



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: 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	Bridget Halloran (notes), 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	Jacky Milat, Sharon Hobson, John Mifsud, Kirsty O'Connor
Apologies – Ordinary Members	None
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#07-4	Liz Hanson	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	Closed	Liz replied via email. P&F might investigate this in the future.
#07-4	Anthony Drill	Anthony to reply to parent wanting greater warning for preparation if child is elected for District Sports events.	18 Oct 2016	Closed	Anthony spoke to the parent.
#07-6	Liz Hanson	Pie Drive note to be sent out.	19 Aug 2016	Closed	Note was sent out on Friday 19th August.
#07-6	Bridget Halloran	Bridget to organise notes for the Walkathon	18 Oct 2016	Closed	Notes went out on Friday 9th September.

#07-6	Bridget Halloran	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	Ongoing	Open	Bridget created the spreadsheet and it circulated to those who attended General Meeting #7 for their input and feedback.
#07-7	Bridget Halloran	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 Halloran	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 Halloran	Bridget to look into an idea for next year's Grandparent's Day: a book stall - possibly run by a company called "Books Illustrated".	By June 2017	In progress	Will try this in 2017 - keep it "low key".
#07-8	Rebecca Whelan	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	Kirsty O'Connor	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.	15 Nov 2016	In progress	Kirsty will follow up with Toyota to see if we can still apply for the grant.
#06-6	Kirsty O'Connor / Liz Hanson	Father's day stall - send raffle tickets and stall note as per the fundraising calendar.	19 Aug 2016	Closed	Notes went out on Friday 19th August.
#06-6	Liz Hanson / Sharon Hobson	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 19th August.
#06-8	Justin Magro / Anthony Drill	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 Drill	Anthony to look into what the uniform policy says.	15 Nov 2016	In Progress	Anthony to update girls winter uniform description of long socks to black instead of white.

#06-9	Anthony Drill	Speak to Annette Gauci re librarian speaking to parents re free library services.	18 Oct 2016	Closed	This is no longer being followed up.
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	15 Nov 2016	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.	15 Nov 2016	In progress	The proposed designs have been deemed inappropriate. Anthony and Justin will have further discussions on options. There is grass under the trees in that area now and the kids love it.
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3 2016	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		Closed	Anthony did further research and discovered that the program is not appropriate for our requirements.
#02-2	Brendan Halloran	Decision making framework for P&F activities and spending		On hold	Brendan working on putting Michael's initial thoughts into a draft document for review
#02-2	Brendan Halloran	Index of school families' businesses		Closed	Maureen said that this could be merged into the "Spend 'n Save' idea.
#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	18 Oct 2016	In Progress	Application will be submitted via post on 19 October.
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	18 Oct 2016	Closed	Schools are not eligible to apply for these grants..
#02-11	Maureen Puopolo	Spend 'n Save / Index of school families' businesses	15 Nov 2016	On hold	Revisit later in the year.

Agenda items

Time	Item	Presenter	Description	Discussion	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"> Noted Approve
7:02 pm	#08-2	Brendan Halloran	Actions arising from previous minutes		<ul style="list-style-type: none"> Noted - See “Actions arising from previous meetings”
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"> Anthony would like some existing parents to help out at the Prep orientation on the 9th November. Anthony would like some help organising the “End of Year Family Celebration”. There will be no separate event specifically for this purpose. Anthony will make a special point of saying thank you at the “End of Year Family Celebration”. This will be open to all parents and carers at QOP. It will be “pay your own way”. Karen will investigate options, starting with Koorungal Golf Club. 	<ul style="list-style-type: none"> Bridget to prepare a note for an alert to be sent out via the SkoolBag app Liz volunteered to assist. Noted Karen to ring Koorungal.
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. 	<ul style="list-style-type: none"> Anthony does not think this is an appropriate spend for the P&F. 	<ul style="list-style-type: none"> Noted

