



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

**AGENDA:** General Meeting #4

6 June 2017

## Logistics

Meeting title	Parents and Friends General Meeting #04, 2017
Date, time and place	Tuesday 6 June 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Carol Doloughlan
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Sharon Hobson (Vice President), Liz Hanson (Treasurer), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Carol Doloughlan (Co-Secretary), Justin Magro (Gardens and Grounds Assisting Officer), David Prismall (Grants Applications Assisting Officer)
Apologies (Executive Committee)	Donna Abu-Elias (Co-Secretary)
Ordinary Members: agenda item topic	Kirsty O'Connor
Apologies (General Members)	None

## Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#03-5/17	Anthony Drill	Anthony to consider a QOP school Facebook account and come back with further information.	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #4 (Principal's Report).
#03-6/17	Brendan Halloran	Classroom Parent Representatives (CPR) Program.	1 August 2017	<b>Not yet started</b>	To be held over and discussed in meeting #5.
#03-10/17	Anthony Drill	Further discussion to occur in meeting #4 - which fundraising events to hold in a "Fete Year"	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #4 (Principal's Report).
#03-10/17	Teresa Prismall	Teresa to discuss with Natalie regarding raffles after church	6 June 2017	<b>Closed</b>	Tickets for the Mother's Day Raffle were sold after church.

#03-10/17	Teresa Prismall	Other options for sausage sizzle besides Bunnings - maybe after Church or karate	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #8
#03-11/17	Bridget Halloran	Bridget to discuss with Anthony what to do this year for World Teachers' Day	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #9
#03-11/17	Brendan Halloran	Nex QOP dads social activity - Brendan and Justin to discuss and report back.	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #9
#03-12/17	Justin Magro	Working bee report, when is next one scheduled. Chase up quotes for gardens and concreting.	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #10
#02-7/17	Anthony Drill	Anthony to think about some projects that P&F could fund in 2017.	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #4 (Principal's Report).
#02-14/17	Anthony Drill	Find out about an app for the canteen for ordering and paying for lunch.	6 June 2017	<b>In progress</b>	Anthony to consider and look into if existing apps (remind school bag) have payment facilities. Liz's sister's school uses Flexischools
#01-8/17	Teresa Prismall	Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night".	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #8
#01-11/17	David Prismall	Anthony to advise re: potential grant application projects, with priority on the vibrant community grant	2 May 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #7
#09-6/16	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	6 June 2017	<b>Moved to agenda -&gt; Closed</b>	To be discussed in agenda item #8

#08-5/16	Anthony Drill	Anthony will work with Liz and the school accountant to verify the P&F accounts.	End 2017	<b>On hold</b>	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.
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## Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#04-1	Brendan Halloran	<ul style="list-style-type: none"> <li>Welcome from the President</li> </ul>	<ul style="list-style-type: none"> <li><b>Note</b></li> </ul>
7:01 pm	#04-2	Brendan Halloran	<ul style="list-style-type: none"> <li>Previous minutes (from General Meeting #3 2017)</li> </ul>	<ul style="list-style-type: none"> <li><b>Approve</b></li> </ul>
7:02 pm	#04-3	Brendan Halloran	<ul style="list-style-type: none"> <li>Actions arising from previous minutes</li> </ul>	<ul style="list-style-type: none"> <li><b>Note</b></li> </ul>
7:07 pm	#04-4	Anthony Drill	<ul style="list-style-type: none"> <li>Principal's Report</li> <li>QOP school Facebook account - update from Anthony</li> <li>Which fundraising events to hold in a "Fete Year"? Should some fundraising events become "activities" for the kids to continue to take part in (without the fundraising element), or just dropped for those years (so that the focus is on the Fete and parents don't have to volunteer too much or feel that they are being asked for money too often)?</li> <li>What might P&amp;F fund this year - look at suggestions on handout from meeting #3 <ul style="list-style-type: none"> <li>❖ How much will P&amp;F contribute to garden works that Justin is organising?)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Note</b></li> <li><b>Discuss</b></li> <li><b>Discuss</b></li> <li> </li> <li><b>Discuss</b></li> </ul>
7:32 pm	#04-5	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> <li>Email from photography studio in Geelong offering to make a donation of gift certificates for use in auctions in fundraising events. Teresa to provide update on this issue.</li> <li>Email from a parent requesting assistance through the QOP Family Assistance Program.</li> <li>Email from Mumslink with their 2017 Father's Day catalogue - forwarded on to Teresa.</li> <li>Letter from Senator the Hon Simon Birmingham (Federal Minister for Education and Training) to the P&amp;F President regarding the Turnbull Government's proposed approach to school funding from 2018 to 2027.</li> <li>Letter from Softfall Retention Pty Ltd to the QOP P&amp;F, offering to instal three mats for a period of 2 months free of charge, with a view to seeing whether we would like to continue on with the product at \$375 per mat.</li> </ul>	<ul style="list-style-type: none"> <li><b>Note</b></li> <li> </li> <li><b>Note</b></li> <li><b>Note</b></li> <li> </li> <li><b>Note</b></li> <li> </li> <li><b>Discuss</b></li> </ul>

7:42 pm	#04-6	Liz Hanson	Treasurer's report: <ul style="list-style-type: none"> <li>● Bank balance report</li> </ul>	● Note
7:45 pm	#04-7	David Prismall	Grants Applications Report: <ul style="list-style-type: none"> <li>● Bravehearts Community Outreach Program (through Hobson Bay) - update.</li> <li>● Grant that can be applied for that might provide funding towards a bike shed - update.</li> </ul>	● Note ● Note
7:50 pm	#04-8	Teresa Prismall  Sharon Hobson Bridget Halloran Kirsty O'Connor Teresa Prismal	Fundraising Report: <ul style="list-style-type: none"> <li>● Update on Comedy Night</li> <li>● Another thought for a fundraiser is an obstacle course - maybe instead of the Walkathon? <ul style="list-style-type: none"> <li>❖ Date for event (walkathon/other event) in October 2017 not yet confirmed.</li> <li>❖ Format for walkathon/other event to be confirmed, if going ahead.</li> </ul> </li> <li>● Other options for sausage sizzle besides Bunnings - maybe after Church or karate</li> <li>● Pie Drive - progress report</li> <li>● School Fete 2018 - update on progress so far</li> <li>● Mother's Day Stall - report</li> <li>● Mother's Day Raffle - report</li> </ul>	● Note ● Discuss  ● Discuss ● Note ● Note ● Note ● Note
8:10 pm	#04-9	Bridget Halloran  Justin Magro	Social and Pastoral Report: <ul style="list-style-type: none"> <li>● World Teachers' Day - update</li> <li>● Mother's Day High Tea - report</li> <li>● Next QOP dads social activity (Father's Day or earlier?) - update</li> </ul>	● Note ● Note ● Note
8:17 pm	#04-10	Justin Magro	Gardens and Grounds Report <ul style="list-style-type: none"> <li>● Working bee on Saturday 6th May - report</li> <li>● Working bee - when is next one scheduled?</li> <li>● Quotes for work on gardens and concreting - update</li> </ul>	● Note ● Note ● Discuss/Approve
8:20 pm	#04-11	All Brendan Halloran	General business: <ul style="list-style-type: none"> <li>● Next meeting is in two months - need to stay on top of communications and plan ahead, especially with school holidays in the middle of that period.</li> </ul>	● Note
8:22 pm	#04-12	Brendan Halloran	Meeting closure. Next meeting: General Meeting #05 on Tuesday 1st August 2017 in the staff room @ 7pm.	● Note