



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: AGM / General Meeting #9

15 November 2016

Logistics

Meeting title	Parents and Friends Annual General Meeting / General Meeting #09, 2016
Date, time and place	Tuesday 15 November 2016: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Rebecca Whelan
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Rebecca Whelan (Secretary), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	None
Ordinary Members: agenda item topic	Kirsty O'Connor
Ordinary Members	Sharon Hobson, Renato Babic
Apologies – Ordinary Members	Jacky Milat
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#08-3	Bridget Halloran	Anthony would like some existing parents to help out at the Prep orientation on the 9th November.	2 Nov 2016	Closed	Bridget sent out a request for helpers via the app and organised some parents who volunteered.
#08-3	Kirsty O'Connor	Kirsty volunteered to assist with organising the "End of Year Family Celebration".	15 Nov 2016	In progress	Food Trucks have been booked. A Coffee Van, Pizza Van and Mr whippy van will be available on the night. Karen will buy raffle tickets for Anthony for a raffle to be held that night. Liz will contact some businesses to possibly source prizes for the raffle.
#08-3	Karen Kapulica	Karen to look into booking Karingal Golf Club for the P&F social gathering on Tuesday 6th December.	15 Nov 2016	In progress	Karen will make a booking for a tentative 20 places at 7pm. Confirmation to Koorinal will be once rsvp's are returned.

					Anthony will send out a note on Care Monkey as well as out a notice in the school newsletter.
#08-4	Liz Hanson	Liz will contact Bunnings to organise BBQ date/s for 2017.	15 Nov 2016	Open	We are awaiting a date from Bunnings.
#08-4	Liz Hanson	Liz to add Heather Brae Shortbreads (Fundraising) Christmas Fare Fundraising Drive 2016 to the list of possible P&F activities for 2017.	15 Nov 2016	Closed	Liz has added to this to the list of possible fundraisers for next year.
#08-5	Brendan Halloran	Brendan will put information about the AGM in the school newsletter on 21 October.	21 Oct 2016	Closed	Information was put in the newsletter on 21 October and 04 November.
#08-5	Anthony Drill	Anthony will work with Maureen and the school accountant to verify the P&F accounts.	End 2016	Open	Will do before the end of year. From next year the P&F account will be considered a school account, adhering to new Catholic Education Office guidelines.
#08-8	Brendan Halloran / Justin Magro	Brendan and Justin to look into details including possible dates for the Dads' Social Night.	21 Oct 2016	Closed	The Dads' Social Night was held on Friday 11 November at WynCity.
#07-6	Bridget Halloran	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	Ongoing	In progress	
#07-7	Bridget Halloran	Bridget to look into an idea for next year's Grandparent's Day: a book stall - possibly run by a company called "Books Illustrated".	By June 2017	In progress	Will try this in 2017 - keep it "low key".
#06-5	Kirsty O'Connor	Ask Catherine if she has found anyone to write the Toyota grant application. If not, Liz may be able to do it if no takers.	15 Nov 2016	Closed	May be considered for 2017.
#06-9	Anthony Drill	Anthony to look into what the uniform policy says.	15 Nov 2016	In Progress	Anthony will address this in the newly updated Parent Handbook.

#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	15 Nov 2016	On Hold	On hold until masterplan of the school completed.
#03-5	Anthony Drill	Grade 6 garden beds – Anthony to find out about the designs and costs and discuss with Justin whether it's appropriate for a working bee.	15 Nov 2016	In progress	Scheduled to be done over the summer school holidays.
#02-2	Brendan Halloran	Decision making framework for P&F activities and spending	15 Dec 2016	In Progress	Brendan to revise the constitution and re-iterate that the Principal has the role of prioritising funding ideas. To be circulated, discussed and approved via email to the Executive Committee before the end of the school year.
#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	18 Oct 2016	Closed	Waiting to hear on success of grant.

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#AGM-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 		<ul style="list-style-type: none"> Noted
7:01 pm	#AGM-2	Brendan Halloran	<ul style="list-style-type: none"> Reading of the 2015 AGM minutes Actions arising from the 2015 AGM 	<ul style="list-style-type: none"> Brendan read out the main points from each agenda item. There were some carry over action items which were dealt with at the start of the year. 	<ul style="list-style-type: none"> Accepted Noted
7:06 pm	#AGM-3	Anthony Drill	<ul style="list-style-type: none"> Principal's Report for 2016 	<ul style="list-style-type: none"> Document will be uploaded to the P&F webpage. 	<ul style="list-style-type: none"> Noted
7:09 pm	#AGM-4	Brendan Halloran	<ul style="list-style-type: none"> President's Report for 2016 	<ul style="list-style-type: none"> Document will be uploaded to the P&F webpage. 	<ul style="list-style-type: none"> Noted
7:12 pm	#AGM-5	Maureen Puopolo	<ul style="list-style-type: none"> Treasurer's Report for 2016 	<ul style="list-style-type: none"> Document will be uploaded to the P&F webpage. 	<ul style="list-style-type: none"> Noted

