



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: 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	None
Apologies – Ordinary Members: agenda item topic	None
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	Liz Hanson	Liz volunteered to assist with organising the “End of Year Family Celebration”.	15 Nov 2016	Open	
#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	Open	
#08-4	Liz Hanson	Liz will contact Bunnings to organise BBQ date/s for 2017.	15 Nov 2016	Open	
#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	Open	

#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	
#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	In progress	Kirsty will follow up with Toyota to see if we can still apply for the grant.
#06-9	Anthony Drill	Anthony to look into what the uniform policy says.	15 Nov 2016	In Progress	Anthony to update girls winter uniform description of long socks to black instead of white.
#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	In progress	Anthony and Justin have discussed removing nets. Further discussions to occur in the future. Need to decide whether to put it 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	The proposed designs have been deemed inappropriate. Anthony and Justin will have further discussions on options. There is grass under the trees in that area now and the kids love it.
#02-2	Brendan Halloran	Decision making framework for P&F activities and spending		On hold	Brendan working on putting Michael's initial thoughts into a draft document for review

#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	18 Oct 2016	In Progress	Application will be submitted via post on 19 October.
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Agenda items

Time	Item	Presenter	Description	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"> Note
7:01 pm	#AGM-2	Brendan Halloran	<ul style="list-style-type: none"> Reading of the minutes from the 2015 AGM Actions arising from the 2015 AGM 	<ul style="list-style-type: none"> Note Note
7:06 pm	#AGM-3	Anthony Drill	<ul style="list-style-type: none"> Principal's Report for 2016 	<ul style="list-style-type: none"> Note
7:09 pm	#AGM-4	Brendan Halloran	<ul style="list-style-type: none"> President's Report for 2016 	<ul style="list-style-type: none"> Note
7:12 pm	#AGM-5	Maureen Puopolo	<ul style="list-style-type: none"> Treasurer's Report for 2016 	<ul style="list-style-type: none"> Note
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"> Note
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"> Note
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"> Note
7:24 pm	#AGM-9	Anthony Drill	<ul style="list-style-type: none"> Election of the Executive Committee for 2017: <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"> Discuss and Approve Note

7:34 pm	#09-1	Brendan Halloran	<ul style="list-style-type: none"> • Previous minutes (from General Meeting #8) 	<ul style="list-style-type: none"> • Approve
7:36 pm	#09-2	Brendan Halloran	<ul style="list-style-type: none"> • Actions arising from previous minutes 	<ul style="list-style-type: none"> • Note
7:46 pm	#09-3	Anthony Drill	<ul style="list-style-type: none"> • Principal's Report 	<ul style="list-style-type: none"> • Note
7:51 pm	#09-4	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Note
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"> • Note • Discuss
7:57 pm	#09-6	Liz Hanson Bridget Halloran Bridget Halloran	<p>Fundraising Report:</p> <ul style="list-style-type: none"> • Walkathon - report • QoP Fete - update 	<ul style="list-style-type: none"> • Note • Note
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"> • Note • Note • Note
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"> • Note
8:10 pm	#09-9	Brendan Halloran	<ul style="list-style-type: none"> • Which fundraising and social events should P&F run in 2017? • 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"> • Discuss • Discuss
8:25 pm	#09-10	All	General business	
8:30 pm	#09-11	Brendan Halloran	Meeting closure. Next meeting: Date and time TBA - will be early in Term 1 2017 in the staff room	<ul style="list-style-type: none"> • Note