Parents and Friends Meeting Minutes

Date: 25 March 2013

1. Opening Prayer – Lydia Felu

2. Welcome
   In attendance: Lydia Felu, Helen Youngberry, Chrissy Peters, Fr Roger Burns, Veronica Lawson, Michaela Lewis, Tony Brose, Jeremy Bick, Trish Jones
   Apologies: Louise Mason, Sr Veronica Ekerick

3. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (25 February 2013) were tabled as a true account of the meeting.

Business arising from previous minutes
   • Constitution to be scanned/emailed and added to website.
     Action: Veronica Lawson to organise.
   • Missing prep building toilet door – No room for a door – a screen has been organised.
   • 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 – Veronica Lawson has completed and sent the form for Cr Paul Tully donation.
     Action: Await donation.
   • Adding P&F Email Address to school newsletter – The P&F address has been added to the school newsletter.
   • Newsletter Dates to Remember – All relevant dates are now being listed including P&F Agenda items due date.
   • 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. Families would need to pay a levy for the use of online services and there could be difficulties with this. The leadership team will look at alternatives, for example, buying some Atlases for the library for students to share.
   • Rides to be delivered Friday after 1.40pm/cancel showbags – Helen advised that rides delivery will be completed between 1.40pm and 2.30pm – to be off the oval by 2.45pm at the latest.
     Action: Helen to cancel showbags.
   • School digital storage of P&F minutes/financial records – Veronica Lawson has organised this.
   • Mother’s Day stall – order items – Rachel has ordered items and they have been received.
   • Class awards for new students or students who are leaving
     Action: Veronica Lawson to organise for new type of award card to be discussed with teachers and implemented early in Term 2.
   • Lap-a-thon/Walk-a-thon – A possible date is Thursday, 9 May, 1.40pm-2.30pm.
     Action: Helen to check if this date is OK.
• Gate near prep building – automatic closing mechanism – This has been installed.
• School wish list – Laptops, iPads and replacement of the old adventure playground. Interactive Whiteboards will also eventually need to be replaced. Note that grants are posted on Bernie Ripoll’s website. Discussed possible use of second-hand PCs.

4. Correspondence (Secretary)
• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  o Letter from the School requesting donation of $2,047.25 for the cost of School Care (Student Accident) cover – donation approved.
  o Email 11 March from Federation of Parents & Friends Associations in Catholic Schools Queensland advising not to complete the registration form sent from the Australian Charities and Not for Profit Commission – note: not relevant as this form was not sent to our P&F.
  o Email 18 March from Bernie Ripoll re Applications for $16 million Volunteer Grants 2013.

5. Treasurer’s Report
• Opening balance (P&F Acct): $50,816.64
  Balance as at 25 March 2013: $46,427.02
• Opening balance (On-call acct): $42,725.65
  Balance as at 25 March 2013: $44,763.65
• 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.

6. Principal’s Report
Summary:
• Sisters of Mercy heritage.
• School disco.
• Art Show (Arty-Facts: Art Through Time).
• Retiree Ceremony.
• Open Morning – Friday 19 April – 8.40am to 10.40am.

7. President’s Report
• Discussed how to encourage more parents to become involved in the P&F.
  Action: Letter to be included with school newsletter inviting parents to attend next P&F Meeting or asking them for their email address so they can be added to the P&F email contact list.
• Introductions at P&F Meetings if new parents attend.
  Action: Chrissy to add note to future Agendas.

8. P&F Subcommittees
• Multicultural Spring Fair – Form to be sent out with newsletter asking for help from parents. Letters to be sent to multicultural groups asking them to organise a food stall – we pay for the food – we collect the profit – and then make a donation to that group – group to provide a flag and their country’s name. Hall to be hired to Church St Kindy for fashion parade on 21 September.
  Action: Helen/Chrissy to organise form and letters. Veronica Lawson to contact Church St Kindy.

9. General Business
• Choral Festival practice – This date is going to change.
  Action: Veronica Lawson to advise new Choral Festival practice date.
• Open Morning – Friday 19 April – 8.40am to 10.40am.
  Action: P&F representative (Helen) to talk. Veronica Lawson to add Open Morning to website.
• **ANZAC Day** – Thursday 25 April – students to participate in parade and ceremony. Discussed get-together for afterwards.

  **Action:** Item in school newsletter requesting students to participate.

  💌 The next P&F Meeting is scheduled for **7.00pm Monday 29 April.** 💌

  💌 Agenda items are to be emailed to **sfxpfc@hotmail.com** by c.o.b **Monday 22 April.** 💌

  Meeting closed 9:00pm