



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: General Meeting #2

21 March 2017

Logistics

Meeting title	Parents and Friends General Meeting #02, 2017
Date, time and place	Tuesday 21 March 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Donna Abu-Elias
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Sharon Hobson (Vice President), Liz Hanson (Treasurer), Donna Abu-Elias (Co-Secretary), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer),
Apologies (Executive Committee)	Carol Doloughan (Co-Secretary), David Prismall (Grants Applications Assisting Officer)
Ordinary Members: agenda item topic	None
Ordinary Members	Maureen Puopolo, Veronica Tucker, Renato Babic, Jacky Milat
Apologies – Ordinary Members: agenda item topic	Kirsty O'Connor
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#01-8/17	Teresa Prismall	Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night".	21 Mar 2017	Open	Teresa made contact but still awaiting information from him. Also Teresa to confirm if there is a minimum and whether we should have it off-site.
#01-8/17	Kirsty O'Connor	Mother's Day - date and stall location to be confirmed.	21 Mar 2017	Closed	Date confirmed to be 11th May and location will be foyer of the hall.
#01-8/17	Bridget Halloran	Notice to be placed in newsletter or SkoolBag requesting volunteers for the Fete committee for 2018.	21 Mar 2017	Closed	Notice was inserted into the P&F section of the school's newsletter on 10th March.

#01-9/17	Bridget Halloran	Ask for ideas re social activities in newsletter.	21 Mar 2017	Closed	Notice was inserted into the P&F section of the school's newsletter on 10th March.
#01-9/17	Bridget Halloran	Bridget will send out a letter to those who volunteered to help last year whether they would like to continue to be part of the Family Assistance Program this year. She will also send out a general request to the whole school via CareMonkey.	02 May 2017	Open	Not yet actioned. Will do so in the coming weeks.
#01-10/17	Justin Magro	Justin to organise a date for the first school working bee for the year with Anthony - possibly a Saturday in early Term 2 - May	21 Mar 2017	Closed	Date booked for Saturday May 6th 2017 (8am till 12 noon) - same format as last year.
#01-11/17	David Prismall	Anthony to advise re: potential grant application projects, with priority on the vibrant community grant	21 Mar 2017	Open	David to talk to Marisa Te about what programs may be applicable for a grant. David to look for grants for technology.
#01-11/17	Anthony Drill	Anthony will see if a bike shed is in the master plan or could be included in consultation with Mr Menadue.	21 Mar 2017	Closed	The bike shed is not in master plan. Capital Grants - main building should be stage 1 and portables should be at the end of the project. Another thought is perhaps double storey over the 5 & 6 area.
#01-12/17	Brendan Halloran	Brendan and Anthony to meet to further discuss communication with the school community.	21 Mar 2017	Closed	Brendan and Anthony met and discussed P&F communication to the school community. Brendan asked Anthony if Donna could look into options and recommendations for a possible QOP P&F Facebook page - he agreed - will be discussed in agenda item #12. Brendan asked Anthony if we could explore the possibility of having "Classroom Parent Representatives" - he agreed - will be discussed in agenda item #13.
#09-6/16	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	April 2017	In progress	Some suggestions were to look at the timing of the event (possibly first thing in the morning) and the route (should it be around the school or to another destination?).
#09-6/16	Liz Hanson	Liz to add fete ideas to shared spreadsheet	2017	Closed	Teresa taking this over.

#09-9/16	Teresa Prismall	Liz to look into options for a possible sunscreen drive for Term 4	Term 3 2017	Closed	After further discussions, it has been decided that we will not proceed with this fundraiser. This is mostly due to the fact that many parents are very cautious about the sunscreen they use on their children.
#08-4/16	Anthony Drill	Liz will contact Bunnings to organise BBQ date/s for 2017.	21 Mar 2017	In progress	Anthony to ask Cathy (office) to follow up paperwork - waiting on date from Bunnings.
#08-5/16	Anthony Drill	Anthony will work with Maureen and the school accountant to verify the P&F accounts.	End 2017	On hold	Anthony advised all orders over \$50 need to have a purchase order created. The accounts will be done before end of 2017. The P&F account is a school account, and adheres to new Catholic Education Office Guidelines.
#07-6/16	Bridget Halloran	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	Ongoing	Closed	Spreadsheet called "QOP Fete ideas.xlsx" saved under "Fundraising" Google Drive Folder.
#06-9/16	Anthony Drill	Anthony to look into what the uniform policy says.	21 Mar 2017	In Progress	Anthony will address this in the newly updated Parent Handbook.

