Parents and Friends Meeting Minutes

Date: 26 May 2014

1. Welcome
In attendance: Christina Radcliffe-Smith, Tracey O’Sullivan, Chrissy Peters, Tamra Bentley, Veronica Lawson, Fr Roger Burns, Maniphon Follbring, Tony Brose, Robert Grant, Rechelle Rogers, Vanessa Marsh, Denis O’Sullivan, Kate Murphy, Tenille Mantei
Apologies: Michaela Lewis

2. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (29 April 2014) were tabled as a true account of the meeting.

Business arising from previous minutes
   • Voluntary parent/student contact details register – Janelle Cashmere submitted an example form for parents to complete and return. Inclusion in the register is optional. Contact details will be sorted by year level in one document.
     Action: Christina to draft a form for our P&F to distribute to parents with the monthly P&F newsletter
   • Portable Eftpos/Credit card machine for big events – Book Collection day, Spring Fair etc – Tamra provided information on this. She also provided information on hiring ATMs.
     Action: Christina to include survey in newsletter to ask parents if they would use hired ATMs at the fete ($3 fee).
     Action: Great response from parents at disco re eftpos. Committee agree to have the machine until the end of next year (2015) and review after that period. Rules in place for use of the machine. Minimum spend of $5 and under that amount there is a $0.50 surcharge. And a maximum of $20 cash out.
   • Noticeboard – Discussed putting a noticeboard up near the prep building.
     Action: Ordered, lockable with glass and to be placed near the prep and hall area.
   • P&F account with Flexischools – Tracey O’Sullivan investigated and advised that in order to avoid paying set-up costs/any ongoing fees, the school could add our bank account details as an option on their Flexischools account which could then be chosen for P&F events.
     Action: Veronica Lawson to investigate.
     Update: Veronica forwarded an email to P&F outlining details of Flexischools Service Agreement to be completed by the P&F in order to have the P&F’s bank account details included on the school’s Flexischools account.
   • Coffee pod machine purchase – Discussed purchasing/hiring coffee pod machine/s for events. Because we are now doing free tea and coffee our needs have changed. Decided to not purchase a machine while free. No further action to follow.
   • Jacaranda Festival choir competition Friday night – Discussed. Mrs V and Veronica agreed not to enter this year due to possibly a lack of numbers. No further action to follow.
   • 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. 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. Appoint a co ordinator to update the Facebook page. Maniphon Follbring offered to help set this up.

**Action:** Maniphon to add content to Facebook page which is to be taken from P&F Monthly Newsletter (which has been approved by Veronica Lawson). General information only to be used – no children’s names to be included. Guidelines for photos to be discussed further with Veronica. Maniphon requested 2 administrators and Christina to deliver a cover page. Rechelle volunteered to be one of the administrators. Chrissy to ask Rachel Grant if she would also be an administrator. Maniphon to email Chrissy the facebook page details and Chrissy to forward on.

**Update:** Rachel Grant has agreed to be one of the administrators. Chrissy has sent the email.

- **Website photos** – Discussed displaying photos of people after whom the school houses were named on the school website.
  
  **Action:** Christina has organised some photos and will work with Veronica Lawson

- **P&F Shed Cleanout** – Working bee to clean out the P&F shed and add shelving, etc.
  
  **Action:** Christina to organise with Ricardo and order free skip from Council. Date to be set Sunday 20th July 2014 11am. Free pizza and soft drink for all volunteers

3. **Correspondence (Secretary)**
   
   - Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     
     o Copy of letter from Gambling Community Benefit Fund to School re install solar system grant was unsuccessful
     
     o Letter from Theresa & Sam Asiata requesting donation towards costs of Tyrese Asiata rugby league (Metwest) fees
       
       **Action:** Committee have agreed to donate money to students who excel in sports, academia or creative arts. Letter is requested from parents and reviewed on an individual basis and 20% to be donated with a maximum of $500 per student.
       
