



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: General Meeting #7

16 August 2016

Logistics

Meeting title	Parents and Friends General Meeting #07, 2016
Date, time and place	Tuesday 16 August 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), Rebecca Whelan (Secretary), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	Maureen Puopolo (Treasurer)
Absent (Executive Committee)	Karen Kapulica (Vice President)
Ordinary Members	Jacky Milat, Sharon Hobson, John Mifsud, Kirsty O'Connor
Apologies – Ordinary Members	None
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#06-5	Maureen	Ask Catherine if she has found anyone to write the Toyota grant application. If not, Liz may be able to do it if no takers.	18 Oct 2016	In progress	Kirsty will do the grant application.
#06-6	Kirsty/Liz	Send: 1. Father's day stall - volunteer note 2. Father's day stall - raffle tickets and stall note as per the fundraising calendar.	5 Aug 2016 19 Aug 2016	Closed In progress	Notes to go out Friday 19th August.
#06-6	Liz/Sharon	Liz to speak to Sharon re booking in delivery date for Tony's Pies and organise for a note to be drafted.	22 Jul 2016	Closed In progress	Delivery date booked in for Tuesday 13th September. Note has been drafted and will be sent out on Friday 19 August.

#06-7	Anthony	Approve Father's day brewery and dinner note and arrange to be sent out during the week.	22 Jul 2016	Closed	Note was approved and sent out.
#06-7	Bridget	Expand information in family assistance note relating to helping with car transportation.	29 Jul 2016	Closed	Bridget added more information. The note was approved by Anthony and will go out on Friday 11th August.
#06-7	Anthony	Mention family assistance program in next newsletter.	29 Jul 2016	Closed	Not mentioned in the newsletter - the note is self-explanatory and will go out on Friday 11th August.
#06-8	Justin/Anthony	Meet to discuss plans/dates for garden and ground maintenance work.	16 Aug 2016	In Progress	Working Bee will be Saturday 19th November 9am to 12pm.. Save the Date to be put in the next school newsletter.
#06-9	Anthony	Anthony to look into what the uniform policy says.	18 Oct 2016	In Progress	Anthony to update girls winter uniform description of long socks to black instead of white.
#06-9	Anthony	Speak to Annette Gauci re librarian speaking to parents re free library services.	18 Oct 2016	In Progress	Anthony to speak to Annette.
#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	Closed	Note was sent out on Wednesday 10th August. P&F to help by doing the sausage sizzle for lunch for the children, and setting up the morning tea for parents.
#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	Closed	See item #6-06.
#05-7	Bridget Halloran	Bridget to get an invoice from the Brewery for deposit to be paid from P&F funds	19 July 2016	Closed	Bridget has paid the \$150 deposit herself but has not yet claimed it back from the P&F account. Bridget will be reimbursed through money that comes in on the night.
#05-8	Justin Magro	Justin to co-ordinate with Anthony on potential date for a working bee.	19 July 2016	Closed	Date will be Saturday 19th November.

#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 '16	Closed	Note to be sent out in September. "Save the date" (Thursday 20th October) notice put in the newsletter on Friday 12th August.
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	18 Oct '16	In progress	Anthony and Justin have discussed removing nets. Further discussions to occur in the future. Need to decide whether to put it on hold until masterplan of the school completed.
#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.	18 Oct '16	In progress	The proposed designs have been deemed inappropriate. Anthony and Justin will have further discussions on options.
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3 '16	In progress	Will discuss in agenda item #07-7.
#02-2	Anthony Drill	Greening the West initiative: chat to Justin re: the program's potential for our gardens		On hold	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	18 Oct '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	18 Oct '16	On hold	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	18 Oct '16	In Progress	Liz and Josie are reviewing the draft for the grant. Liz will then forward it to Anthony for review and then send in.
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	18 Oct '16	On hold	Will discuss at a meeting later in the year. Toyota grants were discussed - the discussion is documented in agenda item #06-5.
#02-11	Maureen Puopolo	Spend 'n Save	18 Oct '16	On hold	Revisit later in the year.

