



Queen of Peace Parish Primary School

Parents & Friends



Queen of Peace Parish Primary School

Parents and Friends Association

Minutes of General Meeting on 23 March 2016

QoP P&F - Minutes

Logistics

Meeting title	Parents and Friends General Meeting #02, 2016
Date, time and place	Tuesday 23 March: 2016 - 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Karen Kapulica
Committee Members	Anthony Drill (Principal), Father Daryl Montecillo (Assistant Parish Priest), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer)
Apologies (Committee)	Fr. John Healy (Parish Priest)
Guests	N/A
Ordinary Members: agenda item topic	Jacky Milat, Tina Mifsud, Michael Nieuwesteeg, Justin Magro
Apologies – Ordinary Members: agenda item topic	N/A
Absent – Ordinary Members: agenda item topic	Frank Spiteri, Kirsty O'Connor
General Members in attendance	Sharon Hobson, Rebecca Whelan

Business

Item	Presenter	Description	Discussion	Decision and action
1.	Brendan Halloran	Welcome from the President and previous minutes	<ul style="list-style-type: none"> Brendan welcomed all to the meeting Previous minutes were approved 	<ul style="list-style-type: none"> Noted Approved
2.	Brendan Halloran	Actions arising from previous minutes	<ul style="list-style-type: none"> Anthony brought along a physical QOP calendar with dates locked in for all 2016 General Meetings Kirsty to speak to parish office to arrange for raffle ticket sales after mass for the Mothers' Day Raffle Athletes Foot Highpoint – 11 pair of shoes sold = \$55.00; not available any other store Roles redrafted by Brendan (President, Vice President and Secretary roles) <u>see agenda item #7</u> Nominations and voting for unfilled Committee roles: <u>see agenda item #7</u> 	<ul style="list-style-type: none"> Noted Held over to meeting #3 Noted Noted Noted

			<ul style="list-style-type: none"> • Greening the West initiative (facilitated by City West Water): there is a project called the “1 Million Trees Project” and the aim is to plant 1 million trees in the West. Hobson’s Bay City Council are partners with City West Water in the “Tree Planting in Hobsons Bay” project. If your community group has a tree planting project or activity that fits within the guidelines of the 1 Million Trees Project. Projects can take place on both private and public land and may involve multiple landholders and land titles. Offer of \$4.50 per plant. • Dates for all 2016 general meetings: have been set and accepted by all Executive Committee members • Decision making framework for P&F activities and spending: Michael arrived a bit late and subsequently provided an update during agenda item #8, which was relevant to this topic. Prior to this meeting, he emailed his thoughts to Brendan, who will transfer the content into a document to be circulated around to those who said they were interested in helping in meeting #1. • Possible projects to be funded by P&F in 2016: Wish List letter sent through to Anthony for approval on 11 Feb and went out on 12 Feb • Fund raising activities/events for this year: <ul style="list-style-type: none"> ○ All dates of activities and events confirmed – to be discussed in <u>agenda item #13</u> ○ List of sponsors created in the P&F Google account ○ School fees raffle: information inserted into school fees letter that was distributed week beginning 15 February ○ Hot Cross Buns: order and volunteer forms were distributed 03 March. Report in <u>agenda item #15</u>. ○ Bunnings BBQ: Tina and John Mifsud now organising. Volunteer letter went out 11 March. Report in agenda item #17. First apron has been made – will be discussed in <u>agenda item #16</u> ○ Mothers’ Day stall: progress report in <u>agenda item #18</u> ○ Trivia Night: progress report in <u>agenda item #19</u> 	<ul style="list-style-type: none"> • Anthony to chat to Justin re: the program’s potential for our gardens • Noted • Brendan to create document and forward to interested members for review and feedback • Noted
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			<ul style="list-style-type: none"> ○ Children’s Disco: progress report in <u>agenda item #20</u> ○ Another event to replace the end of year raffle: to be discussed in <u>agenda item #21</u> ● Social and pastoral activities: <ul style="list-style-type: none"> ○ two social dinners organised – letters went out on 26 February – report in <u>agenda item #22</u> ○ Food bank and car-pooling: Bridget met with Anthony – report in <u>agenda item #22</u> ○ “Morning cuppa”: changed to once a week on Mondays before assembly – now a permanent weekly event as of 15 February – report in <u>agenda item #22</u> ○ Welcome family picnic: Karen met with Anthony and organised for P&F to have a welcome table – report in <u>agenda item #22</u> ● Traffic management issues: drop-in session hosted by Hobsons Bay City Council in the hall on 10 March – report in agenda item #23 ● School working bees: Justin Magro interested in being the Gardens and Grounds Officer – discussion in agenda item #25 ● Index of school families’ businesses: to be discussed in a future meeting ● Weekly school newsletter: to be discussed in a future meeting ● Premier’s Active April: Anthony reported that the school will sign up on the PAA website and that a letter will be sent home encouraging parents to nominate the school as their child’s “team” 	<ul style="list-style-type: none"> ● Noted ● Held over to a future meeting where the agenda is not so full ● Held over to a future meeting where the agenda is not so full ● Noted
3.	Fr. Daryl Montecillo	Welcome from the Assistant Parish Priest	<ul style="list-style-type: none"> ● Fr. Daryl was born in the Philippines and wanted to be Superman before becoming a nurse before following his calling to become a priest. In September 2015 he was assigned to QOP as his first placement. He and Fr. John will not attend all P&F meetings, but advises that they are happy to help where possible and support our efforts. He 	<ul style="list-style-type: none"> ● Noted

