



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

**MINUTES:** General Meeting #5

14 June 2016

## Logistics

Meeting title	Parents and Friends General Meeting #05, 2016
Date, time and place	Tuesday 14 June 2016: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Rebecca Whelan
Executive Committee	Anthony Drill (Principal), Brendan Halloran (President), Karen Kapulica (Vice President), Maureen Puopolo (Treasurer), Rebecca Whelan (Secretary), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	None
Ordinary Members: agenda item topic	Jacky Milat
Apologies – Ordinary Members: agenda item topic	Kirsty O'Connor, Sharon Hobson, Tina & John Mifsud
Guests	None

## Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#04-6	Bridget Halloran	Put notice in the school newsletter calling for donations for Trivia Night from businesses within the school community	14 June '16	<b>Closed</b>	Notice inserted in the school newsletter on 20th and 27th May.
#04-6	Maureen Puopolo	Organise Disco note and forward to Liz and Brendan for approval and distribution	14 June '16	<b>Closed</b>	Distributed to school on Monday 6th June.
#04-6	Sharon Hobson / Jacky Milat	Approach the Parish Office to see whether Tony's Pies pie drive order forms can be left at the Church for parishioners to order from.	14 June '16	<b>Closed</b>	Now a fundraising item
#04-7	Bridget Halloran	Bridget to approach mums who volunteered to run a movie club to see if they are still interested in organising one.	14 June '16	<b>Closed</b>	They are happy to do it but no further details yet.

			19 July '16	<b>Open</b>	Bridget to discuss choice of movie and draft a letter with Brandy Magro and Kylie Postill re "Movie Club".
#04-7	Bridget Halloran	Notice to go into school newsletter seeking volunteers to organise Term 2 holiday family movie.	14 June '16	<b>Closed</b>	No one responded to the request that was put in the school newsletter on 20th and 27th May.
#04-7	Brendan Halloran	Brendan to add to family movie night at school to spreadsheet of possible events for next year.	14 June '16	<b>Closed</b>	Added to the spreadsheet in Google Drive.
#04-7	Bridget Halloran	Confirm date of Friday 2nd September for Father's Day event with Brewery.	14 June '16	<b>Closed</b>	Will discuss in Agenda item #5-7
#04-8	Anthony Drill	Anthony to announce the postponement of the working bee scheduled for 21st May	20 May '16	<b>Closed</b>	Notice inserted in the school newsletter on 20th May.
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	19 July '16	<b>Open</b>	Anthony and Justin have discussed removing nets. Further discussions to occur in the future.
#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.	19 July '16	<b>Open</b>	The proposed designs have been deemed inappropriate. Anthony and Justin will have further discussions on options.
#03-6	Sharon Hobson	Sharon to look into information about Tony's pies.	Term 3 '16	<b>Closed</b>	Information has been received from Tony Pies. Sharon and Jacky will co-ordinate the pie drive in Term 3.
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3 '16	<b>Open</b>	Will look into it in coming weeks.
#02-2	Anthony Drill	Greening the West initiative: chat to Justin re: the program's potential for our gardens		<b>On hold</b>	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	Term 3 '16	<b>In progress</b>	Brendan working on putting Michael's initial thoughts into a draft document for review
#02-2	Brendan Halloran	Index of school families' businesses	Term 3 '16	<b>On hold</b>	Will discuss at a meeting later in the year.
#02-2	Brendan Halloran	Weekly school newsletter	Term 3 '16	<b>On hold</b>	Will discuss at a meeting later in the year.
#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	19 July '16	<b>In Progress</b>	Josie Kirby has forwarded information required to apply for the grant to Liz. Liz will draft an application hopefully by the end of term.
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	Term 3 '16	<b>On hold</b>	Will discuss at a meeting later in the year.
#02-11	Maureen Puopolo	Spend 'n Save	Term 3 '16	<b>On hold</b>	Revisit later in the year.
#02-22	Bridget Halloran	Draft a letter asking for volunteers to help with a "Community Assistance Program" – Anthony to check and send out	19 July '16	<b>In progress</b>	With Anthony for review.

## Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#05-1	Brendan Halloran	Welcome from the President Previous minutes		<b>Noted Approved</b>
7:02 pm	#05-2	Brendan Halloran	Actions arising from previous minutes		<b>Noted – see "Actions arising from previous meetings"</b>

7:17 pm	#05-3	Anthony Drill	<ul style="list-style-type: none"> <li>● Principal's Report</li> </ul>	<p>Highlights include:</p> <ul style="list-style-type: none"> <li>● The Master planning process is continuing. Staff have been able to provide feedback after each session. It has been identified that we need to: <ul style="list-style-type: none"> <li>❖ rationalize circulation through the school</li> <li>❖ have a more identifiable entry point to the school</li> <li>❖ repurpose the existing spaces to provide flexible learning spaces</li> <li>❖ provide more opportunities for outdoor learning</li> </ul> </li> <li>● Reports will be coming home on 17th of June and 3-Way Conversations will take place on 20th &amp; 21st of June. We have had a lot of issues with the formatting of reports in the program we use. Anthony will let the school community know and will take this up with the company who maintains the report program.</li> <li>● The Grandparents Day and Mass will be on Friday 29th July. Mass will be in the hall followed by a morning tea in the hall. Hopefully, P&amp;F will be able to help again. A notice will go out in the newsletter asking for volunteers.</li> <li>● As a school we will be spending 2 weeks during the Olympics focusing on them. There will be an Olympic Fun Day on Thursday 11th August.</li> <li>● This year we plan to make the Queenship of Mary Feast Day (Friday 19th August) a celebration day with fun activities for the children. A committee of staff has been organized and will look at what we do early next term. Is there a way in which P&amp;F can help during this day?</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Executive Committee to discuss how to progress this - Brendan to send email asking for suggestions.</b></p> <p><b>Noted</b></p> <p><b>Anthony to suggest ways in which the P&amp;F might help.</b></p>
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			<ul style="list-style-type: none"> <li>● Meeting #8 - issues with 13th September</li> </ul>	<ul style="list-style-type: none"> <li>● Book week may be a low key affair this year due to 2 major events so close to one another. It is still to be decided if there will be a dress up day. The whole school will be visiting the Altona Meadows Library or the Library may visit the school.</li> <li>● Towards the end of next term, it will be time to complete the parent surveys. This year we will be offering some in school and after school time for parents to come and complete their survey at school with a cup of coffee and chat or maybe even a glass of wine after hours of course. I would really like to get a good proportion of parents to complete it this year.</li> <li>● The newsletter will be going out fortnightly from the start of term 3. Quite possibly on a Thursday. There will be more frequent notifications going out via the Skoolbag app.</li> <li>● When several notes go out for a P&amp;F event simultaneously, can they be stapled together to eliminate any confusion for teachers and students.</li> <li>● Planning for the official opening of the Church / Hall garden has begun. It may coincide with the Feast Mary McKillop day.</li> <li>● Anthony will be on Long service leave for the last 3 weeks of term 3. Anne Price cannot attend the meeting on this date.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>It was decided that there will not be a September meeting.</b></p>
7:27 pm	#05-4	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> <li>● P&amp;F copied in on an email to Anthony asking if the school could advertise the collection of donations for those</li> </ul>		<p><b>Noted</b></p>

			affected by the recent floods in Sri Lanka.		
7:29 pm	#05-5	Maureen Puopolo	Treasurer's Report  Funding decisions	<ul style="list-style-type: none"> <li>• Current bank balance is \$24,323.49</li> <li>• The Trivia Night made a profit of \$1,659.60</li> <li>• Estimated available funds from budget of income and outgoings for additional funding of projects by the P&amp;F this year is \$6,536.44</li> </ul> <p>It was decided to hold off on discussions until there has been a response to the Exxon Grant Application.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
7:34 pm	#05-6	Liz Hanson	Fundraising Report: <ul style="list-style-type: none"> <li>• Trivia Night</li> <li>• Disco</li> <li>• Father's Day Stall</li> </ul>	<ul style="list-style-type: none"> <li>• An enjoyable night was had by those who attended. Profit made was \$1,659.60. Liz thanked all those who helped source donations and helped set up on the day.</li> <li>• Notes have gone out. There was a little confusion with the notes going home. There has been a good response for parent volunteers. There was discussion on ways to ensure only those who return their volunteer form and provide a Working with Children Check number are present within the hall during the disco. It was decided that a viewing area would be established close to the hall meeting room for those parents wanting to watch but unable to volunteer. No pre-school siblings should be permitted into the hall during the disco. The taking of photos during the event was also discussed. Only the "official school photographer" should be taking photos inside the venue.</li> <li>• Kirsty has started ordering stock.</li> </ul>	<p><b>Noted</b></p> <p><b>Maureen will send a reminder of the general rules for parents, volunteers and children via the Skoolbag app first week of term 3.</b></p> <p><b>Noted</b></p>

