Parents and Friends Meeting Minutes

Date: 28 October 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, Robert Grant, Tamra Bentley, Tony Brose, Theresa Wallace
   Apologies: Sonya Nordling

3. **Minutes of Previous P&F Meeting**
   - Minutes of previous meeting (16 September 2013) were tabled as a true account of the meeting.

**Business arising from previous minutes**

- **P&F Enrolment Pack** – A P&F Information Pack intended to be given to parents at enrolment is to be developed containing information about the P&F, helpful information about the school, and a section that encourages parents to be a part of the P&F and the many ways in which they can do that. P&F Enrolment Pack to be given out at 15 November Prep orientation.
  **Action:** Christina Radcliffe-Smith to organise draft P&F Enrolment Pack, obtain copy of school enrolment pack and write article for newsletter asking for parent suggestions. Rob Grant to provide volunteering ideas for Enrolment Pack by the end of this week.

- **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 has emailed a draft P&F Money Procedures document to the P&F Executive and former Treasurer Louise Mason for their comment and will present the document at the next P&F meeting.

- **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”. Investigate nominating P&F auditors Borgeaud & Co as an “authorised person”. Maybe Federation of P&F Associations can offer some suggestions on how to deal with this issue.
  **Action:** Sonya Nordling to contact P&F auditor (Borgeaud & Co) and/or Federation of P&F Associations to find out how we can get this information updated and implement a procedure on updating this information in the future. Sonya to action by next P&F meeting.

  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.
  
  **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.

  **Action:** Chrissy Peters to add Parent Portal website (Michaela Lewis) to next agenda.

- **Disco profit – Pastoral Care Fund** - 9 August 2013 disco profit to go to Sr Veronica – Pastoral Care Fund - $1,337.43
  
  **Action:** Sonya Nordling to organise before next P&F meeting.

- **Fundraising Co-ordinator/Fundraising Committee** – A new fundraising co-ordinator/fundraising committee needs to be appointed.
  
  **Action:** Approach interested parties so we have a fundraising committee lined up for next year. New Fundraising Co-ordinator/Committee to submit reports to secretary after each fundraising activity.

- **Lapathon party** – The P&F has $50 to spend on party for Lapathon fundraiser winning class.
  
  **Action:** Veronica to check with Michael Harding about what to spend the $50 on for the party – this party will take place in Term 4.

- **$53.59 deposit – Skateaway/Aussie Farmers Direct money** – 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 might be from Aussie Farmers Direct.
  
  **Action:** Sonya to check with bank/Aussie Farmers Direct to ascertain if the $53.59 was from Aussie Farmers Direct.

- **Lighting above BBQ – discos, etc** – Fluorescent lighting to be organised.
  
  **Action:** Veronica to organise fluorescent lighting in 2014.

- **Fete – kindy stall profit** – Email received from kindy confirming that they didn’t require a float from us and that they kept the $97 cash made on their stall.

- **Christmas concert** – Discussed having a raffle instead of catering for Christmas Concert on Friday, 15 November, 6.30pm. The raffle should be drawn before the finale.
  
  **Action:** P&F to organise raffle.

  **Addendum:** It has since been decided that there’s not enough time to organise a raffle for the concert.

- **Family Fun Day 2014** – Discussed free family fun day for 2014.
  
  **Action:** Robert and Jeremy to provide more information next year.

- **Tuckshop volunteers** – The tuckshop needs more volunteers. Rachel Grant has drafted a volunteers sheet and has submitted it to Ana Timu. The form should also mention that every year volunteers need to complete a volunteers pack which is available from the office.
  
  **Action:** Rachel Grant to add volunteers pack information to volunteers sheet. Veronica Lawson to approve tuckshop volunteers sheet. Distribute at 15 November Prep orientation.

- **P&F Budget – IT donation to school** – Discussed school IT needs and budget. Veronica Lawson provided more information in the Principal’s report. It was decided to donate $20,000 to the school to purchase IT equipment.
  
  **Action:** Sonya to organise a cheque for $20,000 from the P&F Account to the school to purchase IT equipment.

  **Addendum:** On 30 October 2013 the P&F Executive voted and decided to release to the school for the purchase of IT equipment, the $1,000 donation from Ipswich City Council being held by the school on the P&F’s behalf.

- **P&F Shed Cleanout** – Discussed working bee to clean out the P&F shed and add shelving, etc.
  
  **Action:** Christina to submit item for the newsletter asking for volunteers and to organise free skip.
4. Correspondence (Secretary)
   - Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     - Acquittal Report for Community Donations exceeding $250 completed and returned to Cr Tully/Ipswich City Council
     - Email to/from Kindy re stall takings – Kindy kept the money taken on the day ($97)
     - Letter from LJ Apparel requesting updated P&F contact details – Contract is between LJ Apparel and the school not the P&F – letter given to Veronica Lawson
     - Letter from Jo-Ann Miller thanking us for inviting her to the fete and congratulating us on its success

5. Treasurer’s Report
   - Opening balance (P&F Acct): $49,005.20
     Balance as at 28 October 2013: $66,745.29
   - Opening balance (On-call acct): $57,200.97
     Balance as at 28 October 2013: $62,019.47
   - 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.

6. Principal’s Report
   Summary:
   - NAPLAN student reports
   - Play gym
   - World Teachers’ Day
   - IT support request

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
   - World Teachers’ Day – Discussed how lucky we are at this school to have such wonderful teachers. The P&F have suggested that they provide catering for teachers for next year’s World Teachers’ Day function.
   - 2014 Calendar for parents (showing important dates) – Discussed draft calendar.
     Action: Veronica Lawson to confirm dates. Discuss fundraising ideas and dates for 2014 at next meeting.
   - P&F Monthly/Fortnightly Update (from T1, 2014) – Discussed monthly P&F newsletter
     Action: 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.
   - 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?).
• **OSHC contribution to Multicultural Spring Fair** – Discussed sending an email to Centacare Regional Director thanking OSHC for their contribution to our Multicultural Spring Fair.
  
  **Action:** Chrissy to send email.

• **November P&F meeting celebration** – The next meeting will be our last for the year – bring a plate and let’s celebrate a great year.

  
  ↩ The next **P&F Meeting** is scheduled for 7.00pm Monday 25 November. ↩
  
  ↩ The next **P&F Executive Meeting** is scheduled for 7.00pm Monday 18 November. ↩
  
  ↩ **Agenda items** are to be emailed to sfxpfc@hotmail.com by 5.00pm Monday 18 November. ↩

  
  **Meeting closed 8:50pm**