7:15 pm	#AGM-6	Liz Hanson	<ul style="list-style-type: none"> • Fundraising Officer's Report for 2016 	<ul style="list-style-type: none"> • Document will be uploaded to the P&F webpage. 	<ul style="list-style-type: none"> • Noted
7:18 pm	#AGM-7	Bridget Halloran	<ul style="list-style-type: none"> • Social and Pastoral Officer's Report for 2016 	<ul style="list-style-type: none"> • Document will be uploaded to the P&F webpage. 	<ul style="list-style-type: none"> • Noted
7:21 pm	#AGM-8	Justin Magro	<ul style="list-style-type: none"> • Gardens and Grounds Assisting Officer's Report for 2016 	<ul style="list-style-type: none"> • Document will be uploaded to the P&F webpage. 	<ul style="list-style-type: none"> • Noted
7:24 pm	#AGM-9	Anthony Drill	<ul style="list-style-type: none"> • Election of the Executive Committee <ul style="list-style-type: none"> ➢ President ➢ Vice-President ➢ Secretary ➢ Treasurer ➢ Social and Pastoral Officer ➢ Fundraising Officer ➢ Grants Application Assisting Officer ➢ Gardens and Grounds Assisting Officer • Thanks to any outgoing Executive Committee Members 	<ul style="list-style-type: none"> • Brendan Halloran - Nominated by Liz Hanson Seconded by Maureen Puopolo • Sharon Hobson - Nominated by Karen Kapulica Seconded by Rebecca Whelan • Unfilled • Liz Hanson - Nominated by Rebecca Whelan Seconded by Karen Kapulica • Bridget Halloran - Nominated by Rebecca Whelan Seconded by Karen Kapulica • Unfilled • Unfilled • Justin Magro - Nominated by Brendan Halloran Seconded by Liz Hanson • Anthony thanked Maureen, Karen and Rebecca for their efforts in their respective roles over the years. 	<ul style="list-style-type: none"> • Unfilled positions will be advertised in the school newsletter. Election of unfilled positions to be held in first meeting of 2017. • Noted
7:34 pm	#09-1	Brendan Halloran	<ul style="list-style-type: none"> • Previous minutes (from meeting #8) 		<ul style="list-style-type: none"> • Accepted
7:36 pm	#09-2	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”
7:46 pm	#09-3	Anthony Drill	<ul style="list-style-type: none"> Principal’s Report 	<ul style="list-style-type: none"> As Anthony presented the Principal’s Report in the AGM section of the meeting, he simply presented two design options for shade sails to provide shelter over the decking in the children’s garden for consideration and feedback of those attending the meeting. The cost of the two designs was similar, with opinion split over which design was preferred. Either design would be OK. 	<ul style="list-style-type: none"> Noted Noted
7:51 pm	#09-4	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> None 		<ul style="list-style-type: none"> Noted
7:52 pm	#09-5	Maureen Puopolo All	<ul style="list-style-type: none"> Treasurer’s Report Funding decisions - how to spend the amount over \$10,000 before the end of the year 	<ul style="list-style-type: none"> Maureen projects a closing balance of \$12,000 for the end of the year, after payments for the last oval loan repayment installment, Grade 6 Year Books and the Maths Incursion (if the Exxon grant does not come through) are taken out. Anthony has asked that the P&F contributes towards the cost of the shade sails for the Children’s Garden, with the amount depending on whether the Exxon grant is successful or not. For 2017, another idea for P&F funding contribution is the replacement of the boundary fence along Queen Street, where the Peace Garden is. 	<ul style="list-style-type: none"> Noted Agreed Agreed
7:57 pm	#09-6	Liz Hanson Bridget Halloran Bridget Halloran	Fundraising Report: <ul style="list-style-type: none"> Walkathon - report QoP Fete - update 	<ul style="list-style-type: none"> Bridget said that the day went well considering the weather. Future considerations for the day include: <ul style="list-style-type: none"> starting at 9am byo drink bottle children to receive icypoles only, no bbq possible look at changing the course/route Liz mentioned she had recently been to a school fete with a theme. Could it be a possibility for a prospective fete? 	<ul style="list-style-type: none"> Anthony to get feedback from staff on their thoughts of Walkathon. Liz to add ideas to the Fete spreadsheet