			<ul style="list-style-type: none"> <li>• Tony's Pies pie drive</li> </ul>	<ul style="list-style-type: none"> <li>• Notes will go out in term 3.</li> <li>• Information has been received from Tony's Pies about the pie drive.</li> </ul>	<p><b>Liz will follow up with Sharon about when notes etc. will go out.</b></p>
7:49 pm	#05-7	Bridget Halloran	<p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> <li>• Brewery tour for Father's Day - update</li> </ul>	<ul style="list-style-type: none"> <li>• The tour has been booked for Friday 2nd September. Price will be \$10 per head. Meals will be at own cost on top of this.</li> <li>• Notes will go out 1st Friday of term 3.</li> <li>• A deposit of \$150 is required to lock in date. This is then deducted from the price of the tour.</li> </ul>	<p><b>Noted</b></p> <p><b>Bridget to draft note and forward for approval</b></p> <p><b>Bridget to get an invoice from the Brewery for deposit to be paid from P&amp;F funds</b></p>
7:54 pm	#05-8	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> <li>• The crushed rock has been moved to behind the school hall. Now the mulch needs to be moved.</li> <li>• A working bee date needs to be set. Quite possibly to be in term 4.</li> </ul>	<p><b>Noted</b></p> <p><b>Justin to co-ordinate with Anthony on potential date</b></p>
7:59 pm	#05-9	<p>All Members</p> <ul style="list-style-type: none"> <li>• Bridget Halloran</li> <li>• Maureen Puopolo</li> </ul>	<p>General business:</p> <ul style="list-style-type: none"> <li>• Opportunities for P&amp;F to be involved in events such as the "Walk to School Day" (missed for 2016), "Grandparents Day" (coming up in Term 3), etc...</li> <li>• There have been several occasions where little or no notice has been given to parents of students being required to where an alternative uniform, i.e. sports or normal uniform.</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;F to be involved with Grandparent's Day. Anthony unsure as to how "Walk to School Day" was missed. He is attending a meeting held by Hobsons Bay Council and schools on ways to encourage walking / riding to school.</li> </ul>	<p><b>Noted</b></p> <p><b>Anthony to address sufficient notification times with teachers</b></p>

8:04 pm	#05-10	Brendan Halloran	Meeting closed at 8:12pm. Next meeting: Tuesday 19 <sup>th</sup> July 2016 in the staffroom @7pm		<b>Noted</b>
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## New actions from meeting #05

Item	Owner	Description	Due	Status
#04-7	Bridget Halloran	Bridget to discuss choice of movie and draft a letter with Brandy Magro and Kylie Postill re "Movie Club"	19 July 2016	<b>Open</b>
#05-3	Brendan Halloran	Brendan to send email to Executive Committee asking for a volunteer to coordinate the P&F help with the Grandparents Day morning tea after Mass on Friday 29th July. This job will be mostly focussed around drafting and sending out a letter to parents asking for volunteers to help on the day.	24 June 2016	<b>Open</b>
#05-3	Anthony Drill	Anthony to suggest ways in which the P&F might help on the Queenship of Mary Feast Day.	19 July 2016	<b>Open</b>
#05-6	Maureen Puopolo	Maureen to send a reminder of the general rules pertaining to the Disco for parents, volunteers and children via the Skoolbag app first week of term 3.	15 July 2016	<b>Open</b>
#05-6	Liz Hanson	Liz will follow up with Sharon about when notes etc. will go out for Tony's Pies pie drive.	19 July 2016	<b>Open</b>
#05-7	Bridget Halloran	Bridget to draft note for Father's Brewery Tour Night and forward for approval.	19 July 2016	<b>Open</b>
#05-7	Bridget Halloran	Bridget to get an invoice from the Brewery for deposit to be paid from P&F funds	19 July 2016	<b>Open</b>
#05-8	Justin Magro	Justin to co-ordinate with Anthony on potential date for a working bee.	19 July 2016	<b>Open</b>