



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: 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	Bridget Halloran
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Maureen Puopolo (Treasurer), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	Rebecca Whelan (Secretary), Karen Kapulica (Vice President)
Ordinary Members: agenda item topic	Kirsty O'Connor, Frank Spiteri, John Mifsud
Apologies – Ordinary Members: agenda item topic	Michael Nieuwesteeg (agenda item #8 delegated to Anthony Drill)
Ordinary Members: general attendance	Sharon Hobson
Apologies – Ordinary Members: general attendance	Jacky Milat
Guests	None

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 Mother's' Day Raffle	19 Apr '16	Open	Not going to sell raffle tickets after mass for Mother's' Day Raffle – raffle tickets being distributed this Friday (22/4)– advertise Trivia night on the church newsletter instead.
#02-2	Anthony Drill	Greening the West initiative: chat to Justin re: the program's potential for our gardens	19 Apr '16	Open	Leave for now – may not be necessary with working bees for the school and parish this year.
#02-2	Brendan Halloran	Decision making framework for P&F activities and spending	19 Apr '16	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 Apr '16	Open	No progress yet – will bring up in meeting #4
#02-2	Brendan Halloran	Weekly school newsletter	19 Apr '16	Open	No progress yet – will bring up in meeting #4

#02-6	Anthony Drill	Promote the “buddy bench” in the school newsletter	19 Apr ‘16	Open	Anthony to put in school newsletter
#02-7	Brendan Halloran	P&F Constitution to be updated with the revised role descriptions for President, Vice President and Secretary	19 Apr ‘16	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 Apr ‘16	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 Apr ‘16	Open	Josie looking into it.
#02-10	Anthony Drill	Australia Post’s Our Neighbourhood Community Grants	Term 3 ‘16	On hold	Will discuss at a meeting later in the year.
#02-11	Maureen Puopolo	Spend ‘n Save	Term 3 ‘16	On hold	Revisit later in the year.
#02-13	Liz Hanson	Fund raising events/activities and dates: put up on the P&F page on the website	19 Apr ‘16	Open	Once disco date is confirmed, then a list of all fundraising events will be put on the newsletter and website, highlighting those requiring volunteers.
#02-16	Rebecca Whelan	Rebecca to advise Frank to organise the remaining 11 aprons and report back on the cost	19 Apr ‘16	Open	Frank brought along the aprons – 24 aprons @ \$9 each, total cost of \$237. 12 aprons to use now, 12 to put away for future use.
#02-17	Anthony Drill	Contact Denzel @ Emmanuel College re student help for the Bunnings BBQ	19 Apr ‘16	Open	3 students locked in to help at the Bunnings BBQ. Students are also going to help at the school working bee.
#02-20	Maureen Puopolo	Decide on date for the disco & contact DJ	19 Apr ‘16	Open	Should know by next Tuesday 26 th April.
#02-22	Bridget Halloran	Advertise the Mother’s Day event	19 Apr ‘16	Closed	Letter went out to parents on Friday 15 th April. Movie night for Thursday May 5 th @ 7pm at the Sun Theatre – “Mother’s Day” is the movie.
#02-22	Bridget Halloran	Look into family movie for Term 2 holidays	19 Apr ‘16	In progress	Have looked into logistics for the Sun Theatre. Children’s movies showing are “Finding Dory” and “Ice Age 4” – Bridget to draft letter for later in term to families who wish to be involved in a group booking during the holidays.

#02-22	Bridget Halloran	Look into the brewery tour for Father's Day	19 Apr '16	In progress	Can do tour on a Friday pm (depending on staff availability) – wait till after Mother's Day and other functions this term before getting numbers of dads.
#02-22	Bridget Halloran	Draft a letter asking for volunteers to help with a "Community Assistance Program" – Anthony to check and send out	19 Apr '16	In progress	Have started drafting the letter – Bridget to complete and send to Anthony to then send out to school community.
#02-22	Anthony Drill	Request teachers to inform office staff of families with new babies so congratulations can be put in the school newsletter	19 Apr '16	Closed	Anne Price sent an email request to staff on Thursday 14 th April. Some new babies already put in newsletter.
#02-25	Justin Magro	Meet with Anthony to arrange dates and activities for working bees	19 Apr '16	Open	1 st working bee date set for Saturday May 21 st from 9am – 12pm. Still to determine jobs/tasks. Sausage sizzle at end.
#02-26	Anthony Drill	Anthony to choose a colour for all P&F letters to be printed on	19 Apr '16	Closed	"Perfect Peach" has been chosen.

