Parents and Friends Meeting Minutes

Date: 29 July 2014

1. Welcome
In attendance: Christina Radcliffe-Smith, Tracey O’Sullivan, Chrissy Peters, Tamra Bentley, Fr Roger Burns, Veronica Lawson, Michaela Lewis, Rechelle Rogers
Apologies: Tenille Mantei, Vanessa Marsh, Robert Grant

2. Minutes of Previous P&F Meeting
• Minutes of previous meeting (23 June 2014) were tabled as a true account of the meeting.

Business arising from previous minutes
• 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. Maniphon Follbring was appointed the co-ordinator to update the Facebook page – 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. No comments from the public to be included on the Facebook Page. Maniphon requested 2 administrators and Christina to deliver a cover page. Rechelle and Rachel volunteered to be administrators. Is up and running and Christina has worked around a word blocker to reduce comments. Christina has updated website and added new photos etc. Refer to Presidents Report. Keep monitoring to delete any comments and regularly update any information. Monitor for a month and see how it is going. Parent has questioned about raising money for the Murdoch foundation that is being advertised for childhood obesity.
Action: Page will be consistently monitored by Christina and facebook group. For the Murdoch foundation the Admin team will look into it but it will probably conflict with the lapathon

• Website photos – Discussed displaying photos of people after whom the school houses were named on the school website.
Action: Christina has organised some photos and will work with Veronica Lawson.

• P&F Shed Cleanout debrief – Working bee to clean out the P&F shed and add shelving, etc. Christina to organise with Ricardo and order free skip from Council. Date will be Sunday 20th July 2014 11am. Free pizza and soft drink for all volunteers. Skip has been ordered. Tony and Rob will be away on 20th July. Committee agrees to purchase shelving and items we need for the shed clean out. Meet at the shed Wednesday 25th June at 1:30pm to organise what is needed. Take pictures to show the guys and work with Ricardo on where we are storing items. Come up with design idea for the shed and discuss with Tony, Rob and Denis. Went off without any problems.
Action: Denis will pick up brackets to finalise.

• Uniform shop meeting with Joy: Olivia has resigned. It has been recommended that once our contract is over that we run it ourselves due to the lack of quality of product. There have been expressions of
interest for the uniform shop position, including Tamra. There have been complaints about the late delivery times and loss of quality. Veronica to investigate when the contract finishes. Kate is taking over the uniform shop job. Contract to finish on 1/9/2015. School leadership team to discuss what they would prefer to do because of the feasibility and to review contract for finalising. Veronica will meet with Joy over the holidays to discuss issues.

**Action:** Review contract and admin team will talk about it.

- **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 about screen printer.

  **Action:** Tracey will look into it next month.

- **New Sports equipment for Soccer & Netball teams specifically soccer gloves, soccer balls, netball balls and netball bibs.** Veronica to ask Michael to look at items that need to be updated and give the committee a ‘wish list’
  1. Fruit for runners club: $40 per week (2sessions); 9 weeks = $360
  2. Netball sublimated dresses: 40x $49 (Hart Sport) = $1960 + bibs approx $160 = $2120
  3. Playground kit for each year group – next year (Year 1-6): $259 x 6 = $1554

  **Action:** Committee agree to the first 3 items and look at the last item next year before our sports day. Michael to apply every year for fruit for runners club prior to runners club starting.

- **Can the uniform shop sell soccer and rugby socks for sporting teams?** There is a box of rugby socks in the shop. Kate to follow up with socks and further discussion in the next meeting.

