St Francis Xavier
Primary School
Kids who care

Parents and Friends Meeting Minutes

Date: 23 June 2014

1. Welcome

In attendance: Christina Radcliffe-Smith, Tracey O'Sullivan, Chrissy Peters, Tamra Bentley, Veronica Lawson, Michaela Lewis, Robert Grant, Rechelle Rogers, Kate Murphy, Tenille Mantei
Apologies: Fr Roger Burns

2. Minutes of Previous P&F Meeting

- Minutes of previous meeting (26 May 2014) were tabled as a true account of the meeting with amendment that it had been agreed that the parent/student contact details will be an action item for next year.

Business arising from previous minutes

- **Voluntary parent/student contact details register** – Janelle Cashmere submitted an example form for parents to complete and return. Inclusion in the register is optional. Contact details will be sorted by year level in one document. Christina to draft a form for our P&F to distribute to parents with the monthly P&F newsletter.
  Action: Will move form to next year and have ready for the start of next year. Christina to add to prep enrolment pack. Also discussed that inclusion on the register is voluntary and we won't need to submit a survey prior.
- **Portable Eftpos/Credit card machine for big events – Book Collection day, Spring Fair etc** – Tamra provided information on this. She also provided information on hiring ATMs. Next year closer to date of school fete, include survey in newsletter to ask parents if they would use hired ATMs at the fete ($3 fee). Great response from parents at disco re eftpos. Committee agreed to have the machine until the end of next year (2015) and review after that period. Rules in place for use of the machine: minimum spend of $5 and under that amount there is a $0.50 surcharge and a maximum of $20 cash out. Tamra has organised signed paperwork and we should have eftpos machine for movie night.
  Action: Veronica to speak to Libby about usage of hired ATM at St Augustine's fete
  Update: Eftpos machine has been received and training organised. Hired ATM at St Augustine's fete was successful – $10,000 stocked, $8,000 withdrawn.
- **P&F account with Flexischools** – Tracey O'Sullivan investigated and advised that in order to avoid paying set-up costs/any ongoing fees, the school could add our bank account details as an option on their Flexischools account which could then be chosen for P&F events. Veronica forwarded an email to P&F outlining details of Flexischools Service Agreement to be completed by the P&F in order to have the P&F's bank account details included on the school's Flexischools account. Form to be completed by P&F and returned to Flexischools. Christina has completed paperwork.
  Action: On track and hopefully ready for movie night. Refer to president's report
- **P&F Facebook page** – Discussed P&F Facebook page and new parent portal website. There would be restrictions on what could be included on the P&F Facebook page but it could include links to the parent portal website which needs a username and password to access. Veronica Lawson and Fr Roger to approve Facebook page. Christina Radcliffe-Smith to investigate setting up a P&F Facebook Page – look at other P&F's Facebook pages, ask for suggestions from parents via newsletter article, draw up

guidelines on information to be included on Facebook page. Maniphon Follbring was appointed the co-ordinator to update the Facebook page – add content to Facebook page which is to be taken from P&F Monthly Newsletter (which has been approved by Veronica Lawson). General information only to be used – no children's names to be included. Guidelines for photos to be discussed further with Veronica. No comments from the public to be included on the Facebook Page. Maniphon requested 2 administrators and Christina to deliver a cover page. Rechelle and Rachel volunteered to be administrators. Is up and running and Christina has worked around a word blocker to reduce comments. Christina has updated website and added new photos etc. Refer to Presidents Report.
Action: Keep monitoring to delete any comments and regularly update any information. Monitor for a month and see how it is going.

- **Website photos** – Discussed displaying photos of people after whom the school houses were named on the school website.
  Action: Christina has organised some photos and will work with Veronica Lawson.
- **P&F Shed Cleanout** – Working bee to clean out the P&F shed and add shelving, etc. Christina to organise with Ricardo and order free skip from Council. Date will be Sunday 20th July 2014 11am. Free pizza and soft drink for all volunteers. Skip has been ordered. Tony and Rob will be away on 20th July.
  Action: Committee agrees to purchase shelving and items we need for the shed clean out. Meet at the shed Wednesday 25th June at 1:30pm to organise what is needed. Take pictures to show the guys and work with Ricardo on where we are storing items. Come up with design idea for the shed and discuss with Tony, Rob and Denis
- **Email from Brisbane Catholic Education School Support Accountants Team re ACNC and P&F Registration Requirements** – Christina to follow up.
  Action: Item completed and no further follow up
- **Uniform shop:** Olivia has resigned. It has been recommended that once our contract is over that we run it ourselves due to the lack of quality of product. There have been expressions of interest for the uniform shop position, including Tamra. There have been complaints about the late delivery times and loss of quality. Veronica to investigate when the contract finishes. Kate is taking over the uniform shop job. Contract to finish on 1/9/2015. School leadership team to discuss what they would prefer to do because of the feasibility and to review contract for finalising.
  Action: Veronica will meet with Joy over the holidays to discuss issues.
- **Handmade by Oma & Daughter Facebook page – mention in P&F newsletter/ Facebook page – not for profit – money raised from sales used to buying wool for toys donated for next fete** wanted to advertise because all profits are donated back to the school. Approved – mention in P&F newsletter and add link to Facebook page.
  Action: Rechelle will add to facebook page and Christina will add to next newsletter
- **Purchase school sporting event tents:** 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.
  Action: 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

