Parents and Friends Meeting Minutes

Date: 25 August 2014

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

2. Minutes of Previous P&F Meeting
   - Minutes of previous meeting (29 July 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.
- **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.
  **Action:** 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.
- **Can the uniform shop sell soccer and rugby socks for sporting teams?:** There is a box of rugby socks in the shop. Kate to follow up with socks and further discussion in the next meeting.
  **Action:** Only 6 pairs of socks, Mr Thompson suggested there is no need to make parents purchase for a short season. Joy has agreed to donate the socks to the school to distribute. Socks will go to Mr Thompson.
- **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.
- **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.
  **Action:** Christina to organise meeting with Paul Tully about getting flood grant. Waiting on master plan.
- **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.
3. Correspondence (Secretary)
   - Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     - Statement from The Federation of P&F Associations of Catholic Schools Qld - $1,586.70
       **Action:** No action at the moment.
     - Letter from Ah Ki Family thanking P&F for donation

4. President’s Report (no written report)

5. Treasurer’s Report (refer to attachment)

6. Principal’s Report (refer to attachment)
   - Money paid twice for stage lighting: See attached Report – use $2,365 to purchase 40 bay charging and storage cart for ipads and balance $1,135 could be put towards the cost of tuckshop freezer.

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.
     **Action:** Have sent a letter to parents to see what they can donate.
   - **Melbourne Cup lunch:** Flyer has gone into noticeboard cabinet.
     **Action:** Christina and Tracey will speak to Coffee Club about prices and will start advertising.
   - **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.
     **Action:** 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.
   - **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.
   - **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. Michaela 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.

**Action:** Meeting with ABC Rides organised for Monday, 8 September.

### 8. General Business

- **Children’s toilets need painting:** The master plan will address this and is in the pipeline. Toilet paper thrown into the toilet and looking at toilet paper dispenser that only distributes one paper at a time.
- **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
- **Hot water tap in Conference Room for tea & coffee etc:** Suggestion just to have a kettle in the room
  
  **Action:** No further action needed
- **Tuckshop – stool and food-grade bench-high table:** Have spoken to Ana and she has picked a table that she wants $242.32. Is a flat pack.
  
  **Action:** Committee agrees to purchase the table. Chrissy to order and pay for.
  
  **Update:** Table has been set up and Ana is happy with it.
- **Tents for School Oval need 1 more of each colour (4 in total):** Committee wishes to purchase more sporting tents.
  
  **Action:** Veronica to discuss further with staff and advise which size tents they would like.
- **Ask music and art teachers for a wish list:**
  
  **Action:** Veronica to ask for a wish list.
- **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.
  
  **Action:** Veronica needs to look at including this in the master plan and get back to the committee.
- **Oil spots on uniforms:** Discussed whether these oil spots come from something on the school grounds but are probably from lunches. Hint to use talcum powder on uniform to clean it out.

[The next P&F Meeting is scheduled for 7.00pm Monday 15 September.]

[Agenda items are to be emailed to sfxpfc@hotmail.com by 5.00pm Monday 8 September.]

Meeting closed 8:40pm