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#03-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President Previous minutes 		<ul style="list-style-type: none"> Noted Accepted
7:01 pm	#03-2	Brendan Halloran	Actions arising from previous minutes		Noted – see "Actions from previous meeting #02"
7:11 pm	#03-3	Anthony Drill	Principal's Report	<p>Highlights include:</p> <ul style="list-style-type: none"> Eucharist – a beautiful mass for the Year 4 children. Master Planning – Minx Architecture selected. Parents are invited to offer their opinion at a workshop on Wednesday 27th April. Hoping to get a grant application into CECV for the September round of Grants. Children's Birthdays – the staff and Anthony have decided to celebrate children's birthdays as listed in the school newsletter. Review 2017 – next year, QoP will be going through their 4 yearly Review. In preparation for this, a 	Noted

				<p>survey about the Catholic Identity of our school went out to parents on Monday April 18th.</p> <ul style="list-style-type: none"> • NAPLAN testing – occurring Tuesday 10th – Thursday 12th May. Next year QoP will become a pilot school for completing NAPLAN online. Some extra testing later this year to check how this will work and to see if the school infrastructure will support the online environment. • QoP Senior Athletics Day – on Wednesday 18th May. There will be a number of Athletics Clinics run by Athletics Victoria and the school staff to prepare children. Parents can assist or support the children on the day. 	
7:16 pm	#03-4	Brendan Halloran	<p>Incoming correspondence:</p> <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? [via email to “pandf” inbox] 	<ul style="list-style-type: none"> • Anthony spoke to Leanne and she is happy to open the uniform shop at 8.30am till 9.30am. This will begin in a couple of weeks once Leanne is back from holidays. 	<ul style="list-style-type: none"> • Noted
7:18 pm	#03-5	Maureen Puopolo	<ul style="list-style-type: none"> • Treasurer’s Report • Funding decisions 	<ul style="list-style-type: none"> • Bank balance presented – lots of items have been paid for, so the current bank balance is \$18,291.20. Budget of estimated income available to fund projects presented - \$17,591.20 left for projects for this year after \$10,000 allowance for end of year bank balance. • Anthony suggested the P&F contribute towards replacing the cricket nets and transforming that area into a space for juniors – e.g. possibly for soccer. Discussion about going to soccer clubs, such as Melbourne City or Melbourne Victory about their sponsor community programs – Melbourne Victory already exhausted their supply for this year. • More readers for the school – this time with a focus on the upper school. • Discussion about the grade 6 garden beds (outside 6A) and whether a project can be started to upgrade them. In 2015, the Grade 5s were asked for a 	<ul style="list-style-type: none"> • Noted • P&F to contribute \$5,000. • Anthony to look into what will be done. • P&F to contribute \$2,000 towards readers. • Anthony to inform Rita Arrigo • Anthony to find out about the designs and costs and discuss with Justin

				<p>design for these garden beds, including costs. This area may be looked at in a working bee.</p> <ul style="list-style-type: none"> • Beautification of the sails area – hold off for now, pending on the master plan discussions. Look at the other wish-list items next term as money comes in from fundraisers being held. 	<p>whether it's appropriate for a working bee.</p> <ul style="list-style-type: none"> • Noted.
7:28 pm	#03-6	Liz Hanson	Fundraising Report	<ul style="list-style-type: none"> • Mother's day stall (Wed 4th May) – Raffle tickets and stall information notes to go out this Friday April 22nd. • Trivia night (Saturday June 4th): <ul style="list-style-type: none"> o Notes re bookings going out Friday April 29th. o Organisers have gone to big sporting clubs requesting items for a live auction – if nothing comes through, may have to look at buying memorabilia from these clubs at a discounted price. Prizes will be gathered in the next few weeks. Also the call out to the school community asking for donations towards the silent/live auction to go out. o Might organise a letter box drop around Altona Meadows with flyers re the trivia night. o Look into getting real estate boards put up outside the school advertising the trivia night. Anthony does have an email from a real estate company offering boards. • Bunnings BBQ - John Mifsud reported lots of helpers now and there have been handover notes written up for any future BBQ's. John mentioned that Bunnings said that raffle tickets can be sold at the BBQ. Kirsty to give some Mothers' Day raffle tickets to the BBQ as well as a larger page with the prizes listed. • Frank Spiteri mentioned a fund raising idea re meat tasting, requiring 3 groups of 20 people each for 1 hour (\$1,000 if all show up). Decided at this stage difficult to get enough people – would need a lot of backups. Keep in mind though. • Sharon Hobson mentioned Tony's Pies as a possible idea for fundraising for the end of year, 	<ul style="list-style-type: none"> • Noted • Noted • Liz to follow up with Anthony • Kirsty to provide some Mother's Day raffle tickets to BBQ as well as a flyer • Noted • Sharon to look into information about