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#02-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 		<ul style="list-style-type: none"> Noted
7:01 pm	#02-2	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from General Meeting #1 2017) 		<ul style="list-style-type: none"> Approved
7:02 pm	#02-3	Brendan Halloran	<ul style="list-style-type: none"> Actions arising from previous minutes 		<ul style="list-style-type: none"> Noted - See "Actions arising from

					previous meetings”
7:12 pm	#02-4	Anthony Drill	<ul style="list-style-type: none"> ● Principal’s Report <ul style="list-style-type: none"> ➤ The School’s Review - Self Reflection Document - “Community” section ➤ Child Safety Standards - Volunteer guidelines ● P&F General Meeting dates for the rest of 2017 	<ul style="list-style-type: none"> ➤ Anthony reported that the Community Engagement Aggregate Index has gone backwards over the past couple of years. <ul style="list-style-type: none"> ○ Anthony asked whether those gathered had some insight as to why this might be. ○ Some suggested that the survey was not very user friendly and may have resulted in negative sentiment coming through. ○ Most people thought that communication is not really an issue and that it’s not much different over the past few years. ○ However, there was a feeling that there have not been as many parent workshops recently compared to a couple of years ago. ➤ Anthony presented three documents that he wanted some feedback on: the “QOP Child Safety Policy”, the “QOP School Community Child Safety Code of Conduct” and the “Becoming a Volunteer at Queen of Peace Primary School” document. <ul style="list-style-type: none"> ○ Anthony asked whether the format and content of the documents was right, and the group agreed that it was. ○ He asked whether the group thought it was reasonable to expect all parents and carers to be required to read, agree to and sign the Code of Conduct, and the group agreed. ○ We agreed that it would be best to send all three documents, with a cover letter, home to all families via the eldest child before the Term 1 holidays. ● Anthony confirmed the meeting dates (all meetings from 7pm to 8:30pm) for the remainder of 2017 as: <ul style="list-style-type: none"> ➤ Tue 2nd May ➤ Tue 6th June ➤ Tue 1st August ➤ Tue 5th September ➤ Tue 24th October ➤ Tue 21st November (AGM) ➤ Tue 5th December (End of year social night) ● The first meeting of the year needs to be earlier - in the first week of school, perhaps even before the kids return to school. 	<ul style="list-style-type: none"> ● Noted ● Noted ● Noted ● Noted

7:32 pm	#02-5	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> • None 		<ul style="list-style-type: none"> • Noted
7.33pm	#02-6	Anthony Drill	<ul style="list-style-type: none"> • Acceptance of nominations for the role of Secretary (nominations submitted following General Meeting #1): <ul style="list-style-type: none"> ➢ Carol Doloughlan ➢ Donna Abu-Elias 		<ul style="list-style-type: none"> • Approved
7:34 pm	#02-7	Liz Hanson All	Treasurer's report: <ul style="list-style-type: none"> • Bank balance report • Funding decisions - how to spend funds raised by P&F in 2017 	<ul style="list-style-type: none"> • No movement in bank account (just under \$14,000 in balance) • Confirmed that \$2,000 will be put towards the Grade 6 Graduation Booklet this year. • Anthony to think about some projects that P&F could fund in 2017. 	<ul style="list-style-type: none"> • Noted • Noted • Noted
7:44 pm	#02-8	Teresa Prismall Bridget Halloran	Fundraising Report: <ul style="list-style-type: none"> • Which fundraising events and activities should we run this year? <ul style="list-style-type: none"> • School Fete 2018 - update on progress so far 	<ul style="list-style-type: none"> • Hot cross bun day on track • Other options for sausage sizzle besides Bunnings - maybe after Church or karate • Maybe mothers and fathers day raffle could be after Church • Disco • Tony's Pie drive - do at least one each term from Term 2 • Another thought for a fundraiser is an obstacle course - maybe instead of the Walkathon? • School Fete - 4 people responded - Bridget will meet with them to see if they want to be the sub-committee 	<ul style="list-style-type: none"> • Noted • Discuss next meeting • Discuss next meeting • Maureen to organise • Jacky and Sharon to organise • Discuss next meeting • Bridget to organise meeting
7:54 pm	#02-9	Bridget Halloran	Social and Pastoral Report: <ul style="list-style-type: none"> • Which social events and activities should we run this year? 	<ul style="list-style-type: none"> • High Tea for Mother's Day - somewhere "local" • Dad's social event for Term 2 	<ul style="list-style-type: none"> • Bridget to organise