			sees the school and parish as one entity and wants people to see that they are working together.	
4.	All Committee	Introduction from all Committee Members	<ul style="list-style-type: none"> All Committee Members and General 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
5.	Anthony Drill	Principal's Report	<ul style="list-style-type: none"> Highlights include: <ul style="list-style-type: none"> Family Picnic – well attended; activities for children organised by Rosa Favata, Christine Marshall and student leaders; look to make it a more vibrant event with BBQ and drinks and more activities. Family Maths & Literacy Night a success, with almost 20% family attendance. Rosa and Rita ran a reading workshop for the junior school parents – it was well attended. Rita ran a literacy in the classrooms workshop, which was also well attended. Cameron and Karen Currie ran an iPad workshop for Year 5 parents. A middle years reading workshop is planned for Term 2. A team of QOP students represented the school brilliantly at the District Swimming Carnival in Werribee. Joshua Gomes and Jack Mifsud did particularly well. The master planning stage of renovations for QOP is about to commence, with interviews for an architect just completed. The school community will be consulted. 	<ul style="list-style-type: none"> Noted
6.	Brendan Halloran	Incoming correspondence	<ul style="list-style-type: none"> Email from Subway re the “Fun Lunch” – will contact us again next year. Email from parent re the “buddy bench” – it is known at QOP as the “friendship bench” and it is being repainted now to be more colourful 	<ul style="list-style-type: none"> Noted Anthony to arrange for the friendship bench to be advertised in the newsletter

			<ul style="list-style-type: none"> • Email from a new Prep family about their experience of transition into school – some suggestions for making it smoother • Email from a new Prep family about the Welcome Family Picnic – a note of thanks • A parent asked Maureen to request an update on the Behavioural Management Policy. Update: staff in conjunction with Anthony have worked on the behavioural rules arrangement and they will next work on the policy – a “triangular methodology” will be used and a draft will be available later in the year. • A parent asked Maureen to raise the issue of the weekly assemblies making Monday a “half day of learning” – can they be every fortnight instead? Anthony replied that school finishes at 3pm on a Monday anyway due to the staff meeting and this leaves only 30 mins after lunch. Also, the assembly needs to be every week so that people don’t forget which week it is on. 	<ul style="list-style-type: none"> • Noted • Noted • Noted • No change to assembly
7.	Brendan Halloran	<ul style="list-style-type: none"> • Revised role descriptions for President, Vice President and Secretary • Nominations and voting for unfilled Committee roles: <ul style="list-style-type: none"> ○ Secretary ○ Gardens and Grounds Assisting Officer ○ Grants Applications Assisting Officer 	<ul style="list-style-type: none"> • It was noted that the President’s responsibilities are quite extensive, however, the Vice President can be called upon to assist if required. • Nominations and voting for the three unfilled Committee Roles were as follows: <ul style="list-style-type: none"> ○ Initially, there were no nominations for the role of Secretary. ○ Justin Magro nominated himself, was seconded and was voted in as the Gardens and Grounds Assisting Officer. ○ There were no nominees for the Grants Applications Assisting Officer. It was agreed that if the Committee identifies grants that could be applied for, assistance from the parent body will be sought at that time, or assistance from school administration staff might be sought if appropriate. ○ After this discussion, Brendan asked those present if they could think again about the Secretary role – either for themselves or whether they could ask any of their friends if they would be interested. At that point, 	<ul style="list-style-type: none"> • P&F Constitution to be updated with the revised role descriptions • P&F Committee roles confirmed: <ul style="list-style-type: none"> ○ Secretary – Rebecca Whelan ○ Gardens and Grounds Assisting Officer – Justin Magro

