Parents and Friends Meeting Minutes

Date: 27 May 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, Jeremy Bick, Chen Hoang, Danielle Bosse, Tamra Bentley
   Apologies: Helen Youngberry, Sonya Nordling

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

Business arising from previous minutes
     Action: Awaiting receipt of Paypal money.
   - Cancel showbags – Helen has cancelled Affordable Rides showbags.
   - Class awards for new students or students who are leaving – Have been organised and are being used.
   - Spring Fair – Cultural Groups newsletter item and amend/upload Fete Request for Assistance form – This has been completed.
   - 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.
   - Uniform Shop – Jackets that were ordered but not received have now been received.

4. Correspondence (Secretary)
   - Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     o Letter from the School requesting donation of $1,709.40 to cover the costs of the Central District Affiliation Fee – in support of the Interschool Sport participation by students of the school – approved.
     o Email from www.snowedundersno.com who have offered to sell snow cones at the school’s athletics carnival day – see General Business.

5. Treasurer’s Report
   - Opening balance (P&F Acct): $45,948.76
     Balance as at 26 May 2013: $55,682.21
   - Opening balance (On-call acct): $47,352.15
     Balance as at 26 May 2013: $49,841.15
   - 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.
• Note: Awaiting receipt of the rest of the 2011 Carnival Rides Armbands Paypal money.
• 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.

6. Principal’s Report
Summary:
• Gonski Review.
• New Look Newsletter.
• Julie Stewart.
• Archdiocesan Catholic Campaign.
• Catching Fire – Staff with Spirit.

7. P&F Subcommittees
• Fundraising –
  o Mother’s Day Stall made $227 profit.
  o Discussed chocolate drive – it was decided to send parents an expression of interest form before ordering chocolates.
• Multicultural Spring Fair – Discussed decisions/suggestions made at the Multicultural Spring Fair Meeting including where to stage the entertainment, where to locate the stalls, the starting/finishing times.

8. General Business
• Grade 7 Shirts – The Grade 7 shirts for this year have been received. From next year “generic” graduation shirts will be stocked which will not have the children’s names on them.
• Spring Fair – collect donations for Starlight Foundation – It was decided to allow the Starlight Foundation to collect donations at the Multicultural Spring Fair.
• Fundraising to be under P&F logo
  Action: Chrissy to contact Kelly Watson to obtain a copy of the P&F Logo/Letterhead.
• Athletics Day – email from www.snowedundersno.com – This company has offered to sell snow cones at the school’s athletics carnival day with some of the profits being donated to the school. Ana Timu, the school’s tuckshop co-ordinator wishes to sell sausage sizzles, drinks and treats at the Grades 2-7 athletics carnival day.
  Action: Chrissy to email Snowed Under Sno to decline their offer.
  Action: Ana to sell items at school athletics carnival day.
• 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.
• P&F Section of School eNewsletter – Discussed moving/copying P&F dates to the Date Claimer section – maybe with colour coding. P&F Section to have standard wording about the P&F with extra wording added from time to time – to be agreed upon by the P&F Executive or at general meetings – standard wording and extra wording to be formatted differently – maybe with italics.
  Action: Veronica Lawson to organise for dates to be added to Date Claimer.
  Action: Chrissy to organise standard wording.
• **Aussie Farmers Direct** – Aussie Farmers automatically donate a percentage of sales to our P&F when our P&F is nominated by the purchaser.
  
  **Action:** Chrissy to organise Aussie Farmers Direct flyers to be distributed to parents through the school and/or mention in the newsletter.

  **Action:** Spring Fair Committee to consider asking Aussie Farmers Direct if they would like to be part of our Spring Fair.

• **P&F Executive meetings to discuss agenda** – Discussed whether or not these meetings were necessary.
  
  **Action:** P&F Executive meetings to discuss agenda will be held on the Monday before the P&F meeting at 7pm.

• **P&F Facebook page, Parking on spare land and Request for donation of $200 to Mater Children’s Hospital to purchase a dryer for public kids ward**
  
  **Action:** Not discussed – add to next meeting’s agenda.

The next **Multicultural Spring Fair Meeting** is scheduled for 6.30pm Monday 17 June at Coffee Club Goodna.

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

The next **P&F Executive Meeting** is scheduled for 7.00pm Monday 22 July.

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

Meeting closed 8:20pm