					<ul style="list-style-type: none"> ● Justin to organise
7:59 pm	#02-10	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> ● Working Bee is 6th May ● Landscaper to meet Justin about the garden at the back of the school - P&F will contribute some funds to this project. 	<ul style="list-style-type: none"> ● Noted ● Noted
8:02 pm	#02-11	David Prismall	Grants Applications Report: <ul style="list-style-type: none"> ● Update on progress 	<ul style="list-style-type: none"> ● See comments in #01-11/17. 	<ul style="list-style-type: none"> ● Noted
8:07 pm	#02-12	Donna Abu-Elias	<ul style="list-style-type: none"> ● Creating and managing a Facebook page for QOP P&F 	<ul style="list-style-type: none"> ● Due to lack of time, this item will carry over to meeting #3. ● In the meantime, Donna requested everyone to review the document she prepared, provide initial feedback via email to pandf@gopaltnameadows.catholic.edu.au, and come to the meeting prepared to discuss the topic. ● The document will be uploaded to the P&F webpage with the minutes. 	<ul style="list-style-type: none"> ● To be discussed first item next meeting
8:17 pm	#02-13	Brendan Halloran	<ul style="list-style-type: none"> ● Classroom Parent Representatives (CPR) Program: <ul style="list-style-type: none"> ➤ the overall aim of this program is to promote a sense of unity and connectedness for the benefit of each and every child at QOP ➤ One CPR per class - a Classroom Parent Coordinator (CPC) to oversee the program and liaise with the Principal ➤ The CPC would report to the Principal and could be a member of the P&F Executive Committee - possibly this could be the Social and Pastoral Officer or we could create a new position ➤ Could try to start the program this year or work towards starting it at the beginning of 2018. 	<ul style="list-style-type: none"> ● Due to lack of time, this item will carry over to meeting #3. ● In the meantime, Brendan requested everyone to review the documents about the purpose/role of the CPR program, provide initial feedback via email to pandf@gopaltnameadows.catholic.edu.au and come to the meeting prepared to discuss the topic. ● The documents will be uploaded to the P&F webpage with the minutes. 	<ul style="list-style-type: none"> ● To be discussed second item next meeting

8:27 pm	#02-14	All	General business	<ul style="list-style-type: none"> Thoughts for the canteen - can we order online (and pay online) - Liz to investigate an app that she knows of that is used at the school her sister's children attend. 	• Noted
8:30 pm	#02-15	Brendan Halloran	Meeting closure @9:05pm. Next meeting: General Meeting #03 on Tuesday 2nd May 2017 in the staff room @ 7pm.		• Noted

New actions from meeting #02

Item	Owner	Description	Due	Status
#02-4	Anthony Drill	Confirm date for the first P&F general meeting for 2018 - as early in Term 1 as possible.	2nd May 2017	Not yet started
#02-7	Anthony Drill	Anthony to think about some projects that P&F could fund in 2017.	2nd May 2017	Not yet started
#02-8	Maureen Puopolo	Maureen to organise the Disco.	2nd May 2017	Not yet started
#02-8	Jacky Milat and Sharon Hobson	Tony's Pie drive - do at least one each term from Term 2.	2nd May 2017	Not yet started
#02-8	Bridget Halloran	School Fete - organise a meeting to see if a sub-committee can be formed.	2nd May 2017	Not yet started
#02-9	Bridget Halloran	Organise a High Tea for Mother's Day.	2nd May 2017	Not yet started
#02-9	Justin Magro	Organise a dad's social event for Term 2.	2nd May 2017	Not yet started
#02-10	Justin Magro	Working Bee - 6th May - same as last time (Sharon, Bridget and Brendan to help).	2nd May 2017	Not yet started
#02-12	Donna Abu-Elias	Creating and managing a Facebook page for QOP P&F.	2nd May 2017	Not yet started

#02-13	Brendan Halloran	Classroom Parent Representatives - discuss purpose and creating a program.	2nd May 2017	Not yet started
#02-14	Liz Hanson	Find out about an app for the canteen for ordering and paying for lunch.	2nd May 2017	Not yet started