



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

**AGENDA:** General Meeting #6  
6 September 2017

## Logistics

Meeting title	Parents and Friends General Meeting #06, 2017
Date, time and place	Wednesday 6 September 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Sharon Hobson
Minutes	Donna Abu-Elias
Executive Committee	Anthony Drill (Principal), Anne Price (Deputy Principal), Sharon Hobson (Vice President), Liz Hanson (Treasurer), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Donna Abu-Elias (Co-Secretary), Carol Doloughan (Co-Secretary), Justin Magro (Gardens and Grounds Assisting Officer),
Apologies (Executive Committee)	Brendan Halloran (President), David Prismall (Grants Applications Assisting Officer)
Ordinary Members: agenda item topic	None
Apologies (Ordinary Members)	None

## Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#05-05/17	Teresa Prismall	Teresa to follow up with Bunnings for 2018 bbq dates.	6th September 2017	Open	•
#05-06/17	Liz Hanson / Donna Abu-Elias / Brendan Halloran	Liz, Donna and Brendan to document the CPR Program roles and descriptions and circulate to the Executive Committee prior to the next meeting.	6th September 2017	In progress	<ul style="list-style-type: none"> <li>• Donna sent Liz and Brendan a revised document based on the BUPS CPR document.</li> <li>• Will be discussed in agenda item #6.</li> </ul>
#05-07/17	Liz Hanson	Liz to look into how to transfer the \$292 credit card receipts from the school account to the P&F account.	6th September 2017	Open	•
#05-09/17	Donna Abu-Elias	Entertainment book - Donna to investigate requirements and timing and revert back to Teresa.	6th September 2017	In progress	<ul style="list-style-type: none"> <li>• Entertainment Book: <ul style="list-style-type: none"> <li>➢ Cost is \$70 for a book or Digital App</li> <li>➢ The School gets 20% - \$14 per Book or App</li> </ul> </li> </ul>

					<ul style="list-style-type: none"> <li>➤ They set up an online order form so we only pay for what is ordered</li> <li>➤ You have the option of Melbourne or Geelong or a mixture of both regions</li> <li>➤ The vouchers in the book are valid til June 2018 so arguably you could run it this year... but most schools/organizations run it at the beginning of Term</li> </ul> <ul style="list-style-type: none"> <li>● Another Option is the Small Ideas Book which was on the News and sold out in minutes - which is a similar concept to the Entertainment Book - but half the price but only Melbourne: <ul style="list-style-type: none"> <li>➤ Cost is \$34.95 for a Book or Digital App</li> <li>➤ The School gets \$10 per Book or App</li> <li>➤ Similarly we only pay for what is ordered</li> <li>➤ The 2018 edition will be released in October so we could do it as a fundraiser in October/November if you want so people have their vouchers to use over xmas</li> </ul> </li> <li>● Donna is happy to organise this.</li> </ul>
#05-09/17	Sharon Hobson	Add a spot for credit card payments and some testimonials from school parents on the next form.	6th September 2017	<b>Closed</b>	<ul style="list-style-type: none"> <li>● The Pie Drive order form went out with a credit card block at the bottom of the form. Testimonials were not able to be added.</li> </ul>
#05-09/17	Sharon Hobson / Anthony Drill	Sharon to enquire about getting 100 more vests.	6th September 2017	<b>Open</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
#05-09/17	Teresa Prismall	Teresa to liaise with Matt re the voucher.	6th September 2017	<b>Closed</b>	<ul style="list-style-type: none"> <li>● The Choice Hotels Group voucher (up to \$250) was first prize on the Raffle.</li> </ul>
#05-10/17	Justin Magro	Justin to call the venue and book for Friday 1st September for bowls and bbq	6th September 2017	<b>Closed</b>	<ul style="list-style-type: none"> <li>● Justin called and booked the Hoppers Club for lawn bowls - report in agenda item 10.</li> </ul>
#05-11/17	Kirsty O'Connor / Justin Magro	Working Bee to be held on 16th September 2017 - BBQ to be held same day.	6th September 2017	<b>Open</b>	<ul style="list-style-type: none"> <li>●</li> </ul>