       **Update:** Letter and 20% donation has been sent.
     
     o Email from Brisbane Catholic Education School Support Accountants Team re ACNC and P&F Registration Requirements
       
       **Action:** Christina to follow up
     
     o Letter from Chris Leadbetter, new Principal at St Edmund’s College re SFX school students from 2013; requesting invitation to P&F meeting

4. **President’s Report**
   
   Christina attended the Diocesan Council meeting.

5. **Treasurer’s Report**
   
   **Opening balance (P&F Acct):** $0.00
   
   **Balance as at 23 May 2014:** $10,142.94
   
   **Opening balance (On-Call Acct):** $96,351.77
   
   **Balance as at 23 May 2014:** $91,984.42 ($35,000.00 to cover uniform stock repurchase)
   
   **Balance available as at 23 May 2014:** $56,984.42
   
   **Disco profit** $1,625.91

6. **Principal’s Report**
   
   **Summary:**
   
   - Promoting children’s moral thinking
   
   - Pick up and drop off – Chrissy to email information to parents (**Update:** This email has been sent)
   
   - Student absences – need to fill out form if children are away for more than 10 consecutive school days
   
   - More support for students with disabilities
7. **P&F Subcommittees.**

**Fundraising/Events:**

- **Movie night fundraiser** – Christina advised that it would cost approximately $200 to screen a movie. P&F to sell admission tickets and popcorn. Parents should be informed that this is a family event and all children attending should be supervised by their own parents/carers (no drop-offs).
  
  **Action:** New release of movies to be on the 1st. A vote of movies to be on facebook, 5 movie options. Date to be moved to Friday 25th July. Food from 5:30-6:30pm movie to start at 6:30pm. Movie ratings to be advertised. Christina, Tracey, and Tamra talk to Paul Tully about getting a screen from Council. Fitflix has something to do with Ipswich hospital.

- **Lapathon** – 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. Christina Radcliffe-Smith, Tracey O’Sullivan, Rechelle Rogers, Kate Murphy.
  
  **Action:** Lapathon Sub committee to have meeting with Australian Fundraising and lock in date.

- **2015 School Fete** – Booked ABC Rides for 30th August 2015

- **Fete – bar** – Discussed.
  
  **Action:** Veronica Lawson to check Catholic Education’s position on this.

- **Ongoing sponsorship arrangement with local companies and car raffle** – Discussed.
  
  **Action:** Tamra to organise draft submission letter for companies.

- **Christmas concert raffle – wheelbarrow of prizes** – Discussed. Veronica Lawson approved.
  
  **Action:** P&F to organise.

- **Signature Bears/Football for graduation** – Discussed. Natalie not keen. No further action to be taken.

- **Disco:** More volunteers made it so much easier which was awesome. Veronica had great feedback on the pies and the committee were happy to be able to spend time with their children.

- **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.
  
  **Action:** Chrissy sent email and waiting on responses

8. **General Business**

- **Uniform shop:** Olivia has resigned. It has been recommended that once our contract is over that we run it ourselves due to the lack of quality of product. There have been expressions of interest for the uniform shop position, including Tamra. There have been complaints about the late delivery times and loss of quality.
  
  **Action:** Veronica investigate when the contract finishes.

- **Tutoring by teachers:** Discussed. Not viable due to needing insurance. And it is not recommended by Catholic Education.

- **Handmade by Oma & Daughter Facebook page** – mention in P&F newsletter/ Facebook page – not for profit – money raised from sales used to buying wool for toys donated for next fete wanted to advertise because all profits are donated back to the school.
  
  **Action:** Approved – mention in P&F newsletter and add link to Facebook page.

- **Advertise Events 3 weeks prior and include weekly as reminder for Parents** – ie Disco, Movie Night in School Newsletter
  
  **Action:** Bigger posters or bigger writing. Vanessa has an A3 printer we can print on. Rob mentioned that he can get banners to advertise school fete printed at cost price.

- **Sporting event:** School request for more tents for school needs -3x3m tents. Need more quotes.
  
  **Action:** 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.

voie The next P&F Meeting is scheduled for 7.00pm Monday 23 June. voie

voie Agenda items are to be emailed to sfxpfc@hotmail.com by 5.00pm Monday 16 June. voie

Meeting closed 8.40pm