					on google drive
8:02 pm	#09-7	Bridget Halloran	<p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> • Dad's social night out - report • Family Assistance Program - update • Prep orientations - report 	<ul style="list-style-type: none"> • Eight QOP dads had a good time at the bowling night. • Discussion about how to communicate with parents in an effort to draw larger numbers to social events. It was suggested to use Care Monkey as well as the newsletter and the SkoolBag app. • Nil • Parent volunteers have responded well with notices going out via the school bag App. There was a good number who were happy to volunteer to set up refreshments as well as be "scribes for the group discussions. 	<ul style="list-style-type: none"> • Noted • Agreed • Noted • Noted
8:07pm	#09-8	Justin Magro	<p>Gardens and Grounds Report:</p> <ul style="list-style-type: none"> • Working bee - update 	<ul style="list-style-type: none"> • Twenty parents/families have indicated they will be present at the working bee on Sat 19th November. 	<ul style="list-style-type: none"> • Noted
8:10 pm	#09-9	Brendan Halloran	<ul style="list-style-type: none"> • Which fundraising and social events should P&F run in 2017? 	<ul style="list-style-type: none"> • It was agreed upon that the following events/activities should definitely run in 2017: <ul style="list-style-type: none"> ➢ Hot Cross Buns ➢ Mother's Day Stall ➢ Father's Day Stall ➢ Social Dinners and cuppas ➢ Bunnings BBQ • Other events/activities possibly include: <ul style="list-style-type: none"> ➢ Tony's Pie Drive ➢ Trivia Night (or something similar) ➢ School Business Directory ➢ School Disco ➢ Walkathon • Events in Term 1 will include: <ul style="list-style-type: none"> ➢ School Family Picnic. Anthony will let P&F know of ways we could help. Kirsty mentioned an activity to promote social interaction. ➢ Hot Cross Buns on Stations of the Cross day. ➢ Barefoot bowls for mums and dads 	<ul style="list-style-type: none"> • Agreed. Will seek parents to organise and help at the start 2017. • Noted. Will discuss further at the start of 2017. • Kirsty to look further into activity. • Bridget to choose a date for barefoot bowls and

			<ul style="list-style-type: none"> • How should P&F communicate with parents in 2017? • P&F end of year newsletter • Reminder about the P&F end of year social gathering on Tuesday 6th December 	<ul style="list-style-type: none"> • Liz indicated there was possibly room for one more fundraising event in term 1, seeing as the school fee raffle will not go ahead in 2017. She raised the possibility of a “sunscreen drive”. • It was agreed that Care Monkey would be the best option. All drafted notes could be forwarded to Cathy, who will then upload them to Care Monkey. All notes requesting volunteers next year are to ask for each volunteer’s Working With Children Check Number. • There will be no end of year P&F newsletter this year. The updates in the newsletter as well as the meeting minutes being published are seen as sufficient. 	<p>discuss with parent who has a link with Altona Bowls Club.</p> <ul style="list-style-type: none"> • Liz to look into a sunsreen drive. • Agreed • Noted • Noted
8:25 pm	#09-10	All	General business:	<ul style="list-style-type: none"> • Justin asked why lunchtime was so late and if there is sufficient time for children to eat lunch. Anthony explained why and assured all that if children have not finished their lunch by the time the bell goes, they are supposed to take it with them outside to finish under the sails area. 	<ul style="list-style-type: none"> • Noted
8:30 pm	#09-11	Brendan Halloran	Meeting closure at 9:10pm. Next meeting: Date and time TBA - will be early in Term 1 2017 in the staff room.		<ul style="list-style-type: none"> • Noted

New actions from meeting #09 / AGM

Item	Owner	Description	Due	Status
#AGM-9	Anthony Drill	Anthony to advertise unfilled Executive Committee positions in upcoming school newsletters	16 Dec 2016	Open

#09-6	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	Feb 2017	Open
#09-6	Liz Hanson	Liz to add fete ideas to shared spreadsheet	Feb 2017	Open
#09-9	Bridget Halloran	Bridget to choose a date for Barefoot Bowls	Feb 2017	Open
#09-9	Kirsty O'Connor	Kirsty to look into social activity for parents at start of school year Picnic	Feb 2017	Open
#09-9	Liz Hanson	Liz to look into options for a possible sunscreen drive for Term 1	Feb 2017	Open