



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: General Meeting #5

1 August 2017

Logistics

Meeting title	Parents and Friends General Meeting #05, 2017
Date, time and place	Tuesday 1 August 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Donna Abu-Elias
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), Donna Abu-Elias (Co-Secretary), Justin Magro (Gardens and Grounds Assisting Officer), David Prismall (Grants Applications Assisting Officer)
Apologies (Executive Committee)	Carol Doloughan (Co-Secretary)
Ordinary Members	Matt Taylor
Apologies (Ordinary Members)	Kirsty O'Connor, Maureen Puopolo, Veronica Tucker

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#04-4/17	Anthony Drill	Anthony to look into a code of conduct and issues around photos for Facebook.	5 September 2017	Open	<ul style="list-style-type: none"> To be discussed next meeting.
#04-4/17	Teresa Prismall	Teresa to document the agreed fundraising activities for 2018 in the P&F Fundraising Google Drive folder.	1 August 2017	Closed	<ul style="list-style-type: none"> Look at doing Entertainment Book in early 2018. Drop Walk-a-thon for 2018 and do every second year - alternate with the Fete. Fete will be held on Friday 19th October - 3pm-8pm.
#04-4/17	Liz Hanson	P&F to contribute \$2,000 to the year 6 garden beds.	1 August 2017	Closed	<ul style="list-style-type: none"> Not to be transferred now due to school building works starting in 2018.
#04-4/17	Anthony Drill	Anthony to obtain quotes for obstacle (commando) course and giant games.	1 August 2017	Closed	<ul style="list-style-type: none"> Not going ahead at this stage.

#04-5/17	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	Closed	<ul style="list-style-type: none"> ● CJ will donate (worth \$500-\$600 and minimum bid will be \$180).
#04-7/17	David Prismall	David to follow up with Marissa re approval for the Bravehearts Community Outreach Program application.	5 September 2017	In progress	<ul style="list-style-type: none"> ● Applied for Body Safety Australia grant.
#04-7/17	David Prismall	Bike shed - put on hold pending school master plan.	End 2017	On hold	<ul style="list-style-type: none"> ● Put on hold pending school master plan.
#04-7/17	David Prismall	David to follow up re Mobil \$1,000 grant.	5 September 2017	In progress	<ul style="list-style-type: none"> ● We will receive the monies in the next week or so. ● They would love a photo to show what the money is spent on to put in their magazine. ● Anthony and David to discuss.
#04-8/17	Justin Magro	Justin to contact a real estate agency re a billboard for the comedy night.	30 June 2017	Closed	<ul style="list-style-type: none"> ● Teresa arranged the sign through Greg Hocking Real Estate, and has arranged for the sign to be to be reinstalled on 2nd August due to it falling over in bad weather.
#04-8/17	Kirsty O'Connor	Kirsty to organise a sausage sizzle to be held at school after karate on a Saturday in September/October.	5 September 2017	In progress	<ul style="list-style-type: none"> ● Working bee to be held on Saturday 16th September from 8am to 12pm.
#04-9/17	Bridget Halloran	Bridget to organise a Mum's event for Term 3.	5 September 2017	In progress	<ul style="list-style-type: none"> ● Night of latin dancing - possibly Saturday 16th September. ● Waiting on confirmation of date and venue from a mum from school.
#04-9/17	Justin Magro	Justin to organise a Dad's social activity for Term 3 - maybe for Father's Day.	1 August 2017	Closed	<ul style="list-style-type: none"> ● (Will be discussed in agenda item #05-10).
#02-14/17	Anthony Drill	Find out about an app for the canteen for ordering and paying for lunch.	5 September 2017	In progress	<ul style="list-style-type: none"> ● Anthony will look into FlexiBuzz.

#08-5/16	Anthony Drill	Anthony will work with Liz and the school accountant to verify the P&F accounts.	5 September 2017	In progress	<ul style="list-style-type: none"> • Anthony, Liz and the school accountant will meet next week.
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Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#05-1	Brendan Halloran	<ul style="list-style-type: none"> • Welcome from the President 		<ul style="list-style-type: none"> • Noted
7:01 pm	#05-2	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	#05-3	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”
7:12 pm	#05-4	Anthony Drill	<ul style="list-style-type: none"> • Principal’s Report <ul style="list-style-type: none"> ➢ Grandparents and Special Person’s Day ➢ Capital Grant Building Program ➢ weSTEM Project 	<ul style="list-style-type: none"> ➢ Thanks to the mums who volunteered to organise (set up and clean up afterwards) the Grandparents and Special Person’s Day morning tea last Friday. ➢ QoP has progressed to the next stage of the Capital Grant application process. We are re-engaging the architects to get schematic drawings done and more detailed costings completed. We are working through what we will be able to achieve, given that the grant money will not be enough to do all that had been proposed for stage 1 of the master plan. We have spoken to Catholic Capital Grants about the amount on offer. Hopefully we will see some building happening in the next 12 to 18 months. ➢ The years 5 and 6 classes have been involved in the weSTEM Project and presented their work at Scienceworks last Thursday - it was very well received. 	<ul style="list-style-type: none"> • Noted • Noted • Noted

