



Queen of Peace Parish Primary School

Parents & Friends



Queen of Peace Parish Primary School

Parents and Friends Association

MINUTES: General Meeting #1

28 February 2017

Logistics

Meeting title	Parents and Friends General Meeting #01, 2017
Date, time and place	Tuesday 28 February 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), Carol Doloughan / Donna Abu-Elias (Co-Secretaries), Teresa Prismall (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer), David Prismall (Grants Applications Assisting Officer)
Apologies (Executive Committee)	None
Ordinary Members: agenda item topic	Kirsty O'Connor
Ordinary Members	Maureen Puopolo, Rebecca Whelan, Belinda Nieuwesteeg, John Mifsud, Veronica Tucker
Apologies – Ordinary Members	Jacky Milat
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#09-6	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	April 2017	Open	Some suggestions were to look at the timing of the event (possibly first thing in the morning) and the route (should it be around the school or to another destination?).
#09-6	Liz Hanson	Liz to add fete ideas to shared spreadsheet	2017	Open	Teresa will take this over.
#09-9	Kirsty O'Connor	Kirsty to look into social activity for parents at start of school year Picnic	Feb 2017	Closed	This will be discussed later in the year for the 2018 start of school year picnic.
#09-9	Liz Hanson	Liz to look into options for a possible sunscreen drive for Term 1	Term 3 2017	On hold	In discussion with company, (Coverup brand has been chosen). Have requested samples to be sent so that we can

					test it before recommending it to parents. Assuming this goes well, we will raise the topic again in Term 3, hoping sunscreen available for purchase in Term 4.
#08-4	Liz Hanson	Liz will contact Bunnings to organise BBQ date/s for 2017.	21 Mar 2017	Open	Anthony to ask Cathy (office) to follow up paperwork - waiting on date from Bunnings.
#08-5	Anthony Drill	Anthony will work with Maureen and the school accountant to verify the P&F accounts.	End 2016	On hold	Anthony advised all orders over \$50 need to have a purchase order created. The accounts will be done before end of year. The P&F account is a school account, and adheres to new Catholic Education Office Guidelines.
#07-6	Bridget Halloran	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	Ongoing	In progress	Looking to set up a fete committee for 2018, a request for members to be advertised in newsletter.
#07-7	Bridget Halloran	Bridget to look into an idea for next year's Grandparent's Day: a book stall - possibly run by a company called "Books Illustrated".	By June 2017	Closed	We're not going to ask grandparents to donate on their special day - we will ask for donations from anyone during the book fair.
#06-9	Anthony Drill	Anthony to look into what the uniform policy says.	15 Nov 2016	In Progress	Anthony will address this in the newly updated Parent Handbook.
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	15 Nov 2016	Closed	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.	15 Nov 2016	Closed	No longer a P&F activity - Anthony will arrange for the works to be done.

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#01-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President Introductions 	<ul style="list-style-type: none"> Brendan asked for someone to volunteer to take notes/minutes for the meeting, as the Secretary role was still vacant. Carol Doloughlan volunteered. 	<ul style="list-style-type: none"> Noted Noted
7:02 pm	#01-2	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from AGM / General Meeting #9 2016) 		<ul style="list-style-type: none"> Accepted
7:04 pm	#01-3	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"
7:14 pm	#01-4	Anthony Drill Kirsty O'Connor	<ul style="list-style-type: none"> