



Queen of Peace Parish Primary School

Parents & Friends



Queen of Peace Parish Primary School

Parents and Friends Association

Minutes of General Meeting on 8 February 2016

QoP P&F - Minutes

Logistics

Meeting title	Parents and Friends General Meeting #01, 2016
Date, time and place	Tuesday 09 February: 2016 - 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Karen Kapulica
Committee Members	Anthony Drill (Principal), Fr. John Healy (Parish Priest), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer)
Apologies (Committee)	N/A
Ordinary Members: agenda item topic	Michael Nieuwesteeg
Guests	N/A
Ordinary Members in attendance	Frank Spiteri, Justin Magro, Anand Patil, Sharon Hobson, Jacky Milat, John Mifsud, Kirsty O'Connor, Rebecca Whelan

Business

Item	Presenter	Description	Discussion	Decision and action
1.	Anthony Drill	Welcome from the Principal	<ul style="list-style-type: none"> • Anthony read through the principal's report and noted that there are 501 children attending QOP this year, an increase from around 480 by the end of last year. • We need to arrange a calendar that includes all school activities, social and pastoral events, fundraising events and possibly other schools' events within the parish. 	<ul style="list-style-type: none"> • Anthony to organise a physical calendar that can be brought along to each meeting.
2.	Fr. John Healy	Welcome from the Parish Priest	<ul style="list-style-type: none"> • Fr. John will not be able to attend all P&F meetings, but is happy to support our efforts. He sees the school and parish as one entity and wants people to see that they are working together. • He offered for us to sell our raffle tickets after any church service: we need to contact the parish office first to organise. • He wants to get an overall view of the activities that are 	<ul style="list-style-type: none"> • Kirsty to speak to parish office to arrange for raffle ticket sales after mass for the Mothers' Day Raffle.

			going on across all schools in the Parish.	
3.	Brendan Halloran	Welcome from the President and previous minutes	<ul style="list-style-type: none"> • Brendan welcomed all to the meeting and said that he looks forward to another successful year of P&F activity. • He hopes that the P&F can build on the successful fundraising from previous years, while introducing some new social and pastoral activities to support the school community. • Previous minutes from the November AGM / general meeting – no changes proposed. 	<ul style="list-style-type: none"> • Accepted.
4.	Brendan Halloran	Actions/business arising from previous minutes	<ul style="list-style-type: none"> • Cost of Gr. 6 yearbook - \$2,350.70. • Athlete's Foot School Rewards Program – the school signed up at the Highpoint store. • The Spend & Save card idea is a no-go: no further interest since the last meeting. 	<ul style="list-style-type: none"> • Maureen to check with Carmen if any credit has been earned at the Highpoint store.
5.	Brendan Halloran	Correspondence	<ul style="list-style-type: none"> • This is just a placeholder agenda item in case any correspondence is received at the office or via email. As correspondence is likely to be related to other agenda items, this agenda item will likely not be a regular occurrence. 	<ul style="list-style-type: none"> • Liz will check the office at least once a week for any P&F correspondence, as it is most likely to be related to fundraising.
6.	All Committee	Introduction from all Committee Members	<ul style="list-style-type: none"> • All Committee Members and Ordinary Members in attendance introduced themselves briefly – name and which grade/s they have (a) child/ren in and Committee position if relevant. 	<ul style="list-style-type: none"> • Noted.
7.	Brendan Halloran	Proposed modifications to Secretary role	<ul style="list-style-type: none"> • It has been noted that the Secretary duties may be too onerous, therefore a shuffle of job description was discussed. • Correspondence is mainly related to fundraising which can be handled by Liz. • Vice President to take on the extra duties that were 	<ul style="list-style-type: none"> • Brendan to redraft the

