



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: General Meeting #4

6 June 2017

Logistics

Meeting title	Parents and Friends General Meeting #04, 2017
Date, time and place	Tuesday 6 June 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Carol Doloughan
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Sharon Hobson (Vice President), Liz Hanson (Treasurer), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Carol Doloughan (Co-Secretary), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	Donna Abu-Elias (Co-Secretary), David Prismall (Grants Applications Assisting Officer)
Ordinary Members: agenda item topic	Kirsty O'Connor, Bec Whelan, Maureen Puopolo
Apologies (Ordinary Members)	Veronika Tucker

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#03-6/17	Brendan Halloran	Classroom Parent Representatives (CPR) Program.	1 August 2017	On hold till August	To be held over and discussed in meeting #5.
#02-14/17	Anthony Drill	Find out about an app for the canteen for ordering and paying for lunch.	1 August 2017	In progress	Anthony looked into the following apps that have payment facilities for parent: Flexischools there is a fee to parents. CDFpay there is no fee to parents but an upfront payment by the school of \$1,900. Other apps such as Fraynetwork & QKR integrate with our existing SchoolBag app. Further investigation required.
#08-5/16	Anthony Drill	Anthony will work with Liz and the school accountant to verify the P&F accounts.	End 2017	On hold	Anthony advised all orders over \$50 need to have a purchase order created. The accounts will be done before end of 2017. The P&F account is a school account, and adheres to new Catholic Education Office Guidelines.

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Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#04-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 		<ul style="list-style-type: none"> Noted
7:01 pm	#04-2	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from General Meeting #3 2017) 		<ul style="list-style-type: none"> Approved
7:02 pm	#04-3	Brendan Halloran	<ul style="list-style-type: none"> Actions arising from previous minutes 		<ul style="list-style-type: none"> Noted - See "Actions arising from previous meetings"
7:07 pm	#04-4	Anthony Drill	<ul style="list-style-type: none"> Principal's Report <ul style="list-style-type: none"> Confirmation Masses School Review LCEC Parish Education Board 	<ul style="list-style-type: none"> Both masses went well - the children were well prepared and knew what to do and when. The final review has been received and the School Improvement Plan to cover the next four years will now be created. When this is done, it will be published for the community to read. The first meeting was held on 26th April. Next meeting will be on 26th July. Each school was represented by their Principal and a parent. Father John was also present. Getting to know everyone and reading and accepting the Constitution was the job for this meeting. Agenda items for future meetings will include: <ul style="list-style-type: none"> Child Safety Standards Parish enrolments - existing primary and potential secondary practice Future development of Point Cook schools Federal funding implications 	<ul style="list-style-type: none"> Noted Noted Noted