				whether it be a pie drive or a slice drive. Suggested sampling some goods at a future meeting.	Tony's pies to present at a future meeting.
7:38 pm	#03-7	Bridget Halloran	<p>Social and Pastoral Report</p> <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"> • Prep-2 dinner was a big hit for those who went – they are keen for another dinner next term. Perhaps next term, have a dinner for the whole school, or if not, those who went on Friday could organise one for themselves. Talk about this more once the 3-6 dinner has been this Friday (22nd April). If the social dinners do not go well and are not supported in this format, Bridget suggested maybe holding just a Prep dinner at the start of the school year, advertised at the Prep orientations, having the P&F speak at the orientation too. Prep parents can meet each other prior to the whole school picnic. This idea was supported by many at the meeting. • Yes, to a morning tea on World Teacher's Day – later in year send a request out to parents re "bring a plate". If more food is needed, then P&F will pay for it. • No, to P&F giving a gift to staff members, but yes to giving them a card. Anthony suggested too difficult to ascertain how much to spend on a gift and money being raised by P&F should be put towards things for students. 	<ul style="list-style-type: none"> • Noted • Agreed. Bridget to organise in Term 3. • Noted
7:48 pm	#03-8	Anthony Drill	Church/school garden – project update	<ul style="list-style-type: none"> • The garden is going along very well. Gabion cages working bee was last Friday (April 15th) and another working bee to do planting on Monday 25th organised through the parish. • The structure is coming together and the borders on the garden will be finished on Friday April 22nd. • Trees, shrubs are being planted at the moment. • Huge response to the donate-a-tree initiative, with most plant donation envelopes going after the 6pm mass. People can still donate money though and they will also be written up on the plaque. • Looking like being completed in the next few months, maybe July. 	Noted

7:58 pm	#03-9	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> • The first school working bee is set for 21st May, 9am – 12pm. Justin and Anthony to work out the jobs that need doing. • It was suggested to ask people what their strengths are and put them to use. Another way is to list possible jobs/skills required, e.g. cleaning, painting, digging, etc. and tick which one people are able to help with. • A sausage sizzle will be provided around 12pm. • There needs to be coordination between notes going out from the different Executive Officers – fundraising, gardens and grounds, social, pastoral. • Note to come out after trivia night note sent out. 	<ul style="list-style-type: none"> • Bridget to find an example of a working bee note from kinder and give to Justin. • Justin to draft a note re working bee. • Anthony to advertise working bee on the school newsletter.
8:08 pm	#03-10	All	Grade 6 Graduation Book – progress report (30 th March meeting outcomes)	<ul style="list-style-type: none"> • Future correspondence re the grade 6 graduation book to come out on school letterhead instead of P&F letterhead – although the P&F contributes \$2,000 towards the cost of the book, the book is not organised through the P&F. • Graduation dinner – Anthony is going to meet with some parents re organising the grade 6 graduation dinner and then a note to all grade 6 parents asking for extra help will be sent out. School to co-ordinate this, not P&F. 	Noted
8:13 pm	#03-11	All Members	General business	None	Noted
8:23 pm	#03-12	Brendan Halloran	Meeting closure. Next meeting: Tuesday 17 th May 2016 in the staff room @7pm	Meeting closed at 8.27pm.	Noted

New actions from meeting #03

Item	Owner	Description	Due	Status
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	17 th May 2016	Open

#03-5	Anthony Drill	Anthony to inform Rita Arrigo that the P&F is contributing \$2,000 towards readers for the upper school.	17 th May 2016	Open
#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.	17 th May 2016	Open
#03-6	Liz Hanson	Look into getting real estate boards put up outside the school advertising the trivia night – Liz to follow up with Anthony.	17 th May 2016	Open
#03-6	Kirsty O'Connor	Kirsty to provide some Mother's Day raffle tickets to John Mifsud for the Bunnings BBQ as well as a flyer.	29 th April 2016	Open
#03-6	Sharon Hobson	Sharon to look into information about Tony's pies.	17 th May 2016	Open
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3	Open
#03-9	Justin Magro	Justin to draft a note re working bee for 21 st May – send out in early May?	Early May	Open
#03-9	Bridget Halloran	Bridget to find an example of a working bee note from kinder and give to Justin.	29 th April 2016	Open
#03-9	Anthony Drill	Anthony to advertise working bee on the school newsletter.	22nd April 2016	Open