Parents and Friends Meeting Minutes

Date: 26 August 2013

1. Opening Prayer – Lydia Felu

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

3. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (29 July 2013) were tabled as a true account of the meeting.

Business arising from previous minutes
   • Receipt of Paypal rides money from 2011 Carnival – Money should have been transferred to our account on 29/7/13. 26 August 2013 Treasurer’s report shows that $1,148.56 was transferred to the P&F Account.
   • P&F Enrolment Pack – A P&F Information Sheet intended to be given to parents at enrolment is to be developed containing information about the P&F and encouraging parents to be a part of the P&F.
     Action: Chrissy to create draft and submit to P&F Executive before presenting it at a meeting. This is not likely to happen before the Multicultural Spring Fair is over.
   • Money procedure (storage, counting, etc) – Discussed creating a document containing P&F money procedures, for example, there should always be 2 people present when money is counted, 2 people to take money to and from the bank, money should be kept in the school safe until it is banked.
     Action: Chrissy to develop draft P&F Money Procedures document in consultation with Sonya Nordling and Louise Mason before submitting first draft to P&F Executive. This is not likely to happen before the Multicultural Spring Fair is over.
   • P&F Section of School eNewsletter – Discussed moving/copying P&F dates to the Date Claimer section. Veronica Lawson has organised for dates to be added to Date Claimer at the top of the newsletter.
     Action: Multicultural Spring Fair news is to have its own heading and be separate to the P&F News.
   • 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”.
     Action: Sonya Nordling to contact P&F auditor (Borgeaud & Co) to find out how we can get this information updated.
   • Letter from Ian Berry MP re 30 year Vision Qld Plan survey – www.queenslandplan.qld.gov.au. Chrissy emailed P&F parents and an item was added to newsletter.
• **Leftover items – frozen chips & icy poles in tuckshop freezer** – the icy poles were used as prizes for the Spring Fair colouring-in competition. There may be some icy poles left.

  **Action:** Chips can be cooked in the oven at the next disco – in addition to chips purchased from Yummies.


  **Action:** Chrissy to find out more information. This is not likely to happen before the Multicultural Spring Fair is over.

• **P&F Facebook page** – discussed.

  **Action:** P&F to look at setting up a P&F Facebook Page in the future.

• **Discos – coffee van, balloon dude, raffle, sell chocolates from fund raising boxes, face painting** – Coffee van is unlikely to be able to drive to where we’d like them to set up. We need more volunteers. Children’s safety comes first and there is to be no food or drink in the hall. Consider hiring someone with a portable coffee machine.

• **Choral Festival** – Start food at 5.30pm. St Marks, Inala hosted last year’s event. Lydia said she can help on the night. Chrissy contacted St Marks and received information on catering. Lots of sausages, bread, drinks, biscuits, coffee/tea and milk left over but catering was successful on the night.

4. **Correspondence (Secretary)**

• Correspondence was tabled by Chrissy Peters, Correspondence Secretary.

  o Letter from school requesting donation of $90 to cover hall cleaning costs after 9 August disco – approved

  o Letter dated 26 August 2013 from Sr Veronica Ekerick thanking the P&F for the donation of $1,1446.18 to the Pastoral Care Account which will be used to support students in need

5. **Treasurer’s Report**

• Opening balance (P&F Acct): $49,274.47
  Balance as at 26 August 2013: $49,005.20

• Opening balance (On-call acct): $54,916.97
  Balance as at 26 August 2013: $57,200.97

• 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.

• Note: $1,000.00 donation from Ipswich City Council is being held by the school on behalf of the P&F.

• 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.

• 9 August 2013 disco profit to go to Sr Veronica – Pastoral Care Fund - $1,337.43

6. **Principal’s Report**

**Summary:**

• Staffing update for 2014

• Kids Matter Primary

• Principal Appraisal

• Understanding the facts on funding for Catholic schools

7. **P&F Subcommittees**

• Fundraising – n/a

• **Multicultural Spring Fair** – This P&F meeting had the same attendees as the Spring Fair meeting except for Fr Roger.
8. **General Business**

- **Nomination and election of President** – Christina Radcliffe-Smith was nominated by Christine Peters and seconded by Robert Grant. She was voted in as President.

- **Fundraising Co-ordinator/Fundraising Committee** – A new fundraising co-ordinator/fundraising committee needs to be appointed

  **Action:** Chrissy to advertise for a new fundraising co-ordinator/fundraising committee in the newsletter.

- **Lapathon prizes/party and Skateaway money** – All the Lapathon prizes have now been distributed by Lydia. The P&F has $50 to spend on party for Lapathon fundraiser winning class. Michaela mentioned that there was also a SeaWorld Nara Resort prize to be chased up (this can be used as a raffle prize for the Multicultural Spring Fair). There has been an unknown deposit into the P&F Account of $53.59.

  **Action:** Veronica to check with Michael Harding about what to spend the $50 on for the party. Lydia to check with Lapathon fundraising company about SeaWorld Nara Resort prize. Lydia to check with Skateaway if the $53.59 was for the fundraising night.

- **Purchase of oven trays for P&F – discos, etc** – More metal oven trays are needed for the discos to bring meat into the tuckshop from the bbq, etc. Better lighting is needed for the bbq at night time.

  **Action:** Chrissy to purchase oven trays. Veronica to look at fluorescent lighting.

- **Fundraising reports by Co-ordinator/Committee** – Fundraising reports should be emailed to the P&F hotmail email account after fundraising events are held detailing what items were started with (left over from last event/purchased) – items used – and items left for next event. Also need to know where items were purchased, how much, article that went in the school newsletter, price list, etc.

  **Action:** New fundraising co-ordinator/fundraising committee to continue with reports.

- **Fete – P&F to purchase resources for kindy with stall profit** – Instead of providing the kindy with the profit from their stall, they have requested that we purchase resources for the kindy with this profit.

  **Action:** After spring fair, Chrissy is to get from the kindy a list of items to be purchased and organise.

- **P&F printing/photocopying account with school** – The P&F have a login on the school photocopiers and photocopying/printing can be done for the P&F by school staff. The P&F will be charged for this photocopying/printing.

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The next P&F Meeting is scheduled for 7.00pm Monday 16 September. 

The next P&F Executive Meeting is scheduled for 7.00pm Monday 9 September.

**Agenda items** are to be emailed to sfxpfc@hotmail.com by 5.00pm Monday 9 September.

**Meeting closed 8:10pm**