Parents and Friends Meeting Minutes

Date: 29 April 2013

1. **Opening Prayer** – Lydia Felu

2. **Welcome**
   **In attendance:** Helen Youngberry, Lydia Felu, Chrissy Peters, Veronica Lawson, Michaela Lewis, Sr Veronica Ekerick, Tony Brose, Jeremy Bick, Trish Jones, Robert Grant, Sonya Nordling, Chen Hoang, Danielle Bosse
   **Apologies:** Louise Mason, Fr Roger Burns

3. **Minutes of Previous P&F Meeting**
   - Minutes of previous meeting (25 March 2013) were tabled as a true account of the meeting.

**Business arising from previous minutes**
- **Constitution to be scanned/ emailed and added to website** – Done. Scanned Constitution has also been emailed to Kelly Watson to authorise transfer of the rest of the 2011 Carnival Rides Armbands Paypal money.
  **Action:** Awaiting receipt of Paypal money.
- **Proposed Calendar for 2013 – Finalised dates to be added to website** – Done.
- **Basketball Court** – $2,000.00 donation from Ipswich City Council Mayor has been received and banked by the school. Half of this belongs to the P&F and that $1,000.00 will be used by the school when it requests P&F funds and receives authorisation from the P&F.
  **Action:** Leave note on P&F Minutes until this is completed.
- **Cancel showbags** – Discussed the showbags that the school wishes to organise.
  **Action:** Helen to cancel rides company showbags.
- **Class awards for new students or students who are leaving** – Has been agreed to.
  **Action:** Veronica Lawson to organise the new type of award card.
- **Lap-a-thon/Walk-a-thon** – Thursday, 9 May, 1.40pm-2.30pm is OK.
  **Action:** Letter to be emailed to the school to be included with newsletter.
- **Invitation to parents for P&F Meeting/ adding to contact list** – Invitation sent out to all parents.
- **Agenda – Introductions at P&F Meetings for new attendees** – This has been added to Agenda.
- **Spring Fair – send out form and letters** – All sent except Cultural Groups. Danielle Bosse is organising Cultural Groups foodstalls.
  **Action:** Chrissy to email P&F contacts asking for Cultural Groups to organise food stalls. Fete Request for Assistance Form to be amended and uploaded to website. Item to be included in Newsletter asking parents to let us know of any cultural groups.
- **Advise Church St Kindy that hall is available 21 September** – Done.
- **Advise new Choral Festival practice date** – Wednesday, 12 June.
- **Open Morning Helen to talk. Add Open Morning to website** – Lydia gave speech at Open Morning and the Opening Morning was added to the website calendar.
- **ANZAC Day newsletter item requesting student participation** – Included in newsletter and ANZAC Day parade and service was well attended by the students, parents and teachers.
4. Correspondence (Secretary)
   • Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     o Letter from the School requesting donation of $88.00 for hall cleaning costs after the last disco – approved.
     o Email from Federation of Parents & Friends Associations in Catholic Schools Queensland re 2013 Leo Dunne Memorial Award Applications. The award aims to encourage new and innovative ideas to further develop parent engagement in Queensland Catholic education communities. Website www.pandf.org.au/leo-dunne-memorial-award contains ideas that may assist our P&F with ideas on how to encourage parent involvement.

5. Treasurer’s Report
   • Opening balance (P&F Acct): $46,427.02
     Balance as at 29 April 2013: $45,948.76
   • Opening balance (On-call acct): $44,763.65
     Balance as at 29 April 2013: $47,352.15
   • 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.

6. Principal’s Report
   Summary:
   • Harmony Day.
   • Go Blue for Autism Day.
   • Project Compassion: Opening the Doors to the Future.
   • Transition into Secondary School.
   • ANZAC Day March.
   • Goodna RSL Services Club – School Breakfast Club.
   • Parents and Friends Federation Survey.

7. P&F Subcommittees
   • Fundraising – See General Business.
   • Multicultural Spring Fair – See General Business.

8. General Business
   • Election of Treasurer – Sonya Nordling was elected as Treasurer.
   • Treasurer’s role, Cheque Book and Signatories – Discussed. Sonya Nordling, Helen Youngberry and Chrissy Peters to be signatories.
   • Disco dates – Possible dates are 10 May or 31 May. Danielle Bosse may not be able to attend the disco on 31 May but will be able to do prior organisation.
     Action: Veronica Lawson to check dates with teachers.
   • P&F Levy – Veronica Lawson recommended that the P&F increase their monthly levy by $1.00 for 2014. The P&F voted to increase the 2014 levy by $1.00 to $10.00 per family per month.
     Action: Veronica Lawson to amend the Constitution Bylaw in the new year and upload to website.
   • Encouraging more P&F volunteers – An invitation was sent to all parents inviting them to attend P&F meetings but no new parents attended tonight’s meeting except for Sonya Nordling. Some parents have been added to the P&F email address list. Discussion about how to encourage parents to become
involved – sms-ing date claimer for meetings, names tags, hand out P&F packs at social events, posters, “We Need You”, P&F enrolment packs.

Action: P&F enrolment pack to be developed.

- **Choral Festival Notes** – Sue Vassella’s notes were handed to the P&F to be scanned and emailed to Danielle Bosse to organise order form, food and drinks. We will be offering a choice of juice popper or water and maybe freddo frog for treat. Order form to be returned to the school by 31 May.

Action: Chrissy to scan notes and email.

- **Uniform Shop** – Jackets have been ordered but not received. Discussed problems with timing of ordering/receiving Grade 7 shirts, etc – consider not having names printed on them.

Action: Veronica Lawson to talk to Olivia and Joy to resolve. Add Grade 7 shirts to next meeting’s agenda.

- **Fundraising** – Danielle advised that:
  - Walkathon would be on 9 May.
  - Cadbury Chocolate drive would start on 16 May.
  - Photography package day would be on Saturday, 8 June – each family approximate 15-30 minutes each.
  - Skateaway night would be on Friday, 14 June, 5pm-7pm – parents are to be advised that there will be no school supervision and parents must attend – non-skaters are charged entry fee – Skateaway does take photos of people.
  - Discussed movie night at Tivoli Drive-In and Casino night.

Action: Danielle to organise.

- **Multicultural Spring Fair Meeting** – Meeting to be held just before the next P&F meeting.

Action: Meeting will be at 6pm on Monday, 27 May – advise parents via school newsletter and email.

- **P&F Facebook page, Parking on spare land, Aussie Farmers Direct, P&F Executive Meetings to discuss agenda**

Action: Not discussed – add to next meeting’s agenda.

ʻThe next Multicultural Spring Fair Meeting is scheduled for 6.00pm Monday 27 May. ʻ

ʻThe next P&F Meeting is scheduled for 7.00pm Monday 27 May. ʻ

ʻAgenda items are to be emailed to sfxpfc@hotmail.com by c.o.b Monday 20 May. ʻ

Meeting closed approximately 9:30pm