			<ul style="list-style-type: none"> ➤ Annual Report to the Community ➤ Reports - new format ➤ Federal funding <ul style="list-style-type: none"> ● QOP school Facebook account - update from Anthony ● Which fundraising events to hold in a “Fete Year”? Should some fundraising events become “activities” for the kids to continue to take part in (without the fundraising element), or just dropped for those years (so that the focus is on the Fete and parents don’t have to volunteer too much or feel that they are being asked for money too often)? ● What might P&F fund this year - look at suggestions on handout from meeting #3 <ul style="list-style-type: none"> ❖ How much will P&F contribute to garden works that Justin is organising?) 	<ul style="list-style-type: none"> ➤ The 2016 report has been uploaded to the school’s website and copies were available at the meeting. ➤ There have been significant changes to the reports this year - more flexibility has been allowed by the government. Parent workshops have been organised to help explain the changes. ➤ The federal government is looking to replace the existing school funding model under the “Quality Schools” package. The CECV believes that over time this will severely impact the funding that Catholic schools receive. There appear to be flaws in the data used to forecast future funding requirements. The CECV is asking all schools and parents to rally and use people power to shift the government’s thinking before it becomes legislation. ● There aren't many schools that have Facebook pages, but those schools that do use it very successfully to promote school activities and the school in general. Further investigation required into the code of conduct and the use of photos and permission from parents. ● Look at picking fundraising events that are the best activities for the kids. <ul style="list-style-type: none"> ➤ Drop the raffles for mothers and fathers day and hold a major raffle at the fete instead. ➤ Fundraisers for 2018 - hot cross buns, mothers and fathers day stall, disco, fete. ● The 2 garden beds in the year 6 area to be fixed over the next holidays - P&F to contribute \$2,000. ● Obstacle (commando) course and giant games to be considered and quotes to be obtained. 	<ul style="list-style-type: none"> ● Noted ● Noted ● Noted ● Anthony to look into a code of conduct and issues around photos ● Teresa to document the agreed fundraising activities for 2018 in the P&F Fundraising Google Drive folder. ● P&F to contribute \$2,000 to the year 6 garden beds ● Anthony to organise quotes
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7:32 pm	#04-5	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> ● Email from photography studio in Geelong offering to make a donation of gift certificates for use in auctions in fundraising events. Teresa to provide update on this issue. ● Email from a parent requesting assistance through the QOP Family Assistance Program. ● Email from Mumslink with their 2017 Father's Day catalogue - forwarded on to Teresa. ● Letter from Senator the Hon Simon Birmingham (Federal Minister for Education and Training) to the P&F President regarding the Turnbull Government's proposed approach to school funding from 2018 to 2027. ● Letter from Softfall Retention Pty Ltd to the QOP P&F, offering to instal three mats for a period of 2 months free of charge, with a view to seeing whether we would like to continue on with the product at \$375 per mat. 	<ul style="list-style-type: none"> ● To be finalised - check with two other school families first who may also provide services. ● This was the first request received and successfully completed. ● No action required. ● Explanation notes will be sent home with children, requesting parents to sign the petition re school funding. ● No action required. 	<ul style="list-style-type: none"> ● Teresa to follow up ● Noted ● Noted ● Noted ● Noted
7:42 pm	#04-6	Liz Hanson	<p>Treasurer's report:</p> <ul style="list-style-type: none"> ● Bank balance report 	<ul style="list-style-type: none"> ● Opening Balance \$13,176.77 <ul style="list-style-type: none"> > Mother's Day Raffle +\$2,299.10 > Mother's Day stall +\$4,082.61 > Pie Drive +\$3,063.00 ● Closing Balance \$22,621.48 	<ul style="list-style-type: none"> ● Noted

7:45 pm	#04-7	David Prismall (Teresa)	<p>Grants Applications Report:</p> <ul style="list-style-type: none"> • Bravehearts Community Outreach Program (through Hobson Bay) - update. • Grant that can be applied for that might provide funding towards a bike shed - update. • Mobil grant 	<ul style="list-style-type: none"> • This grant opened 5/6/17, application has been drafted and with Marissa for approval. • On hold pending school master plan. • \$1,000 grant is available for employees who volunteer 	<ul style="list-style-type: none"> • David to follow up with Marissa • To be discussed in a future meeting • David to follow up
7:50 pm	#04-8	<p>Teresa Prismall</p> <p>Sharon Hobson</p> <p>Bridget Halloran</p> <p>Kirsty O'Connor</p>	<p>Fundraising Report:</p> <ul style="list-style-type: none"> • Update on Comedy Night • Another thought for a fundraiser is an obstacle course - maybe instead of the Walkathon? <ul style="list-style-type: none"> ❖ Date for event (walkathon/other event) in October 2017 not yet confirmed. ❖ Format for walkathon/other event to be confirmed, if going ahead. • Other options for sausage sizzle besides Bunnings - maybe after Church or karate • Pie Drive - progress report • School Fete 2018 - update on progress so far • Mother's Day Stall - report 	<ul style="list-style-type: none"> • Comedy Night is proceeding at the Altona RSL, auditorium style. Cost is \$35 per ticket. Flyers to be distributed and billboard to be arranged via one of the real estate agents. • Walkathon to proceed - no obstacle course as the kids enjoy the walkathon. • Walkathon date set as 13/10/17 • Greater school house involvement to increase excitement. • Sausage sizzle to be held at school after karate on a Saturday in September/October. Kirsty offered to organise. • Pie Drive sales totalled \$3,063, profit around \$730 - next time should have credit card details on form. • Proposal is for the fete to be on a Friday evening in Term 4 from 3pm to 8pm. An activity timeline has been created, preparations are on track and more meetings planned. • A total profit of around \$2,000 was made. For the next stall, children to bring their own plastic bag to carry gifts. 	<ul style="list-style-type: none"> • Justin to speak to real estate agency • Noted • Noted • Noted • Kirsty to choose date and organise • Noted • Noted • Noted