9.	Maureen Puopolo	Treasurer's Report (including estimated income and expenditure)	<ul style="list-style-type: none"> • As at 23 March 2016, the P&F bank balance was \$30,744.40 (including profits from the School Fee Raffle and Hot Cross Buns fundraising activities not yet banked) • After taking into account funds already committed to be spent on P&F activities/projects (~\$22,000), the minimum reserve (\$10,000) and the amount of funds expected to come in during 2016 from fundraising activities (\$17,000), funds available to be spent over the course of 2016 on new initiatives is estimated at \$16,000. • Existing P&F funding commitments: <ul style="list-style-type: none"> ○ Grade 6 yearbook (\$2,000) ○ Balance of the Gr 5/6 furniture (\$6,000) ○ Oval loan repayments – diverted to Church/hall garden (\$8,000) ○ Additional money for the Church/hall garden (\$4,000) ○ School fees raffle (\$1,050) ○ Hot Cross Buns (\$350) • There was a question whether the money that P&F raises in a year should be incorporated in the total amount available to be spent in that same year, or whether the P&F should only spend during a year what as in the bank account at the start of the year. • The consensus reached was that the former approach is appropriate, as the objective is to try to not “stockpile” money for future years, as the money that is raised should be available to benefit their children’s education as soon as possible. This means the P&F bank account balance will need to be managed proactively, to ensure that incoming and outgoing funds do not result in liquidity issues. The idea is to maintain a minimum of \$10,000 in the account at all times. 	<ul style="list-style-type: none"> • Noted • Agreed • Noted • Discussion • Agreed – to be documented under the “Funds” section of the P&F Constitution
10.	Liz Hanson	ExxonMobil grant	<ul style="list-style-type: none"> • Such a worthwhile grant which is specifically available to groups within the area – grants of around \$4,000 are possible – see http://corporate.exxonmobil.com.au/en-au/community/worldwide-giving/australia-contribution-guidelines/australia-contributions-guidelines for further details. 	<ul style="list-style-type: none"> • Anthony to ask Josie Kirby to submit the grant application for the school

