



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #8

18 October 2016

Logistics

Meeting title	Parents and Friends General Meeting #08, 2016
Date, time and place	Tuesday 18 October 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
#07-4	Liz	Liz to reply to parent e-mail offering a Tupperware Fundraiser, explaining that fundraising activities have been sorted already for the year.	18 Oct 2016	Open	
#07-4	Anthony	Anthony to reply to parent wanting greater warning for preparation if child is elected for District Sports events.	18 Oct 2016	Open	
#07-6	Liz	Pie Drive note to be sent out.	19 Aug 2016	Closed	Note was sent out on Friday 19th August.
#07-6	Bridget	Bridget to organise notes for the Walkathon	18 Oct 2016	In progress	Notes went out on Friday 9th September.

#07-6	Bridget	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	18 Oct 2016	Open	
#07-7	Bridget	Bridget to approach parent who offered to supply morning tea for teachers on World Teacher day.	Sep 2016	Closed	Bridget spoke to Brendan Gomes and he provided input for the morning tea.
#07-7	Bridget	Bridget to organise note for Parent contribution of morning tea for Teachers on World Teacher Day.	Sep 2016	Closed	Note went out on Tuesday 6th September.
#07-7	Bridget	Bridget to look into an idea for next year's Grandparent's Day: a book stall - possibly run by a company called "Books Illustrated".	18 Oct 2016	Open	
#07-8	Rebecca	Put Save the Date in the Newsletter for the 19th November Working Bee.	26 Aug 2016	Closed	Save the date was inserted into the school newsletter on 26 August.
#06-5	Maureen	Ask Catherine if she has found anyone to write the Toyota grant application. If not, Liz may be able to do it if no takers.	18 Oct 2016	In progress	Kirsty will do the grant application.
#06-6	Kirsty/Liz	Send: Father's day stall - raffle tickets and stall note as per the fundraising calendar.	19 Aug 2016	Closed	Notes went out on Friday 19th August.
#06-6	Liz/Sharon	Liz to speak to Sharon re booking in delivery date for Tony's Pies and organise for a note to be drafted.	22 Jul 2016	Closed	Note was sent out on Friday 19 August.
#06-8	Justin/Anthony	Meet to discuss plans/dates for garden and ground maintenance work.	16 Aug 2016	Closed	Save the Date was put in the school newsletter on Friday 26 August.
#06-9	Anthony	Anthony to look into what the uniform policy says.	18 Oct 2016	In Progress	Anthony to update girls winter uniform description of long socks to black instead of white.

#06-9	Anthony	Speak to Annette Gauci re librarian speaking to parents re free library services.	18 Oct 2016	In Progress	Anthony to speak to Annette.
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	18 Oct '16	In progress	Anthony and Justin have discussed removing nets. Further discussions to occur in the future. Need to decide whether to put it on hold until masterplan of the school completed.
#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.	18 Oct '16	In progress	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	Closed	Bridget coordinated the event and was helped by some parents. Will be discussed in agenda item #08-7.
#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	18 Oct '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	18 Oct '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	18 Oct '16	In Progress	Liz and Josie are reviewing the draft for the grant. Liz will then forward it to Anthony for review and then send in.
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	18 Oct '16	On hold	Will discuss at a meeting later in the year.
#02-11	Maureen Puopolo	Spend 'n Save	18 Oct '16	On hold	Revisit later in the year.

Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#08-1	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	#08-2	Brendan Halloran	Actions arising from previous minutes	<ul style="list-style-type: none"> • Note
7:17 pm	#08-3	Anthony Drill	<ul style="list-style-type: none"> • Principal's Report • P&F involvement in the "End of Year Family Celebration including Carols" • Thank you event (e.g. morning tea) from the school to all parents who help out in the school - e.g. P&F, canteen, in classrooms, clubs, sporting days, banking, excursions, etc. • P&F social gathering Tuesday 6th December - who, what, when, where, etc. 	<ul style="list-style-type: none"> • Note • Discuss • Discuss • Discuss
7:32 pm	#08-4	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> • Emails from Maureen Puopolo 7th and 9th October - can the following be discussed: <ul style="list-style-type: none"> (a) iPads for grade 5s next year - do we know what device is required? Can the P&F fund class sets or part fund lease costs? We don't have the oval repayment cost next year and something that all children will benefit from as they move through years 5&6 makes sense for a P&F spend. (b) Wonders of Living sessions - why are the puberty sessions not an option for grade 3/4? It is more relevant than how a baby develops for a lot of them - especially the girls. (c) Supervision of children at district athletics. A few parents raised this with me & I witnessed it too - the children go to the Newport athletics track & the two teachers were dealing with sporting equipment (hurdles, etc.) and children were effectively unsupervised. • Emails from Bunnings Altona: <ul style="list-style-type: none"> (a) Saturday 3rd September: "In December, Bunnings Altona will be holding a BBQ 7 Days a week. If you would like to hold a BBQ on a Monday to Friday, can you let me know. I also have: Boxing Day – Monday 26th Dec 16 New Year's Eve - Saturday 31st Dec 16 New Year's Day - Sunday 1st Jan 17." <i>(Not forwarded on to Liz - pretty sure we wouldn't be able to do one, but can discuss in the meeting if necessary.)</i> (b) Fri 9th September: "October is time for your letters for next year." <i>(Forwarded on to Liz.)</i> • Email from Heather Brae Shortbreads (Fundraising) on Thursday 22nd September: "Subject: Christmas Fare Fundraising Drive 2016". <i>(Forwarded on to Liz.)</i> • Email from parent re Pie Drive on Wednesday 14th September: "Hello. Just thought I would drop you a line to let you know that we were very happy with our Blueberry pie from Tony's Pie Drive and we look forward to having the Pie drive again in the future. Next time we are going to try a few other things. Well done. Kind regards, Cheryl Price." 	<ul style="list-style-type: none"> • Discuss • Discuss • Discuss • Note • Discuss • Discuss • Note

7:47 pm	#08-5	Brendan Halloran	<ul style="list-style-type: none"> ● Annual General Meeting (AGM): <ul style="list-style-type: none"> (a) Call for nominations for Executive Committee 3 weeks prior to AGM (b) Preparation of Annual Reports by members of the Executive Committee (c) Order of meeting ● P&F accounts - to be audited by school accountant, as per the P&F Constitution 	<ul style="list-style-type: none"> ● Note ● Note ● Note
7:52 pm	#08-6	Maureen Puopolo All	<ul style="list-style-type: none"> ● Treasurer's Report ● Funding decisions - how to spend the amount over \$10,000 before the end of the year 	<ul style="list-style-type: none"> ● Note ● Discuss
7:57 pm	#08-7	Liz Hanson Bridget Halloran Bridget Halloran	<p>Fundraising Report:</p> <ul style="list-style-type: none"> ● Father's Day Stall - report ● Pie Drive - report ● Walkathon - update ● QoP Fete - update 	<ul style="list-style-type: none"> ● Note ● Note ● Note ● Discuss
8:07 pm	#08-8	Bridget Halloran	<p>Social and Pastoral Report</p> <ul style="list-style-type: none"> ● Brewery tour for Father's Day - report ● Dad's social night out - proposed activity and date ● Mums' Movie Night - update ● Family Assistance Program - update ● Queen of Peace Feast Day - report ● World Teachers' Day Morning Tea - report ● Prep orientations <ul style="list-style-type: none"> (a) P&F involvement? (b) How can existing parents help out? (c) How can we get new parents socialising and involved in the school community and activities? Prep parents welcome dinner? 	<ul style="list-style-type: none"> ● Note ● Discuss ● Note ● Note ● Note ● Note ● Discuss
8:22pm	#08-9	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> ● Note
8:27 pm	#08-10	All	General business:	
8:30 pm	#08-11	Brendan Halloran	Meeting closure. Next meeting: Annual General Meeting on Tuesday 15 th November 2016 in the staff room @7pm	<ul style="list-style-type: none"> ● Note