Parents and Friends Meeting Minutes

Date: 27 October 2014

1. Welcome
   In attendance: Christina Radcliffe-Smith, Tracey O’Sullivan, Chrissy Peters, Tamra Bentley, Veronica Lawson, Michaela Lewis, Fr Roger Burns, Rechelle Rogers, Tony Brose, Denis O’Sullivan, Robert Grant, Julie Redshaw
   Apologies:

2. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (15 September 2014) were tabled as a true account of the meeting.

Business arising from previous minutes
   • Website photos: Discussed displaying photos of people after whom the school houses were named on the school website. Christina has organised some photos and will work with Veronica Lawson. Christina to organise item in the parish newsletter requesting photos from the parishioners to try and get better photos. Christina will speak to Marie to ask if we can put a notice in the parish newsletter for photos.
     Action: Chrissy gave photos of Fr Tomasi and Fr Illidge to Veronica for scanning. Fr Roger mentioned that there is a nice photo of Fr Illidge in the Illidge Centre. Christina has a photo of Sr Dorothy Clarke.
   • Sporting event tents – screen printing: School request for more tents for school needs-3x3m tents. Need more quotes. 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. Done, Denis delivered tents to school on Friday 20th June. Need to put request in school newsletter for a screen printer so we can put school logos on the tents. Send email (Chrissy) and mention on Facebook (Rechelle) advising we are looking for a screen printer. No replies from school community about screen printer, Need to think of storage ideas for them. Idea - When the committee takes all the fete stuff to the shed then costumes can be moved to the back of the hall and then the tents can go into the side storage area. Kate Murphy was organising the screen printing and waiting on a quote.
     Action: Existing 8 tents won’t be screen printed. Screen printing will be organised for 4 new tents.
   • Tents for School Oval need 1 more of each colour (4 in total): Committee wishes to purchase more sporting tents. Veronica to discuss further with staff and advise which size tents they would like.
     Action: Purchase 4 of the same size, no house names on tents just school name and logo. Tracey to investigate prices for new tents with screen printing on them so they can be bought next year in time for cross country.
   • Extra lighting – upper primary eating area: Discussed. Still waiting on quote. Basketball hoops are now fixed and working. Waiting for Paul to give us a quote. Is happening over the second week of the holidays.
     Action: Veronica advised has been done.
   • Oval – regular lawn maintenance program: ¾ of the field has no grass roots or grass. Ball park figures cost to top soil $30000, irrigation $10000, supply and lay turf $15000. Will look into grants we can apply for – Christina to talk to Paul Tully. Consider fete for next year to raise money for field improvement. Need to educate Ricardo on field management and have a field management plan.
Christina to organise meeting with Paul Tully about getting flood grant. Waiting on master plan. Christina and Tracey to see Paul Tully on Tuesday 16/9/14 and there possibly is no flood money left but will find out at the meeting (27/10/14 – no flood money left but will look at other grants). Soil should be aerated twice a year.

**Action:** Veronica advised there are exposed rocks/gravel on the oval. On Friday 6/11/14 Tony Brose will spread soil on part of the oval and Denis will spike/aerate on Saturday 7/11/14.

**Update:** The soil and aerating has been postponed to another date.

- **Correct storage of gas bottles in shed:** For outside cage costs are $600 to $1200. Will look into building a storage area for the gas bottles.
  
  **Action:** Denis and Jonny to build something for the shed to make it safer. Nothing has been done yet – will do after the September holidays. 27/10/14 - Denis will organise before next meeting.

- **Tuckshop freezers – look into stand upright freezers for more storage – and storage cupboard for mop, brooms and buckets:**
  
  **Action:** Need to have further discussion with Ana and look further into what is the best idea. Look at layout that works for her and the P&F. To be reviewed for next meeting. Tamra to organise next year.

- **Ask music and art teachers for a wish list:** Veronica to ask for a wish list.
  
  **Action:** Veronica has part of the list and will chase it up. 27/10/14 wish list to be held over until master plan is finalised.

- **Tuckshop – fix oven/purchase new oven or purchase pizza oven:** Veronica has organised a service to happen by an authorised dealer. Follow up after the service.
  
