



Queen of Peace Parish Primary School

Parents & Friends



Queen of Peace Parish Primary School

Parents and Friends Association

AGENDA: General Meeting #6

19 July 2016

Logistics

Meeting title	Parents and Friends General Meeting #06, 2016
Date, time and place	Tuesday 19 July 2016: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	Rebecca Whelan (Secretary)
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
#05-3	Brendan Halloran	Brendan to send email to Executive Committee asking for a volunteer to coordinate the P&F help with the Grandparents Day morning tea after Mass on Friday 29th July. This job will be mostly focussed around drafting and sending out a letter to parents asking for volunteers to help on the day.	24 June 2016	Open	Email sent to Executive Committee asking for a volunteer on Thursday 14th July.
#05-3	Anthony Drill	Anthony to suggest ways in which the P&F might help on the Queenship of Mary Feast Day.	19 July 2016	Open	
#05-6	Maureen Puopolo	Maureen to send a reminder of the general rules pertaining to the Disco for parents,	15 July 2016	Closed	App alert to all parents sent out on Tuesday 12th July, with email to volunteers going out on Monday 11th July.

		volunteers and children via the Skoolbag app first week of term 3.			
#05-6	Liz Hanson	Liz will follow up with Sharon about when notes etc. will go out for Tony's Pies pie drive.	19 July 2016	Open	
#05-7	Bridget Halloran	Bridget to draft note for Father's Brewery Tour Night and forward for approval.	19 July 2016	Open	
#05-7	Bridget Halloran	Bridget to get an invoice from the Brewery for deposit to be paid from P&F funds	19 July 2016	In progress	Bridget has paid the \$150 deposit herself but has not yet claimed it back from the P&F account.
#05-8	Justin Magro	Justin to co-ordinate with Anthony on potential date for a working bee.	19 July 2016	Open	
#04-7	Bridget Halloran	Bridget to discuss choice of movie and draft a letter with Brandy Magro and Kylie Postill re "Movie Club".	19 July '16	Open	
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	19 July '16	Open	Anthony and Justin have discussed removing nets. Further discussions to occur in the future.
#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.	19 July '16	Open	The proposed designs have been deemed inappropriate. Anthony and Justin will have further discussions on options.
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3 '16	Open	Will look into it in coming weeks.
#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	Term 3 '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.
#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	19 July '16	In Progress	Josie Kirby has forwarded information required to apply for the grant to Liz. Liz will draft an application hopefully by the end of term.
#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.
#02-22	Bridget Halloran	Draft a letter asking for volunteers to help with a "Community Assistance Program" – Anthony to check and send out	19 July '16	In progress	Anthony has reviewed the letter and is happy for it to be discussed at meeting #6 - in agenda item #6-7.

Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#06-1	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	#06-2	Brendan Halloran	Actions arising from previous minutes	Note
7:17 pm	#06-3	Anthony Drill	<ul style="list-style-type: none"> Principal's Report 	<ul style="list-style-type: none"> Note
7:27 pm	#06-4	Brendan Halloran	Incoming correspondence: none received since the last meeting.	Note
7:28 pm	#06-5	Maureen Puopolo	<ul style="list-style-type: none"> Treasurer's Report Funding decisions 	<ul style="list-style-type: none"> Note Discuss

7:33 pm	#06-6	Liz Hanson	Fundraising Report: <ul style="list-style-type: none"> • Disco • Father's Day Stall 	<ul style="list-style-type: none"> • Note • Note
7:48 pm	#06-7	Bridget Halloran	Social and Pastoral Report <ul style="list-style-type: none"> • Brewery tour for Father's Day - update • Community Assistance Program - discuss letter and next steps 	<ul style="list-style-type: none"> • Note • Discuss
7:58 pm	#06-8	Justin Magro	Gardens and Grounds Report	Note
8:03 pm	#06-9	All Members	General business:	
8:08 pm	#06-10	Brendan Halloran	Meeting closure. Next meeting: Tuesday 16 th August 2016 in the staff room @7pm	Note