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#07-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President Previous minutes 		<ul style="list-style-type: none"> Noted Approved
7:02 pm	#07-2	Brendan Halloran	Actions arising from previous minutes		Noted - See “Actions arising from previous meetings”
7:17 pm	#07-3	Anthony Drill	Principal's Report	<p>Highlights include:</p> <ul style="list-style-type: none"> Grandparents day was a great success. Many joined in for mass and morning tea. Thank you to the P&F volunteers who organised the morning tea and cleaned up. This Friday the school and church community will celebrate the Feast of Queenship of Mary and the opening of the Peace Garden. Bishop Edwards will celebrate with Father John. Morning tea will be provided for parents and parishioners. The children will participate in a range of activities for the rest of the day. The first of the NAPLAN online tests have been held today. We learned a great deal about how different it is completing a test online as opposed to paper based and what it is like to complete it on an iPad, The children were great and adapted brilliantly. The year 5's will run theirs next Tuesday and for those at the District Athletics it will be another day. There will be an observer from the VCAA with us for the Year 5 test so we can discuss all our issues. Last friday we hosted all the Year 6 children from the LCEC schools for Confirmation Reflection 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

				<p>Day. It was a wonderful day full of reflective activities that helped to prepare the children for the sacrament of Confirmation that will receive on Sunday 28th August.</p> <ul style="list-style-type: none"> ● As part of our commitment to the new Child Safe Standards, I had to declare if we were compliant or not by the 1st August. In most areas we were compliant, but some areas still need to be addressed. A new tab will be on the website for all the Child Safety Standards to be housed. Staff will sign a Code of Conduct and will do so every year. All volunteers and contractors will also need to sign one. All parent volunteers will have to sign one and have current Working With Children Check (WWCC) number. ● The Master Planning process is coming to an end. Big picture plans are available and soon a Quantity Surveyor will price them so we can apply for a grant. I have asked the architects to look at what can be done with the portables as a priority which may be funded by the school. ● Last week I had a meeting with the council to discuss parking around the area. Some good things came out of it. The parking out front will be extended to 30 minutes, they will mark the corners of surrounding streets with hockey stick marks to show where to park and will look into marking the road crossings between streets to show cars to watch for children. ● Years 3 & 4 will be on camp next week. There was an error in timetabling as we needed to move the Year 3 camp and this was the date available. ● The Wonder of Living parent and parent/child meetings will be held at the end of this term and early next term. We have contracted these meetings out to an organisation who have been 	<p>All P&F volunteer request notes should now ask for WWCC check numbers. If not, the WWCC number must be requested prior to the event.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
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				<p>recommended for Catholic schools. We are keen to get all parents to the parent night so you have something to discuss with your children and then have a bit of knowledge about what we will be discussing in Term 4 with the Years 3 to 6 children.</p> <ul style="list-style-type: none"> • I will be on Long Service Leave for the last 3 weeks of Term 3. Anne will be in charge in my absence. 	Noted
7:27 pm	#07-4	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> • Email from a school parent asking if the P&F would be interested in a Tupperware "lunch box fundraiser", promoting plastic wrap free lunches. The school would get 10% of all sales. Email forwarded on to Fundraising Officer. Will be discussed in agenda item #07-6. • Email from parent wanting greater warning for preparation if child is elected for District Sports events. 		<p>Liz to reply to parent. Fundraising options have been sorted for this year.</p> <p>Anthony will reply to parent.</p>
7:28 pm	#07-5	Brendan Halloran (for Maureen Puopolo)	<ul style="list-style-type: none"> • Treasurer's Report • Funding decisions 	<p>Profit from Disco: \$1,680 Expenditure : Oxford Books Purchase \$1,625</p> <p>Revisited the Wish list sent to parents at the beginning of the year. Kirsty suggested rebound nets at the school fence line to stop balls being lost in neighbours backyards.</p>	<p>Noted</p> <p>Noted</p>
7:33 pm	#07-6	Liz Hanson	<p>Fundraising Report:</p> <ul style="list-style-type: none"> • Father's Day Stall - update • Pie Drive - update 	<p>Notes have gone out</p> <p>Notes to go out this week</p>	<ul style="list-style-type: none"> • Noted • Noted

