Parents and Friends Meeting Minutes

Date: 31 March 2014

1. Welcome
In attendance: Christina Radcliffe-Smith, Tracey O’Sullivan, Chrissy Peters, Tamra Bentley, Veronica Lawson, Michaela Lewis, Fr Roger Burns, Vanessa Marsh, Tristan Dieben, Denis O’Sullivan, Maniphon Follbring, Tony Brose, Jeremy Bick, Kate Murphy, Duy Truong, Julie Redshaw, Rechelle Rogers, Tenille Mantei, Janelle Cashmere

Apologies:

2. Minutes of Previous P&F Meeting
   • Minutes of previous meeting (24 February 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 some information on this.
     Action: Tamra Bentley to investigate hiring ATMs.
   • Upgrading power for Tuckshop – Discussed upgrading power in tuckshop to run fryers. Veronica advised that the electrician will install different circuits and more power points. This work has now been completed.
   • Noticeboard – Discussed putting a noticeboard up near the prep building.
     Action: Veronica to investigate.

3. Correspondence (Secretary)
   • Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     o Letter from St Francis Xavier School requesting donation of $1,872.64 for interschool sport central district affiliation fee
       Action: Approved. Tamra to organise payment.
       Update: Paid by EFT.
     o Letter from St Francis Xavier School requesting donation of $50.00 to cover hall cleaning costs after the disco on 28 February 2014
       Action: Approved. Tamra to organise payment.
       Update: Paid by EFT.

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 –

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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:** Content to be discussed at a separate fundraising meeting and draft to be submitted to Veronica Lawson and Fr Roger for approval.

- **Photocopying/collating of P&F newsletters, etc** – Veronica Lawson advised that she can do the printing/photocopying. P&F will organise collating.
- **Letterhead for P&F newsletters** – Christina submitted costings for printing letterhead for P&F newsletters. 2,500 copies for $264 was approved.
- **2014 Calendar for parents (showing important dates)** – Discussed draft calendar submitted by Christina.
  
  **Action:** Christina to finalise calendar for distribution.
  
  **Update:** Calendar has been finalised and distributed.

- **P&F Monthly Newsletter (from T1, 2014)** – 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.
  
  **Action:** Christina to draft newsletter.
  
  **Update:** Newsletter has been finalised and distributed.

- **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.

- **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:** Paid by EFT.

- **Coffee pod machine purchase** – Discussed purchasing/hiring coffee pod machine/s for events.
  
  **Action:** Denis O’Sullivan to provide some costings on hiring a machine.

- **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):** $44,150.24
  
  Balance as at 24 March 2014: $14,335.14

- **Opening balance (On-Call Acct):** $68,944.39
  
  Balance as at 24 March 2014: $103,282.62
  
  Balance available as at 24 Mar 2014: $68,282.62

- **Budgets for fundraisers** – Discussed.

- **Monthly cumulative tally of fundraising events** – Discussed – add to monthly newsletter.

6. **Principal’s Report**

Summary:

- Royal Commission
- Parent portal
- Fun+Fashion parade
- Prep precinct
- Prep enrolments 2014
- IT proposal
7. P&F Subcommittees

- Fundraising/Events:


  Families of the School buy online discounted e-movie vouchers and for every voucher/ticket purchased the school receives $1.00. Tracey O’Sullivan investigated and advised that currently local cinemas are charging less than the price of these discounted tickets.

  - 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. 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.

  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.

- Pie Drive – Discussed – no action.

- ANZAC Day biscuit drive – Discussed – consider doing next year.

- 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 – Discussed booking rides company.

  **Action:** Chrissy Peters to contact ABC Rides about their availability.

- 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:** Christina to contact convenors.

8. General Business

- Uniform shop commission – Discussed. It was decided that the school should use the commission for the purchase of IT equipment.

- School wish list – An IT proposal was included in the Principal’s report. It was decided to donate $20,500 to the school as per that proposal.

  **Action:** Tamra to organise payment.

  **Update:** Paid by EFT.

- 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.

- End of year skip – recycling useable items – Teachers will be provided with a box for items to be donated to Outside School Hours Care. Items do not need to be checked first by teachers (eg, twistable crayons, glue sticks, craft items, etc) – just placed into the box for OSHC to sort through.

  ➙**The next P&F Meeting is scheduled for 7.00pm Tuesday 29 April. ➙

  ➙**Agenda items are to be emailed to sxpfc@hotmail.com by 5.00pm Tuesday 22 April. ➙

Meeting closed 8.40pm