			<ul style="list-style-type: none"> • Australia Post's Our Neighbourhood Community Grants was raised as a grant to look into in the future (we will miss this year's cut-off date for applications): http://ourneighbourhood.com.au/index.html 	<ul style="list-style-type: none"> • Will be discussed at a meeting later in the year
11.	Maureen Puopolo	Spend 'n Save – update	<ul style="list-style-type: none"> • 37 responses in total: 25 interested & 12 not interested. 2 businesses were interested. No-one available at this stage to take this any further. 	<ul style="list-style-type: none"> • Look at it again at the end of the year
12.	Karen Kapulica	Grade 6 Graduation Book – progress report	<ul style="list-style-type: none"> • A group of parents have been organised with a meeting booked in on the 30/03/2016 • Reminder that the cost is to be covered by the P&F up to \$2,000 – anything over that the school will pay the rest 	<ul style="list-style-type: none"> • Noted • Noted
13.	Liz Hanson	Fund raising for this year – confirm events/activities and dates and put up on the P&F page on the website	<ul style="list-style-type: none"> • Updated timetable produced by Liz and we discussed if any more fund raising events should be considered this year • The Junior School Council needs ideas for fundraising activities, therefore Liz has passed on the “5 cent Challenge” to Marisa Te. A sunscreen fundraiser could be an idea for Term 4 • If anyone would like to run a new event this year, please contact Liz Hanson 	<ul style="list-style-type: none"> • Liz to send through events to Brendan to be added to the website • Noted • Noted
14.	Jacky Milat	School fees raffle – closure report	<ul style="list-style-type: none"> • 114 families participated with a \$790 profit recorded 	<ul style="list-style-type: none"> • Noted
15.	Bridget Halloran	Hot Cross Buns Day – closure report	<ul style="list-style-type: none"> • Hot X buns ordered at a cost of \$0.70 cents each; with a profit of \$583 	<ul style="list-style-type: none"> • Noted
16.	Rebecca Whelan on behalf of Frank Spiteri	P&F apron – “show and tell”	<ul style="list-style-type: none"> • Looks great; all happy but cost unknown 	<ul style="list-style-type: none"> • Rebecca to advise Frank to organise the remaining 11 aprons and report back on the cost at meeting #3
17.	Tina Mifsud	Bunnings BBQ – progress report	<ul style="list-style-type: none"> • Baker's Delight will provide the bread for free. Rebecca advised that Baker's Delight would need a reminder call • Coles & Woolworths have each donated a \$20 voucher 	<ul style="list-style-type: none"> • Tina to remind Baker's Delight the day before • Noted • Anthony to contact Daziel @ Emmanuel College

			<ul style="list-style-type: none"> • 17 volunteers so far – the 12-2pm shift is a bit light on for volunteers though. Emmanuel College students might be able to assist as part of their community volunteer work 	
18.	Sharon Hobson	Mothers' Day stall – progress report	<ul style="list-style-type: none"> • Goods delivered • Stall to be held on Wednesday 4th May • Issue with Grade 6 students being on camp – need to arrange for the stall to be held on another day for them 	<ul style="list-style-type: none"> • Noted • Noted • Stall will be open for Grade 6 students on Friday 6th May
19.	Liz Hanson Karen Kapulica	Trivia Night – progress report	<ul style="list-style-type: none"> • Booked in Trivia with a Twist (Alan – a school teacher) who is cheaper than last two previous hosts 	<ul style="list-style-type: none"> • Noted
20.	Maureen Puopolo	Disco – progress report	<ul style="list-style-type: none"> • Date not locked in yet – two possibilities • Potentially book the Funky Monkey DJ 	<ul style="list-style-type: none"> • Maureen to lock in date • Maureen to contact the DJ
21.	Liz Hanson	End of year fundraising event to replace raffle	<ul style="list-style-type: none"> • Wait until later in the year to see what will happen regarding the end of year concert and what might fit in with activities going on then. 	<ul style="list-style-type: none"> • Hold over for discussion in a later meeting
22.	Bridget Halloran	Social and Pastoral – progress report <ul style="list-style-type: none"> • Social sub-committee • Social activities – ideas 	<ul style="list-style-type: none"> • No volunteers for Social sub-committee • Although there were no responses from people about the Social sub-committee, Bridget put together some ideas for social activities. These include: <ul style="list-style-type: none"> ○ [Mums] Mother's Day event at the Sun Theatre to see a movie called "Mother's Day" – cost \$12 per person for group bookings of 20+ people. Thinking of Thursday 5th May around 7pm ○ [Mums] Cocktails & Canvas (painting party) in Moonee Ponds ○ [Mums] High tea in the city ○ [Mums] Dinner and/or drinks at a pub/bar that has a band ○ [Dads] Dinner & drinks to watch a major/minor sporting event at the pub ○ [Dads] Ten pin bowling or barefoot (lawn) bowls ○ [Dads] Golf day or night at Werribee ○ [Dads] The \$10 Two Birds Brewery tour, followed by dinner (Yarraville) ○ [Mums & Dads] Cocktail party with a DJ, finger food @ Williamstown Yacht Club 	<ul style="list-style-type: none"> • Noted • Bridget to advertise the Mother's Day event • Bridget to look into a family movie event for Term 2 holidays • Bridget to look into the brewery tour for around Father's Day

