Parents and Friends Meeting Minutes

Date: 25 February 2013

1. Opening Prayer – Lydia Felu

2. Welcome
   In attendance: Lydia Felu, Helen Youngberry, Chrissy Peters, Veronica Lawson, Sr Veronica Ekerick, Tony Brose, Michelle Higgins, Theresa Wallace, Rachel Grant, Trish Jones
   Apologies: Louise Mason, Michaela Lewis, Jeremy Bick, Jacinta Anae

3. Minutes of Previous P&F Meetings
   - Minutes of previous meeting (26 November 2012) were tabled as a true account of the meeting.
   - Minutes of previous Executive meeting (12 February 2013) were tabled as a true account of the meeting.

Business arising from previous minutes
- Missing prep building toilet door – No room for a door – screen to be used instead.
  Action: Veronica Lawson to organise a screen.
- Proposed Calendar for 2013 – The proposed calendar has been emailed to Veronica Lawson so that the dates can be included in the school website calendar.
  Action: Veronica Lawson to add first term dates and carnival date to school website calendar.
- Basketball Court – Form for Cr Paul Tully donation still to be completed.
  Action: Veronica Lawson to complete Cr Paul Tully donation form.
- Swimming lessons – Veronica Lawson advised that in term 3 P-3 classes would be offered 2 week (Mon-Thurs) block swimming lessons at Waterworks Springfield - $11 x 8 lessons = $88 and that a payment plan may be offered.
  Action:
- Carnival – ABC Rides – Chrissy has cancelled the tentative booking that was made with ABC Rides for 2013.
- Adding P&F Email Address to school newsletter – Veronica advised that the school is looking at using an external website organisation to format an emailed school newsletter. Suggestion that a counter be added so we can see how many people are accessing the newsletter.
  Action: Veronica Lawson to organise adding P&F address to school newsletter with Monica.
- Newsletter Dates to Remember – Ensure all relevant dates are listed including P&F Agenda items due date.
  Action: Veronica Lawson to organise with Monica.
- School Hiring of Books to Students – Most books are workbooks which the children write in but there are some online services which could be used instead of books, for example, dictionary, atlas. The children would still need to purchase a Bible.
  Action: Veronica Lawson and leadership team to organise.
- Welcome Function – Art Show – It was agreed that the welcome function would be the art show on Monday, 18 March 5pm-7pm at which the P&F can welcome parents and speak about volunteer roles.
  Action: P&F to organise speech at 6pm. P&F to organise sale of bbq/drinks 4.30pm-6.30pm.
• **Pastoral Care Sale of Uniforms** – Money from sale of uniforms for pastoral care is now given straight to Sr Veronica (care of the school) rather than via the P&F accounts

4. **Correspondence (Secretary)**
   • Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     - Email to ABC Rides cancelling tentative.

5. **Treasurer’s Report**
   • Opening balance (P&F Acct): $50,460.23
     Balance as at 24 February 2013: $50,816.64
   • Opening balance (On-call acct): $38,232.82
     Balance as at 24 February 2013: $42,725.65
   • Reminder that $30,080.07 was for purchase of uniform stock by LJ Apparel and would be deposited into a separate account.

6. **Principal’s Report**
   **Summary:**
   • School enrolment – 518.
   • Staff for 2013.
   • Opening school mass – Friday, 15 February.
   • Parent teacher meetings.
   • SFX Kindergarten.
   • Art Show 2013.
   • Prep enrolments 2014.

7. **P&F Subcommittees**
   • **Multicultural Spring Fair** – Date is now Sunday, 15 September 2013 and rides company has been notified. The rides will be delivered to the school on the Friday before. Teachers want to organise show bags.
     **Action:** Helen to organise delivery of rides after 1.40pm on the Friday. Helen to cancel show bags with rides company.

8. **General Business**
   • **Storage of P&F minutes/financial records** – On The Federation of Parents and Friends Associations of Catholic Schools in Qld website it states that P&F minutes and financial records should be stored by the school for 7 years.
     **Action:** Veronica Lawson to organise digital storage of P&F minutes and financial records on the school server for 7 years.
   • **Mother’s Day stall** – Rachel Grant offered to organise the Mother’s Day stall again – 1½ items per student.
     **Action:** Rachel to order items by 28 February so we can receive free items and arrange payment.
   • **Class awards for new students or students who are leaving** – Rachel suggested that a different award card could be given to new students or students who are leaving the school instead of the class award cards.
     **Action:** Veronica Lawson to organise.
   • **Lap-a-thon/Walk-a-thon** – Helen advised how this works. Date possibly in May to be organised at next meeting.
     **Action:** Date to be set at next meeting.
   • **Gate near prep building** – This gate needs to have an automatic closing mechanism.
     **Action:** Veronica Lawson to organise.
• School wish list – Helen requested the school provide the P&F with a wish list.
  Action: Veronica Lawson to organise.

  The next P&F Meeting is scheduled for 7.00pm Monday 25 March.
  Agenda items are to be emailed to sfxpf@hotmail.com by c.o.b Monday 18 March.

Meeting closed 9:15pm