			<ul style="list-style-type: none"> ➤ First Eucharist ➤ Pupil Free Days for Term 3 ➤ Feast of the Queenship of Mary ➤ Prep Enrolments for 2018 	<ul style="list-style-type: none"> ➤ On Sunday 13th August the Year 4 children will be celebrating the Eucharist for the first time. We wish them well for this very special occasion. ➤ The first pupil free day for this term is on tomorrow. Pam Burton will facilitate a day about differentiation using the Victorian Curriculum. ➤ We will be celebrating the Feast of the Queenship of Mary on Friday 18th August. There will be a whole school mass, followed by activities in the classroom about Mary and some fun activities like jumping castles. There may also be a Subway lunch. ➤ This year we had 87 applications for 78 places for Prep in 2018. We should be able to help all of our existing families and new Catholic families with places. 	<ul style="list-style-type: none"> ● Noted ● Noted ● Noted ● Noted
7:27 pm	#05-5	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> ● Email from Bunnings re 2018 bbq dates. They are also a holding a Community Family day & Spring Launch on 9TH September 2017. Forwarded to Teresa. ● Email from a parent requesting assistance through the QOP Family Assistance Program. Forwarded to Bridget. ● Luis Forero (Juan-Felipe 4C) sent an email offering a donation of two vouchers for a Vehicle's Minor Service valued at \$180 each for the Comedy Night auction. Forwarded to Teresa. ● Email from Matific - Australian and New Zealand Maths Competition - forwarded to Anthony. 	<ul style="list-style-type: none"> ● We won't be taking part in the day on 9th September. We will be sending through our preferred dates for 2018. ● We received a request from the teachers. Feedback was the gesture was well received and the volunteers grateful to help. ● Teresa has gone back to them to reduce the donation to one service as we don't have the numbers attending the Comedy Night. ● Photography and vehicle service vouchers are the 'live' auction items, everything else will be 'silent' auction items. ● Just general marketing. We won't be following up. 	<ul style="list-style-type: none"> ● Teresa to liaise with Bunnings re dates for 2018. ● Noted ● Noted ● Noted

7:32 pm	#05-6	Brendan Halloran	<ul style="list-style-type: none"> Classroom Parent Representatives (CPR) Program 	<ul style="list-style-type: none"> Not appropriate to start the program this year due to timing issues. By the next meeting, we aim to settle the CPR role descriptions and then roll-out communications during next term. Hopefully we will be in a position to confirm a CPR Program Coordinator and representatives for each year level/class at the AGM in November. Liz, Donna and Brendan to come up with three or four role descriptions for the CPR Program by the next meeting. 	<ul style="list-style-type: none"> Liz, Donna and Brendan to document the CPR Program roles and descriptions
7:42 pm	#05-7	Liz Hanson	Treasurer's bank balance report:	<ul style="list-style-type: none"> Adjusted balance \$22,621.48 (as at 31st of May 2017) <ul style="list-style-type: none"> Tony's Pies costs \$2,485.32 Opening balance \$20,136.16 (as at 30 June 2017) Closing balance at 31st of July \$16,212.99 Still to bank a bit of disco (\$3,010.20) and pie (\$292.00) fundraising We need to pay for Graduation Books (-\$2,000.00) but then hold off the rest for next year building Adjusted balance \$17,515.19 (added back in the \$2,000.00 that the P&F is no longer putting towards the grade 6 garden) Liz to look into how to transfer the \$292 credit card receipts from the school account to the P&F account. 	<ul style="list-style-type: none"> Noted
7:45 pm	#05-8	David Prismall	Grants Applications Report:	See above in the open actions section.	<ul style="list-style-type: none"> Noted
7:50 pm	#05-9	Teresa Prismall	Fundraising Report: <ul style="list-style-type: none"> Update on Comedy Night Entertainment Book - for 2018-19? 	<ul style="list-style-type: none"> Around 40 tickets sold so far - a bit disappointing. At the moment, it looks like we will only make about \$100 profit due to low attendance (plus auction items). Donna to look into the details of what to do for 2018.. 	<ul style="list-style-type: none"> Noted Donna to look into it and get back to Teresa.
		Sharon Hobson	<ul style="list-style-type: none"> Pie Drive - report 	<ul style="list-style-type: none"> \$733 profit 	<ul style="list-style-type: none"> Noted

