Parents and Friends Meeting Minutes

Date: 24 February 2014

1. Welcome

In attendance: Christina Radcliffe-Smith, Lydia Felu, Chrissy Peters, Tamra Bentley, Veronica Lawson, Michaela Lewis, Fr Roger Burns, Fr Paul Chanh, Tracey O’Sullivan, Denis O’Sullivan, Maniphon Follbring, Roslyn Kumar

Apologies: Sr Anne Keim, Tony Brose, Vanessa Marsh, Tristan Dieben

2. Minutes of Previous P&F Meeting

- Minutes of previous meeting (25 November 2013) were tabled as a true account of the meeting.

Business arising from previous minutes

- 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”. Kay McDonald was probably the Treasurer when the ABN was registered.

Action: Tamra to send correspondence to Borgeaud & Co, auditors appointing them to be the “authorised person”.

Update: Email received from Borgeaud & Co, auditors. They have updated our PO Box and have listed Veronica Lawson and Tamra Bentley as our contact people on the Australian Business Register.

- 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.

Action: 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. Appoint a co-ordinator to update the Facebook page. Maniphon Follbring offered to help set this up.

- P&F Shed Cleanout – Working bee to clean out the P&F shed and add shelving, etc.

Action: Christina to organise with Ricardo and order free skip from Council for end of second term.

- P&F Monthly Newsletter (from T1, 2014) – Monthly P&F newsletter will include a summary of items discussed at the P&F meeting. Will not include too much detail so it’s not mistaken for the school newsletter but will include a disclaimer and direct parents to the school newsletter.

Action: Christina to draft newsletter.

- Diocesan P&F Council Representative – Christina Radcliffe-Smith was appointed as a representative at the AGM.
• Voluntary Parent/student contact details register – Discussed suggestion from Janelle Cashmere – St Ignatius has a contact register.
  Action: Christina to ask Janelle Cashmere if she would like to attend the next P&F meeting to provide more information.

• Website photos – Discussed displaying photos of people after whom the school houses were named on the school website.
  Action: Veronica Lawson to organise school house photos on the school website.

• ANZAC Day participation – Discussed memorabilia for library, afternoon tea with guest speakers/veterans. Consider doing next year.

• Portable Eftpos/Credit card machine for big events – Book Collection day, Spring Fair etc – Discussed hiring machine. Veronica advised there are no issues with the P&F account having EFTPOS.
  Action: Tamra Bentley to investigate further.

• Upgrading power for Tuckshop – Discussed upgrading power in tuckshop to run fryers.
  Action: Veronica advised that the electrician will install different circuits and more power points. They are hoping to have this work completed before the Term 2 disco.

• Interest on Bank Accounts – Discussed interest rates on bank accounts.
  Action: Tamra to transfer money from P&F Account to On-Call Account leaving $10,000 in P&F Account.
  Update: The money has been transferred.

• Auditor’s Report – areas of concern – Veronica Lawson produced a copy of the insurance policy covering volunteers. The Constitution states that the Members Register is the School roll and that minutes of meetings can be used as the Friends Register.

• Brodies confirmation of payment with books when paid in full – Discussed. It is the parent’s responsibility to check confirmation and confirmation is only sent if paid in full. The wording on the printed/online form is unclear.
  Action: Christina to send a letter to Brodies before next meeting.

3. Correspondence (Secretary)
• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  o Letter from Qld Government re $15,000-$40,000 grants for ANZAC Centenary celebrations www.qld.gov.au/anzac100
  o Letter from The Federation of Parents and Friends Associations of Catholic Schools in Qld and Invoice for $3,173.40
  Action: Agreed to pay half. Christina to send a letter with the cheque.

4. Treasurer’s Report
• Opening balance (P&F Acct): $45,360.24
  Balance as at 13 February 2014: $44,150.24
• Opening balance (On-Call Acct): $64,620.97
  Balance as at 13 February 2014: $68,944.39
• It was decided to add a subheading on the Treasurer’s Report to note that $35,000.00 is to be kept for uniform stock in case the P&F has to buy back the stock from LJ Apparel.
  Action: Tamra to organise.
• It was decided that the profits from the discos will be kept by the P&F as part of its IT fundraising. The money collected from free dress days will go to Sr Anne’s Pastoral Care Fund and to charities of the school’s choice.

5. Principal’s Report
Summary:
• School enrolment
• Staff for 2014
• Opening school mass
• Parent teacher meetings
6. P&F Subcommittees

- **Fundraising/Events:**
  - **2014 Calendar for parents (showing important dates)** – Discussed draft calendar submitted by Christina.  
    **Action:** Christina to finalise calendar for distribution.
    Families of the School buy online discounted e-movie vouchers and for every voucher/ticket purchased the school receives $1.00  
    **Action:** Tracey O’Sullivan to find out more information.
  - **Movie night fundraiser** – Christina Radcliffe-Smith previously advised that movie night copyright is provided by blanket licence – Catholic Schools central payment scheme through Roadshow (copyright Australia). Veronica Lawson advised that Qld Catholic Education Commission (QCEC) has stated that we must pay for the copyright if we charge an entry fee and show the movie as a fundraiser.  
    **Action:** Christina Radcliffe-Smith to contact Roadshow to clarify and ask them to produce a document stating that copyright would be free for fundraiser movie nights.
  - **Family Fun Day 2014** – Free family fun day for 2014.  
    **Action:** Robert and Jeremy to provide an outline of the day.
  - **Art Show** – Rachel Grant to organise catering for art show on Monday, 28 April. The P&F meeting has been moved to Tuesday, 29 April 7pm with the P&F Executive meeting to be on Tuesday, 22 April 7pm.
  - **Fashion Parade** – Rachel Grant to organise fashion parade afternoon for Saturday, 22 March 2-5pm. P&F to pay cleaning fee.  
    **Update:** Rachel accessed Qld Community Liquor Permit website and has ascertained that we don’t need a permit for this event.
  - **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.

7. General Business

- **Noticeboard** – Discussed putting a noticeboard up near the prep building.  
  **Action:** Veronica to investigate.
- **Musical instrument lessons** – Discussed lessons for specific musical instruments for students.
- **Air conditioning** – Discussed. Maniphon offered to submit a report on costings.
- **Wish list** – Another wish list was requested from the school.
- **Uniform commission**  
  **Action:** Hold over to next meeting.
- **Budgets for fundraisers**  
  **Action:** Add to next agenda.

The next **P&F Meeting** is scheduled for **7.00pm Monday 31 March.** ➜  
**Agenda items** are to be emailed to **sfxpfc@hotmail.com** by **5.00pm Monday 24 March.** ➜

Meeting closed 9.15pm