



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: General Meeting #3

2 May 2017

Logistics

Meeting title	Parents and Friends General Meeting #03, 2017
Date, time and place	Tuesday 2 May 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Carol Doloughan
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Sharon Hobson (Vice President), Donna Abu-Elias (Co-Secretary), Carol Doloughan (Co-Secretary), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer),
Apologies (Executive Committee)	Liz Hanson (Treasurer), David Prismall (Grants Applications Assisting Officer)
Ordinary Members: agenda item topic	None
Ordinary Members	Himanshu Jain, Linda Zilic, Margaret Schiavone, Belinda Nieuwesteeg, Natalie Babic, Kirsty O'Connor, Veronica Tucker
Friends	Suzanne Gracias (Grade 6B teacher)
Apologies – Ordinary Members	Maureen Puopolo
Guests	Colleen Wilkin (school reviewer)

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#02-4/17	Anthony Drill	Confirm date for the first P&F general meeting for 2018 - as early as possible.	2 May 2017	Closed	Date set for Tuesday 13th February 2018 (third week of term 1).
#02-7/17	Anthony Drill	Anthony to think about some projects that P&F could fund in 2017.	2 May 2017	In progress	Anthony provided a list of projects that he gathered from the staff (refer to separate sheet for full details), items included: A donated bike as prize for ride to school; "giant games" for outside; board games for wet weather; something for children to do outside not sports related (container full of stuff - creativity?); more shade; commando course. Will be talked about further at the next meeting.

#02-8/17	Maureen Puopolo	Maureen to organise the Disco.	2 May 2017	Closed	The date is Friday 28th July.
#02-8/17	Jacky Milat and Sharon Hobson	Tony's Pie drive - do at least one each term from Term 2.	2 May 2017	Closed	<ul style="list-style-type: none"> ● First pie drive being run by Sharon and Jacky. <ul style="list-style-type: none"> ➤ Order forms out: Friday 19th May ➤ Order forms due: Wednesday 31st May ➤ Delivery date: Wednesday 7th June ● Second pie drive - volunteers needed. <ul style="list-style-type: none"> ➤ Order forms out: Friday 1st September ➤ Order forms due: Wednesday 13th September ➤ Delivery date: Thursday 21st September
#02-8/17	Bridget Halloran	School Fete - organise a meeting to see if a sub-committee can be formed.	2 May 2017	Closed	Meeting held on Friday 28th April - 6 QOP mums on the sub-committee.
#02-10/17	Justin Magro	Working Bee - 6th May - same as last time (Sharon, Bridget and Brendan to help).	2 May 2017	Closed	CareMonkey eForm was sent out on Thursday 27th April. Start time has been changed from 8am to 9am.
#02-12/17	Donna Abu-Elias	Creating and managing a Facebook page for QOP P&F.	2 May 2017	Closed	The "Discussion paper for Facebook page" document was uploaded under the meeting #2 minutes on the P&F web page. This will be discussed in agenda item #03-5.
#02-13/17	Brendan Halloran	Classroom Parent Representatives - discuss purpose and creating a program.	2 May 2017	Open	The "Beaconsfield Upper Primary School class representative program" document was uploaded under the meeting #2 minutes on the P&F web page. This will be discussed in agenda item #03-6.
#02-14/17	Anthony Drill	Find out about an app for the canteen for ordering and paying for lunch.	2 May 2017	In progress	Anthony to consider and look into if existing apps (remind school bag) have payment facilities. The tool Liz's sister's school uses for canteen and other payments is Flexischools: https://www.flexischools.com.au
#01-8/17	Teresa Prismall	Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night".	2 May 2017	In progress	Look into cancellation policy and the option for tables rather than "theatre" style seating in the hall. Comedy for a Cause booked in the QOP Hall for Friday 4th August. Time TBC, however, if no objections, Teresa suggests 7pm doors open, with a start time of 8pm.