  **Action:** Bottom element wasn’t working and has now been fixed.

- **Chairs in the courtyard near the church need fixing/replacing:** Chrissy to ask Tony Brose if he can fix the chairs and then Christina to speak to Father Roger to see if that is ok
  
  **Action:** This has been dealt with by the Parish. Fr Roger requested that any parish repairs be reported to the parish office.

- **Prep Orientation day:** 21st November 2014 9.30 – 10.30. Committee to organise morning tea.
  
  **Action:** Christina to update P&F booklet and speak on the day together with Tracey. Morning tea will be outside the numeracy & literacy room for approximately 88 students and parents.

- **Taking panel out of fence near P&F shed for trucks to get through:** Chrissy spoke to Tony about making fence wider and it can be done. But want to make it a permanent wider gate and fence and P&F to finance.
  
  **Action:** Tony to organise adding post in where the join is and either using straight bar with padlock or bollards.

3. **Correspondence (Secretary)**

- **Correspondence was tabled by Chrissy Peters, Correspondence Secretary.**
  
  - Received a copy of letter sent to school from LJ Apparel advising uniform shop will be fully stocked for back to school, will supply price list to go to parents with extra back to school days, no increase to prices, requesting contact details of P&F Executive
    
    **Action:** No action required
  
  - Copy sent to the School – Statement from The Federation of P&F Associations of Catholic Schools Qld - $1,586.70
    
    **Action:** No action required
  
  - **Update:** Letter received (after meeting) from school requesting $50 to cover hall cleaning costs after 17/10/14 disco
    
    **Action:** Tamra has organised EFT

4. **President’s Report (no written report)**

5. **Treasurer’s Report (refer to attachment)**

- **Finalise donation for sports equipment:** Approved at July 2014 meeting: Netball sublimated dresses: 40 x $49 (Hart Sport) = $1960 + bibs approx $160 = $2120
  
  **Action:** Michael is organising netball dresses and bibs and will let us know an exact figure.
6. **Principal’s Report (refer to attachment)**
Request for donation: 2 x 28 bay Revolution ECO Laptop Trolleys (cows) at $2499 each = $4998 and running club fruit – 9 weeks x $40 = $360.

**Action:** Agreed.

**Update:** Money ($3,500) was paid twice for stage lighting. P&F Executive decided and Veronica agreed to take the extra $3,500 off the $4,998 donation. Tamra has organised the EFT of $1,498 and the $360.

7. **P&F Subcommittees.**

**Fundraising/Events:**

- **Ongoing sponsorship arrangement with local companies:** Tamra to organise draft submission letter for companies. Have decided not to do a car raffle but rather to focus on doing a lot of smaller raffles that can make more profit. Sponsorship letter has been written up and is ready to be disbursed to local companies. Refer to attachments. Look at discounts or kick back into the school. Tamra and Rechelle to build relationships with larger companies. Christina, Chrissy and Tracey to target local businesses. Need to register with businesses for Amart All Sports (Redbank Plaza and Orion) to have kick backs into the school. Looking for sponsorship to appear in the next newsletter. Have sent forms to Amart for fundraising. Tamra and Rechelle to follow through after the lapathon. Need to follow up for end of year raffle. Have a meeting to organise raffle information.

  **Action:** Organise Christmas raffle prize donations first. Set up ongoing sponsorship at a later date. Christina to check with Amart Redbank regarding sponsorship.

- **Christmas raffle prizes:** Christina to put in newsletter to request donation for raffle items. Need to review dates of when we are drawing the raffle. The concert might be too soon. Have sent a letter to parents to see what they can donate. The committee visited a lot of companies today and hopefully will get some replies during the week and have already received some vouchers for some companies. Will look at doing Bunnings, Hans and Caltex bbq for next year. Tamra has spoken to companies about them selecting the advertising they wish to do on our facebook page.

  **Action:** Tracey to contact Paul Tully to ask him if he would be able to draw winners 8.45am Fri 28 Nov. Christina to do up Certificate of Appreciation for sponsors.

- **Melbourne Cup lunch:** Flyer has gone into noticeboard cabinet. Christina and Tracey will speak to Coffee Club on Tuesday 16/9/14 about prices and will start advertising.