		Teresa Primal Maureen Puopolo	<ul style="list-style-type: none"> • Mother's Day Raffle - report • Disco 	<ul style="list-style-type: none"> • A total profit of \$2,300 was made. • All is under control - preparations are well under way. 	<ul style="list-style-type: none"> • Noted • Noted
8:10 pm	#04-9	Bridget Halloran Justin Magro	<p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> • World Teachers' Day - update • Mother's Day High Tea - report • Next QOP dads social activity (Father's Day or earlier?) - update 	<ul style="list-style-type: none"> • Morning tea for teachers set for 27/10/17 • 19 mums attended the function and was enjoyed. • Begin organising Term 3 event - Bridget. • Activity suggested was pool/snooker 	<ul style="list-style-type: none"> • Noted • Noted • Bridget to organise a Mum's event for Term 3 • Justin to follow up
8:17 pm	#04-10	Justin Magro	<p>Gardens and Grounds Report:</p> <ul style="list-style-type: none"> • Working bee on Saturday 6th May - report • Working bee - when is next one scheduled? • Quotes for work on gardens and concreting - update 	<ul style="list-style-type: none"> • Day was well attended and lots of work completed • Date to be set in next term • As discussed in agenda item #4. 	<ul style="list-style-type: none"> • Noted • Noted • Noted
8:20 pm	#04-11	All Brendan Halloran	<p>General business:</p> <ul style="list-style-type: none"> • Next meeting is in two months - need to stay on top of communications and plan ahead, especially with school holidays in the middle of that period. 		<ul style="list-style-type: none"> • Noted
8:22 pm	#04-12	Brendan Halloran	<p>Meeting closure at 8:45pm. Next meeting: General Meeting #05 on Tuesday 1st August 2017 in the staff room @ 7pm.</p>		<ul style="list-style-type: none"> • Noted

New actions from meeting #04

Item	Owner	Description	Due	Status
#04-4	Anthony Drill	Anthony to look into a code of conduct and issues around photos for Facebook.	1 August 2017	Not yet started
#04-4	Teresa Prismall	Teresa to document the agreed fundraising activities for 2018 in the P&F Fundraising Google Drive folder.	1 August 2017	Not yet started
#04-4	Liz Hanson	P&F to contribute \$2,000 to the year 6 garden beds.	1 August 2017	Not yet started
#04-4	Anthony Drill	Anthony to obtain quotes for obstacle (commando) course and giant games.	1 August 2017	Not yet started
#04-5	Teresa Prismall	Teresa to ask the to families in the school who have photography businesses if they would like to donate to the Comedy Night auction.	1 August 2017	Not yet started
#04-7	David Prismall	David to follow up with Marissa re approval for the Bravehearts Community Outreach Program application.	1 August 2017	Not yet started
#04-7	David Prismall	Bike shed - put on hold pending school master plan.	End 2017	Not yet started
#04-7	David Prismall	David to follow up re Mobil \$1,000 grant	1 August 2017	Not yet started
#04-8	Justin Magro	Justin to contact a real estate agency re a billboard for the comedy night	30 June 2017	Not yet started
#04-8	Kirsty O'Connor	Kirsty to organise a sausage sizzle to be held at school after karate on a Saturday in September/October.	1 August 2017	Not yet started
#04-9	Bridget Halloran	Bridget to organise a Mum's event for Term 3.	1 August 2017	Not yet started
#04-9	Justin Magro	Justin to organise a Dad's social activity for Term 3 - maybe for Father's Day.	1 August 2017	Not yet started