  **Action:** Tracey to email Kate for follow up.

3. **Correspondence (Secretary)**

- **Correspondence was tabled by Chrissy Peters, Correspondence Secretary.**
  - Letter & Certificate from Aust Charities & Not-for-profits Commission
  - Letter from Aust Tax Office enclosing notice of endorsement for charity tax concessions
  - Letter from school requesting $50 donation for hall cleaning costs after disco on 23 May 2014
    **Action:** Tamra to EFT money to school
  - Letter from school requesting $50 donation for hall cleaning costs after movie night on 25 July 2014
    **Action:** Tamra to EFT money to school
  - Letter from school requesting $1,814.70 donation for SchoolCare (Student Accident) – (Formerly – Disability and Personal Accident Insurance for Students)
    **Action:** Tamra to EFT money to school
  - Letter from school requesting $3,193.17 (50% of total cost of $6,386.34) donation for installing hall lighting (CPC Audio Pty Ltd)
    **Action:** Tamra to EFT money to school

4. **President’s Report (refer to attachment)**

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

6. **Principal’s Report (refer to attachment)**

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). New release of movies to be on the 1st. A vote of movies to be on facebook, 2 movie options – Frozen or Lego Movie.
Date moved to Friday 25th July. Food from 5:30-6:30pm movie to start at 6:30pm. Movie ratings to be advertised. Christina, Tracey, and Tamra talk to Paul Tully about getting a screen from Council. Fitflix has something to do with Ipswich hospital. Cost of Frozen is more expensive than other movies $330 have requested price to be reviewed. Realised there will be a limited profit. Lucky door prize of Movie World tickets for 2 adults and 2 kids. Vote to sell glow sticks. Refer to Presidents report. Tracey to call Paul Tully to request him to donate the cost of the screen. Chrissy to purchase glow sticks. Great night had by all. Word had reached St Marks in Inala about the night and there was positive reviews. The night probably didn’t break even and Christina will approach Paul Tully about helping us with the costs. We will have a better break down at the next meeting after stocktake.

**Action:** Committee to brainstorm what did and didn’t work and review for another night next year

- **Disco 15/8/14** – Request to be cancelled
  **Action:** Cancelled. To be advertised in newsletter by Christina and Rechelle to mention it on facebook

- **Ongoing sponsorship arrangement with local companies and car raffle** – Discussed. 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.
  **Action:** 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.

- **Lapathon** – Friday 1st August 1:40-2:40pm School to organise the running of the day. Committee to organise with company, all work prior and after work. Tracey O’Sullivan, Rechelle Rogers, Kate Murphy. Lapathon Sub committee to have met with Australian Fundraising and lock in date. 21 classes. Tracey and Rechelle to pick up and organise forms this week so ready to hand out on the first day back from school holidays. Will request forms to be due back by 8th August.
  **Action:** Australian fundraising wants to have photos to put on their website. Rechelle is working hard to get a % discount off our costs for the photos to be on the website. Some parents will be required to cut iceblocks. Tamra and Christina to come down at midday

- **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. Reports received: sweets stall, asteroid blaster, fishing for ducks, knitted toys, raffle. Chrissy sent email chasing up reports not received and waiting on responses. Organise meeting to discuss strategy for next fete. Meeting to discuss the direction of the 30 August 2015 fete was held on 21 July between Christina, Tracey, Chrissy, Tamra and Rechelle. Our committee gathered plenty of information from Rae at Mt Carmel in Coorparoo and Shane at Sacred Heart at Wynnum on good ideas that work for their fete. Michaela also suggested we attend St Josephs in Ipswich this Saturday to see what they do as they manage to raise a lot more than us.
  **Action:** Need to discuss further with ABC Rides on best options for rides. Need to have further discussions on what will work for us.

8. **General Business**

- **Extra lighting – upper primary eating area:** Discussed.
  **Action:** Still waiting on quote. Basketball hoops are now fixed and working

- **Powerpoint not working in tuckshop:** Was checked and safety switch was set. Now fixed. Electrician requested we spread our load with power
  **Action:** Spread our load with power across the canteen

- **Fix terraced area on oval near back of church:** Discussed.
  **Action:** Veronica is organising a master plan and waiting on advice from an architect

- **Oval – regular lawn maintenance program:** ¼ of the field has no grass roots or grass. Ball park figures cost to top soil $30000, irrigation $10000, supply and lay turf $15000.
  **Action:** 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.

- **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.

Meeting closed 8:28pm