					Some discussion that maybe the hall is not the best venue for this type of event - maybe look at other venues?
#01-11/17	David Prismall	Anthony to advise re: potential grant application projects, with priority on the vibrant community grant	2 May 2017	In progress	The Bravehearts Community Outreach Program (through Hobson Bay) will be followed up. There is a grant that can be applied for that might provide funding towards a bike shed - David to investigate further.
#09-6/16	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	2 May 2017	In progress	Anthony provided suggestions (refer to separate sheet for full details), topics discussed were: Get rid of water bottles and sausage sizzle just have fruit plates for classes and icy poles; maybe run event every second year to rotate with fete; have music played during event; can we walk somewhere like 100 steps and have lunch rather than laps of oval; ramp up house team idea. Date in October 2017 not yet confirmed.
#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.
#06-9/16	Anthony Drill	Anthony to look into what the uniform policy says.	2 May 2017	In Progress	The Uniform Policy has been updated on the school website - it can be found at: gopaltnameadows.catholic.edu.au/page/256/Uniform-Policy

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#03-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 		<ul style="list-style-type: none"> Noted
7:01 pm	#03-2	Anthony Drill / Colleen	<ul style="list-style-type: none"> School review presentation 	<ul style="list-style-type: none"> Meeting was given a review of the report, overall the school is doing very well. Engagement between the school and parents was seen by the parents as an area for improvement. 	<ul style="list-style-type: none"> Noted

7:30 pm	#03-3	Brendan Halloran	<ul style="list-style-type: none"> • Previous minutes (from General Meeting #2 2017) 		<ul style="list-style-type: none"> • Approved
7:31 pm	#03-4	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”
7:41 pm	#03-5	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"> • Much discussion occurred - many differing views shared. • Some thought that a Facebook page is unnecessary and will create extra work for someone. There was also a thought that information might be posted to Facebook that is not made available via the other established channels, such as the newsletter and SkoolBag app. • Some thought that the addition of a Facebook page would extend the reach of P&F communications to those parents who (rightly or wrongly) do not get information from the existing channels - i.e. the newsletter and the SkoolBag app. • The way of managing a possible page was discussed, with options regarding administration of it explored. It was suggested that the page should be open to all to view, with commenting turned off. Posting would be restricted to one or more of those on the Executive Committee, and the scheduling feature could be made use of to lessen the frequency of having to update the page. • How other primary schools use Facebook was also discussed. • The outcome was that Anthony will consider the option of a whole school Facebook page and whether that might incorporate P&F information, and who would run and administer such an account. 	<ul style="list-style-type: none"> • Anthony to consider a QOP school Facebook account and come back with further information in meeting #4
7:51 pm	#03-6	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 	<ul style="list-style-type: none"> • Brendan conceded that there was not enough time left to discuss this topic, so it will be held over to next meeting. 	<ul style="list-style-type: none"> • To be discussed in meeting #4

			<ul style="list-style-type: none"> ➤ 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. 		
8:01 pm	#03-7	Anthony Drill	<ul style="list-style-type: none"> ● Principal's Report 	<ul style="list-style-type: none"> ● No report given due to time constraints - the school review presentation went over time. 	<ul style="list-style-type: none"> ● Noted
8:11 pm	#03-8	Brendan Halloran	Incoming correspondence: None		<ul style="list-style-type: none"> ● Noted
8:12 pm	#03-9	Brendan Halloran (for Liz Hanson)	<p>Treasurer's report:</p> <ul style="list-style-type: none"> ● Bank balance report 	<ul style="list-style-type: none"> ● The opening balance was \$16,262.07 as at 20 March 2017. ● There was expenditure for the Mothers Day Stall stock, the balance of the 2016 Year 6 Graduation Books, and payment to the bakery for the Hot Cross Buns. ● There were receipts for Hot Cross Bun sales. ● This left a current balance of \$13,176.77 as at 30 April 2017. 	<ul style="list-style-type: none"> ● Noted
8:14 pm	#03-10	Teresa Prissall	<p>Fundraising Report:</p> <ul style="list-style-type: none"> ● General update 	<ul style="list-style-type: none"> ● Consider having the Fete, walkathon and other fundraising events in separate years so as not to overwhelm parents with fundraising. For the walkathon cancel sausage sizzle and drinks to save money. 	<ul style="list-style-type: none"> ● Further discussion to occur in meeting #4 regarding which fundraising events to hold in a "Fete Year"