			<p>(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.</p> <p>(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.</p> <ul style="list-style-type: none"> • 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"> • Anthony said "Open Minds" determines which topics are for which year levels and that if parents want to provide the puberty information to their Grade ¾ children, the DVDs are available to be borrowed from the school. • Anthony will take this feedback into consideration for future events. • All agree that it would not be possible to hold a BBQ during December. • Liz will contact Bunnings to organise date/s for 2017. • All agreed not to follow up this year - will add to list of possibilities for 2017. • It was noted by many in attendance that the Pie Drive had been very well received. • In future, the opportunity should be promoted to the teaching/admin staff as well as families. 	<ul style="list-style-type: none"> • Noted • Noted • Noted • Liz to organise date/s • Liz to add to list of ideas • Noted • Noted
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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"> • Brendan will put information about the AGM in the school newsletter on 21 October. • Anthony will ask the school accountant to verify the P&F accounts when he audits the school's accounts. 	<ul style="list-style-type: none"> • Brendan to put information in the newsletter • Anthony to work with Maureen and the accountant
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"> • Profit from the Father's Day Stall (incl. The raffle) was \$3,129.47. Profit from the Tony's Pies Pie Drive was \$453. • It was proposed that two items that could be paid for by P&F by the end of 2016 are a maths incursion happening in November (if not successful with Exxon grant) and the installation of some shade over the children's garden where the big tree was blown over in a recent storm. 	<ul style="list-style-type: none"> • Noted • Agreed
7:57 pm	#08-7	Liz Hanson Kirsty O'Connor Liz Hanson / Sharon Hobson 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"> • Another very successful stall. There was a good amount of stock left over, indicating that all children had a good range of items to choose from. • The Pie Drive went very well and is likely to be run again next year. It will be promoted to staff as well as families next time. • The walkathon is "on track" (pardon the pun!). Fewer donations from businesses have been received this year, meaning that costs will be higher and therefore profit may be lower. Rain is forecast for the day, so the final decision will be left to Anthony on whether it changes. • Will aim for running a fete in 2018. Will do further research in 2017 and gauge support from families to help organising and running it. Ideas will continue to be sought from families and added to the spreadsheet in the Google Drive account. 	<ul style="list-style-type: none"> • Noted • Noted • Noted • Noted

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"> ● 22 QOP dads went to the brewery on Friday 3rd September and had a great night. Many expressed interest in doing another social activity in Term 4, with an activity each term into the future. ● It has been proposed to go to WynCity in Point Cook for dinner and ten pin bowling on a Friday night in November. ● 23 women have bought tickets to see "The Girl on the Train" on Thursday 20 October. ● The Mums' Movie Club will continue to be promoted. ● Families have volunteered to be on the list to help with food and transport as requested. The school will notify the Social and Pastoral Officer of the need. ● There were lots of volunteers. Michelle Raffaele did well running the morning tea and the sausage sizzle. ● Keep in mind (for all events in the future) that parents who have volunteered in advance are given jobs before any "walk up" volunteers on the day. ● There were around 10 parents who cooked food and helped set up and clean up. The teachers loved the morning tea and were very thankful. Will be done again next year. ● Discussed in Principal's report. ● Discussed in Principal's report. ● There will be a Prep parents' dinner early in Term 1. Will discuss further in meeting #9 about dinners for the rest of the school and next step for the Prep parents' dinner. 	<ul style="list-style-type: none"> ● Noted ● Brendan and Justin to look into details including possible dates ● Noted ● Noted ● Noted ● Noted ● Noted ● Noted ● Noted ● Noted
8:22pm	#08-9	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> ● At Anthony's request, Justin did some minor improvements around the school grounds, including mulching of some garden beds and the leveling of ground in the vicinity of the hall and the basketball court. 	<ul style="list-style-type: none"> ● Noted

				<ul style="list-style-type: none"> • The working bee is set for Sat 19th Nov from 9am-12pm. A sausage sizzle will follow.. 	<ul style="list-style-type: none"> • Noted
8:27 pm	#08-10	All	General business:	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Noted
8:30 pm	#08-11	Brendan Halloran	Meeting closed at 8.55pm. Next meeting: Annual General Meeting on Tuesday 15 th November 2016 in the staff room @7pm		<ul style="list-style-type: none"> • Noted

New actions from meeting #08

Item	Owner	Description	Due	Status
#08-3	Bridget Halloran	Anthony would like some existing parents to help out at the Prep orientation on the 9th November.	2 Nov 2016	Open
#08-3	Liz Hanson	Liz volunteered to assist with organising the "End of Year Family Celebration".	15 Nov 2016	Open
#08-3	Karen Kapulica	Karen to look into booking Karingal Golf Club for the P&F social gathering on Tuesday 6th December.	15 Nov 2016	Open
#08-4	Liz Hanson	Liz will contact Bunnings to organise BBQ date/s for 2017.	15 Nov 2016	Open
#08-4	Liz Hanson	Liz to add Heather Brae Shortbreads (Fundraising) Christmas Fare Fundraising Drive 2016 to the list of possible P&F activities for 2017.	15 Nov 2016	Open
#08-5	Brendan Halloran	Brendan will put information about the AGM in the school newsletter on 21 October.	21 Oct 2016	Open
#08-5	Anthony Drill	Anthony will work with Maureen and the school accountant to verify the P&F accounts.	End 2016	Open
#08-8	Brendan Halloran / Justin Magro	Brendan and Justin to look into details including possible dates for the Dads' Social Night.	21 Oct 2016	Open