	Karen Kapulica	<ul style="list-style-type: none"> • Social dinners • Monday Cuppa • Food bank • Births • Welcome Family Picnic – how it went this year and ideas for next year 	<ul style="list-style-type: none"> ○ Other members suggested more family type events – see a movie during school holidays as an example ○ Agreement to have 1 event for Mums and 1 event for Dads this year, with the possibility of a combined event in Term 4, like barefoot bowls • Grades P-2 dinner booked for Friday 15th April @ Altona RSL • Grades 3-6 dinner booked for Friday 22nd April @ Altona RSL • Not a set menu any more – order off the normal menu • Monday cuppa going well – people are stopping for a chat before going in to the hall for assembly • Options for how a “food bank” might operate were discussed. • The term “food bank” was not favoured – perhaps call it “Community Assistance Program” and offer a range of services including meals and car-pooling • Congratulations to families with new babies to be put in the school newsletter • More could be done to make this an even better event – will be revisited later in the year. Anthony noted some ideas in his Principal’s Report. 	<ul style="list-style-type: none"> • Noted • Noted • Noted • Noted – will continue for the rest of the year • Bridget to draft a letter asking for volunteers to help with a “Community Assistance Program” – Anthony to check and send out • Anthony to ask the teachers to inform office staff of new arrivals • Noted
23.	Anthony Drill	Traffic management issues – Hobsons Bay City Council “drop-in” session	<ul style="list-style-type: none"> • Residents meeting held in the hall. The council have not advised any outcomes as yet. 	<ul style="list-style-type: none"> • Noted
24.	Michael Nieuwesteeg	Church/school garden – project update	<ul style="list-style-type: none"> • Some heavy ground work was completed with 12 volunteers from the Parish attending on Labour Day. • The next job requiring volunteers is constructing the Gabion cages early in Term 2, with 15 volunteers from the school registering their availability. Planting will happen in late April, early May. Paving will be next, with the big launch in August. 	<ul style="list-style-type: none"> • Noted • Noted
25.	Justin Magro	School working bees	<ul style="list-style-type: none"> • Justin is hoping to get a working bee off the ground in Term 2 and the possibility of one each term. What’s important is to have list that includes other jobs not just gardening. Potential sausage sizzle provided. 	<ul style="list-style-type: none"> • Justin & Anthony to meet to work out the jobs that need to be worked on
26.	Bridget Halloran	General business (ideas for future consideration): <ul style="list-style-type: none"> • Birthdays and lolly bags at school 		

	General Members	<ul style="list-style-type: none"> Any other business 	<ul style="list-style-type: none"> Getting out of hand; gifts & lolly bags getting bigger & "better" Regarding P&F letters: printing black & white on coloured paper is cheaper than full colour on white paper 	<ul style="list-style-type: none"> School to address this issue next term. Anaphylaxis Allergies update, already started Anthony to choose a colour for all P&F letters to be printed on
27.	Brendan Halloran	Meeting closure and next meeting	<ul style="list-style-type: none"> Meeting closed at 9:10pm Next meeting scheduled for Tuesday 19 April 2016 at 7pm in the Staff Room 	<ul style="list-style-type: none"> Noted Noted

Open actions/business from previous meetings

Item	Action/business	Status	Arising/issues	Delegated to	Due
1.	Kirsty to speak to parish office to arrange for raffle ticket sales after mass for the Mothers' Day Raffle	Open		Kirsty O'Connor	Meeting #3
3.	Index of school families' businesses	Open		Brendan Halloran	Meeting #3
4.	Weekly school newsletter	Open		Brendan Halloran	Meeting #3

Next meeting of QoP P&F

Meeting title	Parents and Friends General Meeting #03, 2016
Date	Tuesday 19 April 2016 - 7.00pm to 8.30pm in the Staff Room