  **Action:** Rachel to organise flyers, flexischools, raffles and lucky door. Coffee Club Manager advised that they want to work with the local community.

- **Bakers Delight Christmas cake and tart drive:** Send out early term 4. Rechelle to organise and Christina to help.

  **Action:** Cancelled – look at doing end of next year instead.

- **Volunteers party – Sat 22 Nov:** Looking at Spring Lake Hotel and Goodna RSL (preferable). Budget is up to $1,000.

  **Action:** Invite parents and teachers who help at P&F functions and also tuckshop volunteers – maybe 60 people. Christina to do draft volunteer party invitation letter.

- **SeaWorld Resort prize from Lapathon:** Winner is mother with 5 children (husband missing in war overseas). Tracey sent email to Seaworld – can stay Fri and Sat night. Family has no transport. Upgrade to bigger room is $500 – Seaworld advised they may cover this extra cost. Upgrade to bigger room plus entry into Seaworld is $860 – Tracey to check with Seaworld if they will also cover the entry cost otherwise P&F will pay.

  **Action:** Tracey to chase up in the next couple of days. Robert offered to drive and Denis and Tony offered to help.

- **Lapathon 2015:** Possible date 22 May 2015 – if booked now we will receive discounts on % next year (5% extra) – no cost to cancel. Veronica to ask if teachers will put forms and money in designated pouches (Tracey to purchase 63 pouches $3 each for next year if teachers agree to the idea).
Otherwise P&F to set up table to receive forms/money – office staff will take the overflow.

**Action:** Tracey to book and Veronica to speak to teachers.

- **Disco Debrief:** Takings were around $2400 but profit down to $800. Some food given away/thrown out.

  **Action:** Events Sub-Committee to discuss changes/improvements for next disco.

- **Welcome disco 2015 and Art Show 2015:** 20 February 2015 disco and teachers to do food/drinks at art show (around 16 March 2015).

  **Action:** P&F to organise disco.

- **Multicultural Spring Fair 2013** – 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. Reports received: sweets stall, asteroid blaster, fishing for ducks, knitted toys, raffle. Chrissy sent email chasing up reports not received and waiting on responses.

  **Action:** Chrissy has most of the reports now and will do up a folder. To be followed up next meeting.

- **Fete 2015:**
  - **ABC Rides** – Booked (Agreement signed and deposit paid) – rides arriving just before 7am to start at 11am – finishing at 4pm.
  - **Police (adopt a cop)** – Veronica has followed up and still talking to the police about who our adopt a cop is (Catherine Thomas was the prior one and Melissa Davis is possibly the new one).

    **Action:** Veronica to organise adopt-a-cop.
  - **Fire Truck displays** – Chrissy to contact the local fire brigade about a possible demonstration.

    **Action:** Email received 18/9/14 from Philip.Paff@qfes.qld.gov.au, Area Commander, Ipswich asking us to contact them 4-6 before the fete for a fire truck display. Chrissy to investigate “stop, drop and roll” smoke van demonstration.

8. **General Business**

- **Some parents are not receiving the newsletter anymore–can it be emailed to both parents?:**
  Veronica advised that some parents may have “unsubscribed” themselves accidentally. Mum and dad can both receive the newsletter – they need to contact Monica in the office to organise this.

- **Swimming – improving the way students are placed into groups:** Veronica and Michaela advised that they observed the students being tested individually for swimming ability and then arranged into groups and both were satisfied with the process. The swimming teachers monitored the students’ swimming skills and, if necessary, moved students to different level groups.

- **End of Year P&F newsletter:**

  **Action:** Christina to do draft next week.

- **Signing into office if entering school grounds before 2.45pm:**

  Veronica advised that this was a workplace health and safety requirement. In the event of, for example, a lockdown they need to account for parents/visitors who are on school grounds.

  ↩️ The next **P&F Meeting** is scheduled for **7.00pm Monday 24 November.** ↩️

  ↩️ **Agenda items** are to be emailed to **sfxpfc@hotmail.com** by **5.00pm Monday 17 November.** ↩️

  **Meeting closed 8:35pm**