Parents and Friends Meeting Minutes

Date: 29 April 2014

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

2. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (31 March 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.
   • **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: P&F to organise survey near the door at next disco asking parents if they would use a portable eftpos machine.
   • **Noticeboard** – Discussed putting a noticeboard up near the prep building.
      Action: Veronica to investigate.
   • **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.
   • **Coffee pod machine purchase** – Discussed purchasing/hiring coffee pod machine/s for events.
      Action: Tracey O’Sullivan to provide some costings on hiring a machine.

3. Correspondence (Secretary)
   • Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
      o No correspondence
4. President’s Report

- **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.

- **Website photos** – Discussed displaying photos of people after whom the school houses were named on the school website.

  **Action**: Christina to organise photos for Veronica to add to the school website.

- **Brodies confirmation of payment with books when paid in full** – Discussed. It is the parent’s responsibility to check confirmation and confirmation is only sent if paid in full. The wording on the printed/online form is unclear.

  **Action**: Christina to send a letter to Brodies before next meeting.

  **Update**: Letter has been sent.

- **Letter from The Federation of Parents and Friends Associations of Catholic Schools in Qld and Invoice for $3,173.40** – Christina read out proposed letter.

  **Action**: Agreed to pay half. Christina to send a letter with payment.

  **Update**: Letter has been sent.

- **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 for end of second term.

5. Treasurer’s Report

- **Opening balance (P&F Acct):** $14,335.14

- **Balance as at 22 April 2014:** $0.00

- **Opening balance (On-Call Acct):** $103,282.62

- **Balance as at 22 April 2014:** $96,351.77 ($35,000.00 to cover uniform stock repurchase)

- **Balance available as at 22 April 2014:** $61,351.77

6. Principal’s Report

- **Summary:**
  - No written report
  - Discussed new playgym which will be installed over June/July holidays
  - Thanks to Art Show volunteers – lots of positive feedback received

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**: Movie to be chosen closer to the date.

  - **Lapathon** – Discussed. Lapathon Sub committee appointed – Christina Radcliffe-Smith, Tracey O’Sullivan, Rechelle Rogers, Kate Murphy

    **Action**: Lapathon Sub committee to discuss and report back.
• **2015 School Fete** – ABC Rides are NOT available in term 3 2015 on these dates: 25th July, 26th July, 1st Aug, 2nd Aug, 22nd Aug, 5th Sept, 12th Sept. Fr Roger advised that if the fete was to be held on a Sunday the starting time could be no earlier than 11am.

  **Action:** Sun 30 August is our first preference and Sun 23 August the second preference. Veronica Lawson to discuss with Michaela and Natalie.

• **Fete – bar** – Discussed.

  **Action:** Veronica Lawson to check Catholic Education’s position on this.

• **Ongoing sponsorship arrangement with local companies** – Discussed.

  **Action:** Tamra to organise draft submission letter for companies.

• **Car raffle** – Discussed.

  **Action:** Tamra to investigate further.

• **Christmas concert raffle – wheelbarrow of prizes** – Discussed. Veronica Lawson approved.

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

• **Signature Bears/Football for graduation** – Discussed.

  **Action:** Veronica Lawson to discuss with Michaela and Natalie.

• **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 to send reminder email.

8. **General Business**

• **Music tutor program (after hours)** – Letter submitted from James Humphry, Education Qld instrumental music teacher. Veronica advised that a Memorandum of Understanding would need to be signed up. The teacher would have to provide his own liability insurance which may cost up to approximately $2,000 per annum.

• **Jacaranda Festival choir competition Friday night** – Discussed.

  **Action:** Veronica to check with Mrs V and parents to see if they would be interested.

• **Discos** – Discussed free food/drinks for teachers and volunteers, volunteer name cards and asking parents if they would like to donate drinks instead of volunteering. Also discussed ensuring buildings are locked and cordoning off bbq area.

  **Action:** Include request for donated drinks in P&F newsletter.

☞ The next P&F Meeting is scheduled for 7.00pm Monday 26 May. ☞

☞ Agenda items are to be emailed to sfxpfc@hotmail.com by 5.00pm Monday 19 May. ☞

Meeting closed 8.40pm