		Bridget Halloran Donna Abu-Elias	<ul style="list-style-type: none"> • Maybe mothers and fathers day raffle tickets could be sold after Church • Another thought for a fundraiser is an obstacle course - maybe instead of the Walkathon • Other options for sausage sizzle besides Bunnings - maybe after Church or karate • School Fete 2018 - update on progress so far • Hot Cross Bun Day - report 	<ul style="list-style-type: none"> • Teresa to discuss with Natalie regarding raffles after church • Postponed to next meeting due to time constraints • Postponed to next meeting due to time constraints • 6 parents are on the sub-committee. It is proposed to have a twilight fete on a Friday evening in October 2018. • Sub-committee has been formed of 6 members, but more volunteers will be needed as planning progresses over the coming months and into 2018. • Fete confirmed as proceeding for 2018 with the support of the Executive Committee. • The hot cross buns are enjoyed by all and agreed to continue for next year. 	<ul style="list-style-type: none"> • Teresa and Natalie to discuss • Discuss in meeting #4 • Noted • Noted • Noted
8:18 pm	#03-11	Bridget Halloran Justin Magro	<p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> • World Teachers' Day - falls on 5th October during holidays - when will we do it? • QOP Dads dinner and ten pin bowling night - report • Next QOP dads social activity - billiards/pool - who will organise? 	<ul style="list-style-type: none"> • The date for Victoria's celebration of World Teachers' Day confirmed as the 27th October. • Justin advised it was well attended. • Brendan and Justin to discuss 	<ul style="list-style-type: none"> • Bridget to discuss with Anthony what to do this year • Noted • Brendan and Justin to discuss and report back in meeting #4
8:22 pm	#03-12	Justin Magro	<p>Gardens and Grounds Report</p> <ul style="list-style-type: none"> • Update - Landscaper to meet Justin about the garden at the back of the school - P&F will contribute funds to this project 	<ul style="list-style-type: none"> • Justin to chase up quotes for gardens and concreting. P&F to contribute to gardens and school to pay for concreting. 	<ul style="list-style-type: none"> • Justin to report back in meeting #4
8:24 pm	#03-13	David Prismall	Grants Applications Report	<ul style="list-style-type: none"> • Postponed to meeting #4 due to time constraints. 	<ul style="list-style-type: none"> • Noted

8:27 pm	#03-14	All	General business	• None.	• Noted
8:30 pm	#03-15	Brendan Halloran	Meeting closure around 9pm. Next meeting: General Meeting #04 on Tuesday 6th June 2017 in the staff room @ 7pm.		• Noted

New actions from meeting #03

Item	Owner	Description	Due	Status
#03-5	Anthony Drill	Anthony to consider a QOP school Facebook account and come back with further information.	6th June 2017	Not yet started
#03-6	Brendan Halloran	Classroom Parent Representatives (CPR) Program - to be discussed next meeting.	6th June 2017	Not yet started
#03-10	Anthony Drill	Further discussion to occur in meeting #4 - which fundraising events to hold in a "Fete Year"	6th June 2017	Not yet started
#03-10	Teresa Prismall	Teresa to discuss with Natalie regarding raffles after church	6th June 2017	Not yet started
#03-10	Teresa Prismall	Other options for sausage sizzle besides Bunnings - maybe after Church or karate	6th June 2017	Not yet started
#03-11	Bridget Halloran	Bridget to discuss with Anthony what to do this year for World Teachers' Day	6th June 2017	Not yet started
#03-11	Brendan Halloran	Brendan and Justin to discuss and report back in meeting #4.	6th June 2017	Not yet started
#03-12	Justin Magro	Working bee report, when is next one scheduled. Chase up quotes for gardens and concreting.	6th June 2017	Not yet started