			<ul style="list-style-type: none"> • Walkathon (Bridget) • QoP Fete 	<p>The date has been set for Friday 21st October. A pizza lunch will be offered to the class with the greatest proportion of students returning sponsorship forms. The note will indicate that the profit will go towards funding digital learning programs.</p> <p>Bridget has had feedback from some parents in support of a QOP Fete.</p>	<ul style="list-style-type: none"> • Bridget to organise notes • Bridget to gauge interest in those willing to help with fete. • Bridget to create a spreadsheet on google drive for people to contribute ideas for a fete.
7:48 pm	#07-7	Bridget Halloran	<p>Social and Pastoral Report</p> <ul style="list-style-type: none"> • Brewery tour for Father's Day - update • Family Assistance Program - update • Queen of Peace Feast Day - update • World Teachers' Day Morning Tea - update • Grandparents' Day - wrap up / review • Prep orientations - P&F involvement and how can we get new parents socialising and involved in the school community and activities? 	<p>23 dads have replied so far</p> <p>Note went out on Friday</p> <p>There was a good response for volunteers: 29</p> <p>To be held on 5th October. A parent has offered to supply sushi and sandwiches for the teachers. Parents may also like to donate morning tea items for the day.</p> <p>There were a good number of volunteers. An idea for next year is to have a book stall - possibly run by a company called "Books Illustrated".</p> <p>Anthony shared the dates of the orientation days in November. He has asked for P&F help at some of these days, possibly a speaker at one, look at providing childminding at some and have the P&F</p>	<ul style="list-style-type: none"> • Noted • Noted • Noted • Bridget to follow up with parent. • Bridget to organise volunteer note for September. • Noted • Bridget to look into the details for next year. • Noted

				help facilitate at the teddy bears picnic. Will discuss closer to the dates.	
8:03 pm	#07-8	Justin Magro	Gardens and Grounds Report	<p>The working bee has been scheduled for Saturday 19th November from 9am to midday.</p> <p>Justin will level some ground in the hall vicinity. Kirsty will supply the spoil for this.</p> <p>Looking into placing fake grass to the grade 6 garden bed and leaving the trees.</p>	<p>Rebecca to put Save the Date in the school newsletter.</p> <p>Noted</p> <p>Noted</p>
8:08 pm	#07-9	All Members	General business: None.		
8:13 pm	#07-10	Brendan Halloran	Meeting closed at 8:45pm. Next meeting: Tuesday 18 th October 2016 in the staff room @7pm		Noted

New actions from meeting #07

Item	Owner	Description	Due	Status
#07-4	Liz	Liz to reply to parent e-mail offering a Tupperware Fundraiser, explaining that fundraising activities have been sorted already for the year.	18 Oct 2016	Open
#07-4	Anthony	Anthony to reply to parent wanting greater warning for preparation if child is elected for District Sports events.	18 Oct 2016	Open
#07-6	Liz	Pie Drive note to be sent out.	19 Aug 2016	In progress
#07-6	Bridget	Bridget to organise notes for the Walkathon	18 Oct 2016	Open
#07-6	Bridget	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	18 Oct 2016	Open

#07-7	Bridget	Bridget to approach parent who offered to supply morning tea for teachers on World Teacher day.	Sep 2016	Open
#07-7	Bridget	Bridget to organise note for Parent contribution of morning tea for Teachers on World Teacher Day.	Sep 2016	Open
#07-7	Bridget	Bridget to look into an idea for next year's Grandparent's Day: a book stall - possibly run by a company called "Books Illustrated".	18 Oct 2016	Open
#07-8	Rebecca	Put Save the Date in the Newsletter for the 19th November Working Bee.	26 Aug 2016	Open