



Queen of Peace Parish Primary School

Parents & Friends



Queen of Peace Parish Primary School

Parents and Friends Association

AGENDA: General Meeting #3

19 April 2016

Logistics

Meeting title	Parents and Friends General Meeting #03, 2016
Date, time and place	Tuesday 19 April 2016: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Rebecca Whelan
Committee Members	Anthony Drill (Principal), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Rebecca Whelan (Secretary), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Committee)	
Guests	N/A
Ordinary Members: agenda item topic	Kirsty O'Connor, Michael Nieuwesteeg
Apologies – Ordinary Members: agenda item topic	N/A

Actions from previous meeting #02

Item	Owner	Description	Due	Status	Update
#02-2	Kirsty O'Connor	Kirsty to speak to parish office to arrange for raffle ticket sales after mass for the Mothers' Day Raffle	19 April 2016	Open	
#02-2	Anthony Drill	Greening the West initiative: chat to Justin re: the program's potential for our gardens	19 April 2016	Open	
#02-2	Brendan Halloran	Decision making framework for P&F activities and spending	19 April 2016	In progress	Brendan working on putting Michael's initial thoughts into a draft document for review
#02-2	Brendan Halloran	Index of school families' businesses	19 April 2016	Open	No progress yet – will bring up in meeting #4
#02-2	Brendan Halloran	Weekly school newsletter	19 April 2016	Open	No progress yet – will bring up in meeting #4
#02-6	Anthony Drill	Promote the "buddy bench" in the school newsletter	19 April 2016	Open	
#02-7	Brendan Halloran	P&F Constitution to be updated with the revised role descriptions for President, Vice President and Secretary	19 April 2016	Closed	Relevant role descriptions updated in the Constitution

#02-9	Brendan Halloran	Add some information to the "Funds" section of the Constitution, describing how the P&F decides how much money is budgeted to be spent each year	19 April 2016	In progress	"Funds" section of the Constitution updated and sent through to Anthony for approval
#02-10	Anthony Drill	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	19 April 2016	Open	
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	Third term 2016	On hold	
#02-11	Maureen Puopolo	Spend 'n Save	Third term 2016	On hold	
#02-13	Liz Hanson	Fund raising events/activities and dates: put up on the P&F page on the website	19 April 2016	Open	
#02-16	Rebecca Whelan	Rebecca to advise Frank to organise the remaining 11 aprons and report back on the cost	19 April 2016	Open	
#02-17	Anthony Drill	Contact Daziel @ Emmanuel College re student help for the Bunnings BBQ	19 April 2016	Open	
#02-20	Maureen Puopolo	Decide on a date for the disco and contact the DJ	19 April 2016	Open	
#02-22	Bridget Halloran	Advertise the Mother's Day event	19 April 2016	Closed	Letter went out to parents on Friday 15 th April
#02-22	Bridget Halloran	Look into a family movie event for Term 2 holidays	19 April 2016	In progress	Have looked into logistics for the Sun Theatre
#02-22	Bridget Halloran	Look into the brewery tour for around Father's Day	19 April 2016	In progress	Can do a tour on a Friday evening dependant on staff availability
#02-22	Bridget Halloran	Draft a letter asking for volunteers to help with a "Community Assistance Program" – Anthony to check and send out	19 April 2016	In progress	Have started drafting the letter
#02-22	Anthony Drill	Request teachers to inform office staff of families with new babies so that congratulations can be put in the school newsletter	19 April 2016	Closed	Anne Price sent an email request to staff on Thursday 14 th April
#02-25	Justin Magro	Meet with Anthony to arrange dates and activities for working bees	19 April 2016	Open	
#02-26	Anthony Drill	Anthony to choose a colour for all P&F letters to be printed on	19 April 2016	Closed	"Perfect Peach" has been chosen

Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	1	Brendan Halloran	Welcome from the President and previous minutes	Note
7:01 pm	2	Brendan Halloran	Actions arising from previous minutes	Note
7:11 pm	3	Anthony Drill	Principal's Report	Note
7:16 pm	4	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> Why does the uniform shop open at 9am? Can it open earlier at 8:00/8:15/8:30am at least when seasonal uniform change happens? It is a great inconvenience for parents who work in the city and have to wait until 9am for the shop to open and then wait in the queue to get uniforms exchanged. I tried the method of leaving the order form at office and getting the uniform but it didn't work for us as we had to come back for an exchange. [via email to "pandf" inbox] 	Discuss
7:18 pm	5	Maureen Puopolo	Treasurer's Report	Note
7:28 pm	6	Liz Hanson	Fundraising Report	Note
7:38 pm	7	Bridget Halloran	Social and Pastoral Report <ul style="list-style-type: none"> Social dinners: Prep-2 held on Friday 15th April (3-6 on Friday 22nd April) World Teachers' Day: hold a morning tea/lunch on Wed 5th October? Should P&F give a gift to staff members when they leave the school? (maternity leave, retiring, moving on, etc.) 	<ul style="list-style-type: none"> Note Discuss Discuss
7:48 pm	8	Michael Nieuwesteeg	Church/school garden – project update	Note
7:58 pm	9	Justin Magro	Gardens and Grounds Report	Note
8:08 pm	10	Karen Kapulica	Grade 6 Graduation Book – progress report (30 th March meeting outcomes)	Note
8:13 pm	11	All Members	General business	Note
8:23 pm	12	Brendan Halloran	Meeting closure Next meeting: Tuesday 17 th May 2016 in the staff room @7pm	Note