



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #5

1 August 2017

Logistics

Meeting title	Parents and Friends General Meeting #05, 2017
Date, time and place	Tuesday 1 August 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), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Donna Abu-Elias (Co-Secretary), Justin Magro (Gardens and Grounds Assisting Officer), David Prismall (Grants Applications Assisting Officer)
Apologies (Executive Committee)	Carol Doloughan (Co-Secretary)
Ordinary Members: agenda item topic	Maureen Puopolo
Apologies (Ordinary Members)	Kirsty O'Connor

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#04-4/17	Anthony Drill	Anthony to look into a code of conduct and issues around photos for Facebook.	1 August 2017	Open	
#04-4/17	Teresa Prismall	Teresa to document the agreed fundraising activities for 2018 in the P&F Fundraising Google Drive folder.	1 August 2017	Open	
#04-4/17	Liz Hanson	P&F to contribute \$2,000 to the year 6 garden beds.	1 August 2017	Open	
#04-4/17	Anthony Drill	Anthony to obtain quotes for obstacle (commando) course and giant games.	1 August 2017	Open	
#04-5/17	Teresa Prismall	Teresa to ask the to families in the school who have photography businesses if they	1 August 2017	Open	

		would like to donate to the Comedy Night auction.			
#04-7/17	David Prismall	David to follow up with Marissa re approval for the Bravehearts Community Outreach Program application.	1 August 2017	Open	
#04-7/17	David Prismall	Bike shed - put on hold pending school master plan.	End 2017	On hold	
#04-7/17	David Prismall	David to follow up re Mobil \$1,000 grant.	1 August 2017	Open	
#04-8/17	Justin Magro	Justin to contact a real estate agency re a billboard for the comedy night.	30 June 2017	Open	
#04-8/17	Kirsty O'Connor	Kirsty to organise a sausage sizzle to be held at school after karate on a Saturday in September/October.	1 August 2017	In progress	Waiting to hear what the date for the working bee is - will be held in conjunction with it.
#04-9/17	Bridget Halloran	Bridget to organise a Mum's event for Term 3.	1 August 2017	Open	
#04-9/17	Justin Magro	Justin to organise a Dad's social activity for Term 3 - maybe for Father's Day.	1 August 2017	Open	(Will be discussed in agenda item #05-10)
#02-14/17	Anthony Drill	Find out about an app for the canteen for ordering and paying for lunch.	1 August 2017	In progress	Anthony looked into the following apps that have payment facilities for parent: Flexischools there is a fee to parents. CDFpay there is no fee to parents but an upfront payment by the school of \$1,900. Other apps such as Fraynetwork & QKR integrate with our existing SchoolBag app. Further investigation required.
#08-5/16	Anthony Drill	Anthony will work with Liz 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.
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Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#05-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 	<ul style="list-style-type: none"> Note
7:01 pm	#05-2	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from General Meeting #3 2017) 	<ul style="list-style-type: none"> Approve
7:02 pm	#05-3	Brendan Halloran	<ul style="list-style-type: none"> Actions arising from previous minutes 	<ul style="list-style-type: none"> Note
7:12 pm	#05-4	Anthony Drill	<ul style="list-style-type: none"> Principal's Report 	<ul style="list-style-type: none"> Note
7:27 pm	#05-5	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> Email from Bunnings re 2018 bbq dates. They are also a holding a Community Family day & Spring Launch on 9TH September 2017. Forwarded to Theresa. Email from a parent requesting assistance through the QOP Family Assistance Program. Forwarded to Bridget. Luis Forero (Juan-Felipe 4C) sent an email offering a donation of two vouchers for a Vehicle's Minor Service valued at \$180 each for the Comedy Night auction. Forwarded to Theresa. Email from Matific - Australian and New Zealand Maths Competition - forwarded to Anthony. 	<ul style="list-style-type: none"> Note Note Note Note
7:32 pm	#05-6	Brendan Halloran	<ul style="list-style-type: none"> Classroom Parent Representatives (CPR) Program 	<ul style="list-style-type: none"> Discuss
7:42 pm	#05-7	Liz Hanson	<p>Treasurer's report:</p> <ul style="list-style-type: none"> Bank balance report 	<ul style="list-style-type: none"> Note

7:45 pm	#05-8	David Prismall	Grants Applications Report: <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Note
7:50 pm	#05-9	Teresa Prismall Sharon Hobson Bridget Halloran Maureen Puopolo Kirsty O'Connor (apology)	Fundraising Report: <ul style="list-style-type: none"> • Update on Comedy Night • Entertainment Book - for 2018-19? • Pie Drive - report • School Fete 2018 - update • Disco - report • Fathers Day Stall and Raffle: all items have been purchased. Prices may need to be reviewed as a result of cost changes from the supplier. Other than that, thanks to Bridget and Sharon who will run the stall on my behalf. 	<ul style="list-style-type: none"> • Note • Discuss • Note • Note • Note
8:10 pm	#05-10	Bridget Halloran	Social and Pastoral Report: <ul style="list-style-type: none"> • Family Assistance Program - update • QoP Fathers Day dads social activity 	<ul style="list-style-type: none"> • Note • Discuss
8:17 pm	#05-11	Justin Magro	Gardens and Grounds Report: <ul style="list-style-type: none"> • Working bee - when is next one scheduled? 	<ul style="list-style-type: none"> • Note
8:20 pm	#05-12	All	General business	<ul style="list-style-type: none"> • Note
8:22 pm	#05-13	Brendan Halloran	Meeting closure. Next meeting: General Meeting #06 on Tuesday 5th September 2017 in the staff room @ 7pm.	<ul style="list-style-type: none"> • Note