Parents and Friends Meeting Minutes

Date: 25 November 2013

1. Opening Prayer – Christina Radcliffe-Smith

2. Welcome
   In attendance: Christina Radcliffe-Smith, Lydia Felu, Chrissy Peters, Fr Roger Burns, Veronica Lawson, Michaela Lewis, Sr Veronica Ekerick, Tamra Bentley, Vanessa Marsh, Tristan Dieben, Olivia Kalashnikoff, Tony Brose
   Apologies: Sonya Nordling, Robert Grant, Jeremy Bick

3. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (28 October 2013) were tabled as a true account of the meeting.

Business arising from previous minutes
   • P&F Enrolment Pack – The P&F Information Pack has been finalised and was given out at the 15 November Prep orientation. Positive feedback has been received about the Pack.
   • Money procedure (storage, counting, etc) – Discussed draft P&F money procedures document. It was decided to delete the second bullet point from the draft and the document was approved as amended.
   • 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: Treasurer to investigate updating the “authorised person”.
     Families of the School buy online discounted e-movie vouchers and for every voucher purchased the school receives $1.00
     Action: Christina Radcliffe-Smith 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.
• 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.

• Disco profit – Pastoral Care Fund – Cheque for $1,337.43 being 9 August 2013 disco profit has been donated to Sr Veronica’s Pastoral Care Fund.

• Fundraising Co-ordinator/Fundraising Committee – Rachel Grant was appointed Fundraising Co-ordinator. Fundraising Committee to be appointed at AGM.

• Lapathon party – Lydia organised the $50 party for the Lapathon fundraiser winning class.

• $53.59 deposit – There has been an unknown deposit into the P&F Account of $53.59. This was not from the Skateaway fundraising night as we didn’t meet minimum numbers. The $53.59 is not from Aussie Farmers Direct. This deposit may be from the family photos day.
  
  **Action:** Treasurer to check with bank to ascertain who the $53.59 deposit is from.

• Lighting above BBQ – discos, etc – Fluorescent lighting has been installed.

• Family Fun Day 2014 – Free family fun day for 2014.
  
  **Action:** Robert and Jeremy to provide an outline of the day next year.

• Tuckshop volunteers – The tuckshop volunteers form has been finalised and was distributed at the 15 November Prep orientation morning.

• P&F Budget – IT donation to school – A cheque for $20,000 was given to the school and release of $1,000 being held by the school on behalf of the P&F was approved.

• P&F Shed Cleanout – Working bee to clean out the P&F shed and add shelving, etc.
  
  **Action:** Christina to check with Ricardo.

  **Addendum:** Skip not organised. P&F shed cleanout postponed to 2014.

• 2014 Calendar for parents (showing important dates) – Discussed draft calendar submitted by Christina.
  
  **Action:** Finalise calendar for distribution next year.

• 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 March newsletter and submit at February meeting.

• Becoming a Catholic (adults/children) – Discussed working with Fr Roger to arrange holding an Information Morning/Evening for parents of children at the school who wish to become Catholics (younger children, i.e. before communion and then older children). In addition, a session for parents of children at the school who wish to become Catholics themselves (RCIA).
  
  **Action:** Dates to be set.

• OSHC contribution to Multicultural Spring Fair – An email has been sent to Centacare Regional Director thanking OSHC for their contribution to our Multicultural Spring Fair.

4. Correspondence (Secretary)

• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
  
  o Email from Sonya Nordling resigning as Treasurer
  
  o Email to Centacare thanking Goodna OSHC for their contribution to our Spring Fair
  
  o Email from School Support Accountants Team re Australian Charities and Not-for-Profit Commission P&F Registration
5. **Treasurer’s Report**
   - Opening balance (P&F Acct): $66,745.29  
     Balance as at 25 November 2013: $45,360.24
   - Opening balance (On-Call Acct): $62,019.47  
     Balance as at 25 November 2013: $64,620.97
   - 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.
   - 2014 Reminder that the P&F has voted to increase its monthly levy by $1.00 to $10.00 per family per month for 2014. Veronica Lawson to amend the Constitution Bylaw at the beginning of 2014 and upload to the website.
   - Multicultural Spring Fair Income, Expenditure & Profit Report still to be completed.

6. **Principal’s Report**
   Summary:
   - IT support request
   - Prep orientation
   - Christmas concert
   - Sr Veronica Ekerick
   - Thank you

7. **P&F Subcommittees**
   - Fundraising – n/a
   - 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.

8. **General Business**
   - Australian Charities and Not-for-Profit Commission P&F Registration – Discussed email from School Support Accountants regarding registering the P&F as a charity to ensure its entitlement to appropriate tax concessions. It was noted that the name of the P&F in the Constitution is different to the ABN name.
     **Action:** Christina Radcliffe-Smith to contact School Support Accountants by 2 December 2013 to indicate our intention to register our P&F. P&F Executive to meet on 10 December 2013 to complete the registration form. Investigate what the correct P&F name is.
     **Action:** Christina Radcliffe-Smith to investigate further.
   - Donation of disco profit to Pastoral Care – Discussed donation of disco profits to Pastoral Care.
     **Action:** Disco profits will continue to be donated to Pastoral Care.
   - Resignation of Treasurer – Sonya Nordling’s resignation as Treasurer was accepted.
   - Appointment of Treasurer – Tamra Bentley was nominated and seconded. Tamra accepted the nomination and was appointed as Treasurer.
   - Christmas concert feedback – Discussed feedback on the Christmas concert which was a wonderful event.
   - Book collection day organiser and volunteers
     **Action:** Christina, Chrissy and Tamra to organise volunteers, float, etc.
   - 2014 Biennial Qld Catholic Schools Conference in Cairns – Christina Radcliffe-Smith would like to attend this conference using her own personal frequent air mile points.
     **Action:** Christina Radcliffe-Smith to investigate further.
• **Voluntary Parent/student contact details register** – Discussed suggestion from Janelle Cashmere – St Ignatius has a contact register.
   **Action:** Janelle Cashmere to provide more information.

• **Solar – Eco Community** – Veronica Lawson outlined a proposed solar business partnership with Eco Community.

• **Catholic Education grant** – Veronica Lawson spoke about a one-off grant from Catholic Education (Pam Betts) which could be used for new signage, prep area, lower playground.

• **Remembrance Board** – Discussed a type of remembrance board for past teachers, staff members, etc who made a significant contribution to our school. Also discussed displaying photos of people after whom the school houses were named.
   **Action:** Veronica Lawson to organise.

• **Uniform Requirements** – Discussed updating website/information sheets with uniform requirements with regards to shorts.
   **Action:** Website/information sheets to be updated.

• **Welcome Disco/BBQ** – Discussed welcome disco/BBQ to be held early next year.

Meeting closed 8:25pm