



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #4

17 May 2016

Logistics

Meeting title	Parents and Friends General Meeting #04, 2016
Date, time and place	Tuesday 17 May 2016: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Rebecca Whelan
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Rebecca Whelan (Secretary), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	None
Ordinary Members: agenda item topic	None
Apologies – Ordinary Members: agenda item topic	None
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	17 th May 2016	Open	
#03-5	Anthony Drill	Anthony to inform Rita Arrigo that the P&F is contributing \$2,000 towards readers for the upper school.	17 th May 2016	Open	
#03-5	Anthony Drill	Grade 6 garden beds – Anthony to find out about the designs and costs and discuss with Justin whether it's appropriate for a working bee.	17 th May 2016	Open	
#03-6	Liz Hanson	Look into getting real estate boards put up outside the school advertising the trivia night – Liz to follow up with Anthony.	17 th May 2016	Closed	Board supplied by RT Edgar - put up week commencing 9th May

#03-6	Kirsty O'Connor	Kirsty to provide some Mother's Day raffle tickets to John Mifsud for the Bunnings BBQ as well as a flyer.	29 th April 2016	Closed	Tickets were not sold on the day.
#03-6	Sharon Hobson	Sharon to look into information about Tony's pies.	17 th May 2016	Open	
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3	Open	Will look into it in coming weeks
#03-9	Justin Magro	Justin to draft a note re working bee for 21 st May – send out in early May?	Early May	Closed	Note sent out by Anthony on Friday 6th May
#03-9	Bridget Halloran	Bridget to find an example of a working bee note from kinder and give to Justin.	29 th April 2016	Closed	Bridget sent information to Justin
#03-9	Anthony Drill	Anthony to advertise working bee on the school newsletter.	22nd April 2016	Closed	Anthony mentioned the working bee in the newsletter on Friday 29th April
#02-2	Kirsty O'Connor	Kirsty to speak to parish office to arrange for Trivia night to be advertised in the church newsletter.	17 May '16	Open	
#02-2	Anthony Drill	Greening the West initiative: chat to Justin re: the program's potential for our gardens		On hold	Leave for now – may not be necessary with working bees for the school and parish this year.
#02-2	Brendan Halloran	Decision making framework for P&F activities and spending	17 May '16	In progress	Brendan working on putting Michael's initial thoughts into a draft document for review
#02-2	Brendan Halloran	Index of school families' businesses	Term 3 '16	On hold	Will discuss at a meeting later in the year.
#02-2	Brendan Halloran	Weekly school newsletter	Term 3 '16	On hold	Will discuss at a meeting later in the year.
#02-6	Anthony Drill	Promote the "buddy bench" in the school newsletter	17 May '16	Open	
#02-10	Anthony Drill	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	17 May '16	Open	
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	Term 3 '16	On hold	Will discuss at a meeting later in the year.
#02-11	Maureen Puopolo	Spend 'n Save	Term 3 '16	On hold	Revisit later in the year.
#02-13	Liz Hanson	Once disco date is confirmed, then a list of all fundraising events will be put on the	17 May '16	Open	All fundraising events for 2016 were listed in the newsletter on Friday 6th May.

		newsletter and website, highlighting those requiring volunteers.			Will be put on the school's website soon.
#02-17	Anthony Drill	Contact Denzel @ Emmanuel College re student help for the Bunnings BBQ	19 Apr '16	Closed	3 students helped at the Bunnings BBQ. Students are also going to help at the school working bee.
#02-20	Maureen Puopolo	Decide on date for the disco & contact DJ	17 May '16	Closed	Booked in for Friday 15th July.
#02-22	Bridget Halloran	Look into family movie for Term 2 holidays	Late May '16	In progress	Will discuss in Agenda item #7.
#02-22	Bridget Halloran	Look into the brewery tour for Father's Day	June '16	In progress	Will discuss in Agenda item #7.
#02-22	Bridget Halloran	Draft a letter asking for volunteers to help with a "Community Assistance Program" – Anthony to check and send out	17 May '16	In progress	Have drafted the letter and sent it to Anthony for review.
#02-25	Justin Magro	Meet with Anthony to arrange dates and activities for working bees	19 Apr '16	Closed	Working bee set for Saturday May 21 st from 9am – 12pm.

Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#04-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President Previous minutes 	<ul style="list-style-type: none"> Note Approve
7:02 pm	#04-2	Brendan Halloran	Actions arising from previous minutes	Note
7:17 pm	#04-3	Anthony Drill	Principal's Report	Note
7:22 pm	#04-4	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> None received. 	Note
7:22 pm	#04-5	Maureen Puopolo	<ul style="list-style-type: none"> Treasurer's Report Funding decisions 	<ul style="list-style-type: none"> Note Discuss
7:32 pm	#04-6	Liz Hanson	Fundraising Report	Note

7:47 pm	#04-7	Bridget Halloran	<p>Social and Pastoral Report</p> <ul style="list-style-type: none"> ● Social dinners: Grades 3 - 6 held on Friday 22nd April (review) ● Mother's Day Movie Night: <ul style="list-style-type: none"> □ Review □ Mothers asked if another movie night can be held this year ● Family movie for Term 2 holidays - lock in a date ● Brewery tour for Father's Day - lock in a date 	<ul style="list-style-type: none"> ● Note ● Note ● Note ● Discuss ● Discuss ● Discuss
8:02 pm	#04-8	Justin Magro	Gardens and Grounds Report	Note
8:12 pm	#04-9	All Members	General business	Note
8:17 pm	#04-10	Brendan Halloran	Meeting closure. Next meeting: Tuesday 14 th June 2016 in the staff room @7pm	Note