qld re new online resource to help school communities manage diabetes in the school environment – there is no need for this resource at the moment – re-assess in 2014.  
  o Letter from Cr Paul Tully enclosing $1,000 cheque for donation towards Multicultural Spring Fair and Acquittal Report for Community Donations exceeding $250 – **Chrissy to complete form and return to Paul Tully**.

5. **Treasurer’s Report**  
• Nil  
• Reminder that $30,080.07 was for purchase of uniform stock by LJ Apparel and would be deposited into a separate account.  
• Note: Profits from discos to go to Sr Veronica’s Pastoral Care Fund. 3 free dress days per year. Money from 2 free dress days to go to P&F. Money from 1 free dress day to go to a charity of the school’s choice.  
• Note: $1,000.00 donation from Ipswich City Council is being held by the school on behalf of the P&F.  
• 2014 Reminder that the P&F has voted to increase its monthly levy by $1.00 to $10.00 per family per month for 2014. Veronica Lawson to amend the Constitution Bylaw at the beginning of 2014 and upload to the website.

6. **Principal’s Report**  
Summary:  
• Multicultural Spring Fair  
• Sexuality Project
7. P&F Subcommittees
   - Fundraising – n/a
   - Multicultural Spring Fair – It was decided not to use Affordable Rides for the next school fete – look into using ABC Rides again instead. Tony Brose has offered to fix the fence.

8. General Business
   - P&F printing/photocopying account with school – The P&F have a login on the school photocopiers and photocopying/printing can be done for the P&F by school staff. The P&F will be charged for this photocopying/printing.
     Action: P&F printing/photocopying to be submitted to school via P&F hotmail account.
   - Christmas concert – There will be no disco in term 4. Discussed catering for Christmas Concert on Friday, 15 November, 6.30pm.
   - Family Fun Day 2014 – Discussed free family fun day for 2014.
     Action: Robert and Jeremy to provide more information.
   - Tuckshop volunteers – The tuckshop needs more volunteers.
     Action: Rachel Grant to draft a volunteers sheet.
   - P&F Budget – Discussed school IT needs and budget.
     Action: Veronica to provide more information on the school’s future IT needs.
   - P&F Shed Cleanout – Discussed working bee to clean out the P&F shed and add shelving, etc.
     Action: Christina to organise.

ียว The next P&F Meeting is scheduled for 7.00pm Monday 28 October. ◊
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ียว Agenda items are to be emailed to sfxfpc@hotmail.com by 5.00pm Monday 21 October. ◊

Meeting closed 8:55pm