



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #1

28 February 2017

Logistics

Meeting title	Parents and Friends General Meeting #01, 2017
Date, time and place	Tuesday 28 February 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	?
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Sharon Hobson (Vice President), Liz Hanson (Treasurer), Teresa Prismal (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer), David Prismal (Grants Applications 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
#AGM-9	Anthony Drill	Anthony to advertise unfilled Executive Committee positions in upcoming school newsletters	16 Dec 2016	Closed	Anthony mentioned the vacant roles in the newsletter on 18th November. In the last week of school, Teresa and David Prismal offered to take on the roles of Fundraising Officer and Grants Applications Assisting Officer respectively. Both Anthony and Brendan thanked and welcome them to the roles at that time - this will be addressed in agenda item #01-6.
#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	Closed	Booked in for Saturday 4th March 2017.
#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	On hold	Will look into this for Term 4.
#08-3	Kirsty O'Connor	Kirsty volunteered to assist with organising the "End of Year Family Celebration".	15 Nov 2016	Closed	The EOYFC was a great success - it will be discussed in agenda item #01-4.
#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	Closed	The social gathering was held and all who attended had a great evening.
#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.
#08-5	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.
#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	Closed	Brendan made the update, circulated it to the Executive Committee via email, and it was accepted. The document has been updated in Google Drive and on the school website.
#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	Decision and action
7:00 pm	#01-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President Introductions 	<ul style="list-style-type: none"> Note Note
7:02 pm	#01-2	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from AGM / General Meeting #9 2016) 	<ul style="list-style-type: none"> Approve
7:04 pm	#01-3	Brendan Halloran	<ul style="list-style-type: none"> Actions arising from previous minutes 	<ul style="list-style-type: none"> Note
7:14 pm	#01-4	Anthony Drill Kirsty O'Connor	<ul style="list-style-type: none"> Principal's Report Wrap up of P&F help of the EOYFC. 	<ul style="list-style-type: none"> Note Note
7:24 pm	#01-5	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> Email from Australian Fundraising on 25 November 2016. Email from Heather Brae Shortbreads on 15 December 2016. Email from Subway Wyndham on 31 January 2017. Email from Mumslink on 06 February 2017. Email from Hobson's Bay City Council regarding "2017 Quick Response Grants". 	<ul style="list-style-type: none"> Note Note Discuss Note Note - see agenda item #01-11

7.29pm	#01-6	Anthony Drill	<ul style="list-style-type: none"> ● Acceptance of nominations for the roles of: <ul style="list-style-type: none"> ➢ Fundraising Officer (Teresa Prismall) ➢ Grants Applications Assisting Officer (David Prismall) ● Unfilled Executive Committee role: Secretary 	<ul style="list-style-type: none"> ● Approve ● Approve ● Discuss (Approve?)
7:34 pm	#01-7	Liz Hanson Liz Hanson All	<p>Treasurer's report:</p> <ul style="list-style-type: none"> ● Verification of the P&F accounts for 2016 by the school accountant ● Funding decisions - how to spend funds raised by P&F in 2017 	<ul style="list-style-type: none"> ● Note ● Note ● Discuss
7:44 pm	#01-8	Teresa Prismall	<p>Fundraising Report:</p> <ul style="list-style-type: none"> ● Which fundraising events and activities should we run this year? 	<ul style="list-style-type: none"> ● Discuss
7:54 pm	#01-9	Bridget Halloran	<p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> ● Which social events and activities should we run this year? ● Family Assistance Program - update ● Parents social activity - dinner and barefoot bowls - update 	<ul style="list-style-type: none"> ● Discuss ● Note ● Note
8:04 pm	#01-10	Justin Magro	<p>Gardens and Grounds Report:</p> <ul style="list-style-type: none"> ● Working bees - how many, when, format, etc. 	<ul style="list-style-type: none"> ● Discuss
8:09 pm	#01-11	David Prismall	<p>Grants Applications Report:</p> <ul style="list-style-type: none"> ● Hobson's Bay City Council - 2017 Quick Response Grants 	<ul style="list-style-type: none"> ● Note
8:14 pm	#01-12	Brendan Halloran	<ul style="list-style-type: none"> ● How should P&F communicate with parents in 2017? <ul style="list-style-type: none"> ➢ Email, Skoolbag, newsletter, CareMonkey, sandwich boards, letters, etc... ● How can we encourage more parent involvement in all areas of school life, including P&F initiatives? 	<ul style="list-style-type: none"> ● Discuss ● Discuss
8:24 pm	#01-13	All	General business	<ul style="list-style-type: none"> ● Note
8:30 pm	#01-14	Brendan Halloran	Meeting closure. Next meeting: General Meeting #02 on Tuesday 21st March 2017 in the staff room @ 7pm.	<ul style="list-style-type: none"> ● Note