		<p>Bridget Halloran</p> <ul style="list-style-type: none"> • School Fete 2018 - update <p>Maureen Puopolo</p> <ul style="list-style-type: none"> • Disco - report <p>Kirsty O'Connor (apology)</p> <ul style="list-style-type: none"> • Fathers Day Stall and Raffle: all items have been purchased. Prices may need to be reviewed as a result of cost changes from the supplier. Other than that, thanks to Bridget and Sharon who will run the stall on my behalf. 	<ul style="list-style-type: none"> • Add a spot for credit card payments on the next form. • Add some testimonials from school parents on the next form. • Friday 19th of October from 3-8pm. • We have received some quotes for rides. • First letter to go out in September about Save the Date and also asking for the community for help with contacts in the rides industry. • Great feedback from parents and kids - they really liked the D.J. • We need to ensure that all volunteers (parents, teachers, etc.) wear hi-vis vests and name tags in future events. • Get more (100) QOP branded hi-vis vests - Landing Gear in Williamstown (Justin). Sharon also has a contact - she will liaise with Justin to see how we progress. • Matt Taylor kindly offered a Choice Hotel voucher (\$250) for Father's Day Raffle • Teresa will be organising the raffle. 	<ul style="list-style-type: none"> • Noted • Sharon to enquire about getting 100 more vests • Teresa to liaise with Matt re the voucher
8:10 pm	#05-10	<p>Bridget Halloran</p> <p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> • Family Assistance Program - update • QoP Fathers Day dads social activity 	<ul style="list-style-type: none"> • Discussed in agenda item #5. • Hoppers Club - barefoot bowls at 6:30pm on a Friday night is \$10/pp or with bbq (sausages/bread) \$12/pp. Four pool tables inside - \$1 per game. • Justin thinking within the next 3-4 weeks on Friday (possibly 1st September). 	<ul style="list-style-type: none"> • Noted • Justin to call the venue and book for Friday 1st September for bowls and bbq.
8:17 pm	#05-11	<p>Justin Magro</p> <p>Gardens and Grounds Report:</p> <ul style="list-style-type: none"> • Working bee - when is next one scheduled? 	<ul style="list-style-type: none"> • Sat 16th September - 8am start til 12 noon. • Organise a bbq at the end - speak to Kirsty. 	<ul style="list-style-type: none"> • Justin to liaise with Kirsty re bbq.

8:20 pm	#05-12	All	General business	• None.	• Noted
8:22 pm	#05-13	Brendan Halloran	Meeting closure at 8:35pm. Next meeting: General Meeting #06 on Tuesday 5th September 2017 in the staff room @ 7pm.		• Noted

New actions from meeting #05

Item	Owner	Description	Due	Status
#05-05	Teresa Prismall	Teresa to follow up with Bunnings for 2018 bbq dates.	5th September 2017	Not yet started
#05-06	Liz Hanson / Donna Abu-Elias / Brendan Halloran	Liz, Donna and Brendan to document the CPR Program roles and descriptions and circulate to the Executive Committee prior to the next meeting.	5th September 2017	Not yet started
#05-07	Liz Hanson	Liz to look into how to transfer the \$292 credit card receipts from the school account to the P&F account.	5th September 2017	Not yet started
#05-09	Donna Abu-Elias	Entertainment book - Donna to investigate requirements and timing and revert back to Teresa	5th September 2017	Not yet started
#05-09	Sharon Hobson	Add a spot for credit card payments and some testimonials from school parents on the next form.	5th September 2017	Not yet started
#05-09	Sharon Hobson / Anthony Drill	Sharon to enquire about getting 100 more vests.	5th September 2017	Not yet started
#05-09	Teresa Prismall	Teresa to liaise with Matt re the voucher.	5th September 2017	Not yet started
#05-10	Justin Magro	Justin to call the venue and book for Friday 1st September for bowls and bbq	5th September 2017	Not yet started
#05-11	Kirsty O'Connor / Justin Magro	Working Bee to be held on 16th September 2017 - BBQ to be held same day.	5th September 2017	Not yet started