3. Correspondence (Secretary)

- Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  - Certificate of Appreciation from school to P&F for support of the 2014 Art Show
  - Letter from Madaleen F Ah Ki who would like help to compete at Mt Isa for MetWest girls football team
    Action: Tamra to pay out a cheque of $393.20 made out to the Algester State School

4. President's Report (refer to attachment)

5. Treasurer's Report (refer to attachment)

6. Principal's Report (refer to attachment)

7. P&F Subcommittees.
Fundraising/Events:

- **Movie night fundraiser** – Christina advised that it would cost approximately $200 to screen a movie. P&F to sell admission tickets and popcorn. Parents should be informed that this is a family event and all children attending should be supervised by their own parents/carers (no drop-offs). New release of movies to be on the 1st. A vote of movies to be on facebook, 2 movie options – Frozen or Lego Movie. Date moved to Friday 25th July. Food from 5:30-6:30pm movie to start at 6:30pm. Movie ratings to be advertised. Christina, Tracey, and Tamra talk to Paul Tully about getting a screen from Council. Fitflix has something to do with Ipswich hospital. Cost of Frozen is more expensive than other movies $330 have requested price to be reviewed. Realised there will be a limited profit. Lucky door prize of Movie World tickets for 2 adults and 2 kids. Vote to sell glow sticks. Refer to Presidents report
  Action: Tracey to call Paul Tully to request him to donate the cost of the screen. Chrissy to purchase glow sticks
- **Fete – bar** – Discussed. Veronica Lawson to check Catholic Education's position on this. No position from Catholic Education but Veronica would prefer not to sell alcohol. The Committee have decided not to sell alcohol at the fete.
  Action: No further action, item to be removed
- **Ongoing sponsorship arrangement with local companies and car raffle** – Discussed. 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.
  Action: 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
- **Lapathon** – 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
  Action: 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
- **Multicultural Spring Fair** – 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. Organise meeting to discuss strategy for next fete.
  Action: Meeting to occur amongst committee in the new term to discuss direction of the fete

8. General Business

- **Pick Up/Drop Off Zone:** Information has been put in both newsletters. And a dozen fines might be issued. Have received a letter from Paul Tully to refer to the police to direct traffic. And police are going to direct foot patrol over school pick up times. Council is going to correctly mark the lines.
- **School billing:** refer to Principals report.
- **Move next P&F meeting to Tuesday, 29 July:** as several executive members attending a Brisbane P and F dinner
  Action: meeting moved
- **2012 Feb Minutes - mention of change to traffic conditions; what happened?:**
  News from local council – Mel Browne
  •A left hand turn is to be put in at the end of Church Street.
  •A roundabout will be trialled at the intersection of Church Street and Alice Street to assist with traffic flow. It is not anticipated this will enhance pedestrian safety.
  •Parking outside the office will be changed to one hour parking before 8am, to reduce the number of commuters utilising the parking spaces.
  Action: no further action

- **2012 July Minutes - approval for colour printer; what happened? Also mentioned moving to back of hall:**
  - Purchase of a colour printer for the P&F, plus moving the P&F-owned black and white printer from the tuckshop to the dressing room behind the hall stage. The school will investigate whether a guest wifi logon is accessible in this area.
  Action: Louise to compare printers and make purchase.
  Moved: Chen Hoang CARRIED
  Seconded: Chrissy Peters

  Action: no need, will go through the office
- **Father's Day stall purchases:** Order approved
  Action: Rachel to purchase items by the 27th June
- **New Sports equipment for Soccer & Netball teams specifically soccer gloves, soccer balls, netball balls and netball bibs.**
  Action: Veronica to ask Michael to look at items that need to be updated and give the committee a 'wish list'
- **Can the uniform shop sell soccer and rugby socks for sporting teams?**
  Action: there is a box of rugby socks in the shop. Kate to follow up with socks and further discussion in the next meeting
- **There is a student Madlyn Ah Ki Year 6/7 in Miss Cavalaro's class who will be attending Nationals for Soccer next term. Can we donate funds to help her?**
  Action: Have already discussed student and decided to donate 20% towards her cost.
- **Can we set up a fund for students who will attend State/National in areas of sports/ music/ drama etc??**
  Action: Have already decided to help with 20% of cost. Need more discussion on what is regarded as state level with music, drama etc.
- **Just a reminder please ask if teachers are available to help out at all P&F Fundraising Events**
  Action: Veronica advised that teachers are already aware that we welcome any help they can give us.
- **Goals for what we are raising money for**
  Action: Need a wish list from Veronica and Michaela that can give us a working goal to promote. Other items we discussed that are needed are new microphone, lighting for outdoor and eating area.

The next P&F Meeting is scheduled for **7.00pm Tuesday 29 July.**
Agenda items are to be emailed to sfxpfc@hotmail.com by **5.00pm Monday 21 July**.

Meeting closed 9:20pm