			proposed to be transferred to the President.	President, Vice President and Secretary roles and circulate with Anthony and Karen for approval.
8.	Anthony Drill	Nominations and voting for unfilled Committee roles	<ul style="list-style-type: none"> • No nominees came forward for the three roles. Still require a Secretary, Grants Officer and Gardening & Grounds Officer. • Look at having working bees, possibly in autumn and spring with both parish and school communities. For example, the front garden beds look tired possibly just new mulch could brighten it up and remove any weeds. • Anthony advised that there is a “Greening the West” program though City West Water which needs investigation. 	<ul style="list-style-type: none"> • Liz to double check with the person who showed some interest in the Secretary role after it has been redrafted. • A volunteer is required to help organise and run the working bee/s. • Anthony to look into and report back at the next meeting.
9.	Anthony Drill	Dates for all 2016 General Meetings	<ul style="list-style-type: none"> • Anthony can no longer attend Thursday nights. • All Executive Committee available on Tuesday nights. • No morning sessions proposed at this stage due to lack of Executive Committee representation and low levels of interest from the school community at the morning meeting last year. 	<ul style="list-style-type: none"> • Anthony to look at the school’s calendar for the year and propose dates for all meetings.
10.	Michael Nieuwesteeg	How does P&F decide what its activities are (fundraising, social, pastoral, project funding, etc.)?	<ul style="list-style-type: none"> • Michael proposed that the P&F should have a framework that guides how decisions are made regarding which activities the P&F undertakes and supports. • What criteria should be used to assess which fundraising, social and pastoral activities are undertaken, and how P&F funds are allocated for projects? • All agreed this is a good idea. • However, it is noted that the final say on P&F activities has always and will continue to rest with the Principal. 	<ul style="list-style-type: none"> • Michael to draft the framework and send to Brendan for feedback. • Brendan to send out an email to those who attended the meeting to see if they would like to provide feedback as well.
11.	Anthony Drill	Possible projects to be funded by P&F	<ul style="list-style-type: none"> • Change naming convention from “P&F Grants” to 	<ul style="list-style-type: none"> • Maureen to update the

		<p>this year</p>	<p>“Projects Wish List”.</p> <ul style="list-style-type: none"> • Improving the garden beds near the Grade 6 classes – possibly via a working bee (low cost). • Maths incursion ~ \$3,000 • Reading Eggs ~ \$5,000 • Before/after school area and under the sails both require beautification ~ cost unknown. • The \$8,000 that the P&F was successful in obtaining for the school through external grants processes last year has been allocated to the Church/Hall Garden project. Additionally, it is proposed that the \$8,000 that would otherwise have been paid by the P&F towards paying off the loan for the school oval is put towards the garden – Fr. John needs to confirm this with the Parish Finance Committee. Including these amounts, the parish and school have committed \$36,000 to the project. As the minimum spend for the project is quoted at \$40,000, the extra \$4,000 required to go ahead with the project might come from the P&F. 	<p>Wish List letter and send through to Brendan and Anthony for approval. It will then go out to the school community as soon as possible.</p>
12.	Liz Hanson	<p>Fund raising activities/events for this year</p>	<ul style="list-style-type: none"> • Timetable produced by Liz and we discussed what fund raising events we should consider this year. • A list of all the donors will be created and maintained in the P&F Google account. • Term 1: School fees raffle – difference this year two tickets instead of one can be purchased per family. • Term 1: Hot Cross buns – now a tradition and the children enjoy them. • Term 2: Bunnings BBQ confirmed for Sat 30 April. Aprons were discussed & Frank is able to organise these for Bunnings & school BBQs. 	<ul style="list-style-type: none"> • Viewed spreadsheet – Liz & Anthony to discuss dates. • Liz to create and maintain spreadsheet. Need to coordinate with Kirsty, Bec & Karen. • Jacky to draft the school raffle letter and request distribution with school fees invoice. • Bridget to organise. • Rebecca to organise the Bunnings BBQ. Re aprons: unsure of cost. Anthony to