#04-4/17	Anthony Drill	Anthony to look into a code of conduct and issues around photos for Facebook.	6th September 2017	<b>Open</b>	<ul style="list-style-type: none"> <li>To be discussed next meeting.</li> </ul>
#04-7/17	David Prismall	David to follow up with Marissa re approval for the Bravehearts Community Outreach Program application.	6th September 2017	<b>In progress</b>	<ul style="list-style-type: none"> <li>Applied for Body Safety Australia grant.</li> </ul>
#04-7/17	David Prismall	Bike shed - put on hold pending school master plan.	End 2017	<b>On hold</b>	<ul style="list-style-type: none"> <li>Put on hold pending school master plan.</li> </ul>
#04-7/17	David Prismall	David to follow up re Mobil \$1,000 grant.	6th September 2017	<b>In progress</b>	<ul style="list-style-type: none"> <li>We will receive the monies in the next week or so.</li> <li>They would love a photo to show what the money is spent on to put in their magazine.</li> <li>Anthony and David to discuss.</li> </ul>
#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.	6th September 2017	<b>In progress</b>	<ul style="list-style-type: none"> <li>Working bee to be held on Saturday 16th September from 8am to 12pm.</li> </ul>
#04-9/17	Bridget Halloran	Bridget to organise a Mum's event for Term 3.	6th September 2017	<b>In progress</b>	<ul style="list-style-type: none"> <li>Night of latin dancing - possibly Saturday 16th September.</li> <li>Waiting on confirmation of date and venue from a mum from school.</li> </ul>
#02-14/17	Anthony Drill	Find out about an app for the canteen for ordering and paying for lunch.	6th September 2017	<b>In progress</b>	<ul style="list-style-type: none"> <li>Anthony will look into FlexiBuzz.</li> </ul>
#08-5/16	Anthony Drill	Anthony will work with Liz and the school accountant to verify the P&F accounts.	6th September 2017	<b>In progress</b>	<ul style="list-style-type: none"> <li>Anthony, Liz and the school accountant will meet next week.</li> </ul>

## Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#06-1	Sharon Hobson	<ul style="list-style-type: none"> <li>Welcome from the Vice President</li> </ul>	<ul style="list-style-type: none"> <li><b>Note</b></li> </ul>

7:01 pm	#06-2	Sharon Hobson	<ul style="list-style-type: none"> <li>• Previous minutes (from General Meeting #5 2017)</li> </ul>	• <b>Approve</b>
7:02 pm	#06-3	Sharon Hobson	<ul style="list-style-type: none"> <li>• Actions arising from previous minutes</li> </ul>	• <b>Note</b>
7:17 pm	#06-4	Anthony Drill	<ul style="list-style-type: none"> <li>• Principal's Report</li> </ul>	• <b>Note</b>
7:37 pm	#06-5	Sharon Hobson	Incoming correspondence: none received since last meeting.	• <b>Note</b>
7:38 pm	#06-6	Donna Abu-Elias	<ul style="list-style-type: none"> <li>• Classroom Parent Representatives (CPR) Program</li> </ul>	• <b>Discuss</b>
7:53 pm	#06-7	Liz Hanson	<p>Treasurer's report:</p> <ul style="list-style-type: none"> <li>• Bank balance report</li> </ul>	• <b>Note</b>
7:58 pm	#06-8	David Prismall (apology)	Grants Applications Report: nothing raised for the agenda.	• <b>Note</b>
7:59 pm	#06-9	<p>Teresa Prismall</p> <p>Teresa Prismall</p> <p>Sharon Hobson</p> <p>Bridget Halloran</p> <p>Bridget Halloran</p> <p>Bridget Halloran</p> <p>Bridget Halloran</p>	<p>Fundraising Report:</p> <ul style="list-style-type: none"> <li>• Comedy Night - report</li> <li>• Bunnings BBQ on Sunday 29th October - who will organise it?</li> <li>• Pie Drive (September) - update</li> <li>• School Fete 2018 - update</li> <li>• Father's Day Stall and Raffle - report</li> <li>• Walkathon - update</li> <li>• P&amp;F fundraising in 2018: <ul style="list-style-type: none"> <li>➢ Reconfirm all fundraising events</li> <li>➢ Reconfirm (as discussed in previous meeting) only one major raffle for the year - the Fete Raffle - drop the "stall raffles"</li> <li>➢ Reconfirm (as discussed in previous meeting) not holding the Walkathon in 2018 - clash with Fete</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Note</b></li> <li>• <b>Discuss</b></li> <li>• <b>Note</b></li> <li>• <b>Note</b></li> <li>• <b>Note</b></li> <li>• <b>Note</b></li> <li>• <b>Approve</b></li> </ul>

			➤ Send out a letter to all families in the first couple of weeks of Term 1 listing all fundraising events for 2018 - highlight the Fete as the major fundraiser for the year	
8:14 pm	#06-10	Bridget Halloran Bridget Halloran Justin Magro	Social and Pastoral Report: <ul style="list-style-type: none"> <li>● World Teachers' Day - update</li> <li>● Thursday 7th December (instead of Tuesday 5th December) - have a Parents Social Dinner (not a "P&amp;F End of Year Dinner")</li> <li>● Father's Day night out - report</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Note</b></li> <li>● <b>Discuss</b></li> <li>● <b>Note</b></li> </ul>
8:24 pm	#06-11	Justin Magro	Gardens and Grounds Report: nothing raised for the agenda.	<ul style="list-style-type: none"> <li>● <b>Note</b></li> </ul>
8:25 pm	#06-12	All	General business	<ul style="list-style-type: none"> <li>● <b>Note</b></li> </ul>
8:30 pm	#06-13	Sharon Hobson	Meeting closure. Next meeting: General Meeting #07 on Tuesday 24th October 2017 in the staff room @ 7pm.	<ul style="list-style-type: none"> <li>● <b>Note</b></li> </ul>