			<ul style="list-style-type: none"> • Term 2: Mother's Day stall and raffle will run again this year. • Term 2: Trivia night. Possibility of a DJ for after the trivia – however, the priority is the gathering of donations/goods. • Term 3: children's Disco. • Term 3: Father's Day stall • Term 4: Walkathon • Term 4: another event to possibly replace the end of year raffle – will discuss in coming meetings. 	<p>send Frank artwork of school logo and discuss further.</p> <ul style="list-style-type: none"> • Kirsty to order & store gifts. Sharon to assist. • Liz to follow up to book a trivia company. Will discuss DJ / music at the next meeting. • Maureen to organise. • To be discussed at a later meeting. • Bridget to organise • Liz to explore possibilities.
13.	Maureen Puopolo	Celebrazione report	<ul style="list-style-type: none"> • The profit from Celebrazione raffle = \$1,477.65 • Comments from parents that there was confusion regarding the raffle in respect of the hampers (thought they were for charity). 	<ul style="list-style-type: none"> • Noted: maybe a hamper-themed raffle at the end of the year is not a good idea – clashes with the St V de P hamper.
14.	Maureen Puopolo	Budget - estimated income and expenditure	<ul style="list-style-type: none"> • Current balance of \$28,810.35. • Discussed what payments are outstanding plus future commitments. • From the wish list we can then firm up the fundraising required and confirm our expenditure next meeting. Last year of repaying oval loan (\$8,000). • Reminder to use the pink folder with banking notes & forms. 	<ul style="list-style-type: none"> • Noted.
15.	Bridget Halloran	Social events and pastoral activities	<ul style="list-style-type: none"> • Bridget expanded on her ideas for social & pastoral activities for 2016. • One idea is to establish a social sub-committee with parent representatives from year levels, i.e.: Prep & Grade 1, Grades 2, 3 & 4, Grades 5 & 6. Social dinners to 	<ul style="list-style-type: none"> • Bridget to see what dates suit best based on the school calendar and

			<p>be organised and advertised via the school newsletter – hopefully for term 1, but maybe into term 2.</p> <ul style="list-style-type: none"> • The food bank and car-pooling ideas are both “pastoral” and either teachers or the office could advise Bridget if the need arises. Hopefully some volunteers will come forward to help with this. • Morning cuppa was decided to be once a week on Mondays before assembly with advertising via newsletter and the SkoolBag App. • Welcome family picnic – have a table set-up and provide plastic name tags for everyone. 	<p>discussion with Anthony and Liz.</p> <ul style="list-style-type: none"> • Bridget to discuss with Anthony the possible level of need for these "services" to see how much support might be needed. • Bridget to organise. • Karen to discuss with Anthony to find out how P&F can help.
16.	Anthony Drill	Update on traffic management issues	<ul style="list-style-type: none"> • The 10 minute parking will remain; consistent with all schools in the area. The areas that it applies to may be modified though. Waiting on further information from Council. 	<ul style="list-style-type: none"> • Anthony to follow up with Council.
17.	<p>Michael Nieuwesteeg Brendan Halloran Brendan Halloran Bridget Halloran</p>	<p>General business (ideas for future consideration):</p> <ul style="list-style-type: none"> • School working bees • Index of school families’ businesses (not a paid directory though) • Weekly school newsletter improvement ideas • Premier’s Active April 	<ul style="list-style-type: none"> • Time was running away we decide to push the majority of these agenda items to next meeting or if anyone wished to provide their thoughts or improvement ideas to Brendan via the P&F email address • To be discussed at the next meeting. • To be discussed at the next meeting. • To be discussed at the next meeting. • Bridget briefly updated us on the Premier’s Active April (PAA). If the school signs up and encourages students to nominate the school as their “team”, there are incentives such as a \$2,000 Sportsmart voucher (the highest no’ of kids’ signed up). There was not much interest from teachers in doing this last year. 	<ul style="list-style-type: none"> • Brendan to add missed items to next meeting • Anthony will check to see if the school is registered on the PAA website and check with teachers to see if they can promote it more widely this year.

	General Members	<ul style="list-style-type: none"> Any other business 	<ul style="list-style-type: none"> Fr. John: At the end of February, Fr. John will attend a meeting to consider a Masterplan for the parish – there is much refurbishment, renovation and new building to be done in the coming years. Jacky: moved that we show our thanks to Michael & Belinda Nieuwesteeg for all their efforts with the Church/Hall Garden project. Seconded by Brendan and agreed by all. Anthony: Lockdown practice – it all went well, however some learnings taken away for next time. Good and positive feedback on how the alert was delivered. An evacuation drill will be scheduled for the near future. 	<ul style="list-style-type: none"> Noted. Noted. Noted.
18.	Brendan Halloran	Meeting closure and next meeting	<ul style="list-style-type: none"> Meeting closed at 8:55pm. Next meeting scheduled for Tuesday 15 March 2016 at 7pm in the Staff Room. 	<ul style="list-style-type: none"> Noted.

Open actions/business from previous meetings

Item	Action/business	Status	Arising/issues	Delegated to	Due
1.	NIL				

Next meeting of QoP P&F

Meeting title	Parents and Friends General Meeting #02, 2016
Date	Tuesday 15 March 2016 - 7.00 pm – 8.30 pm in the Staff Room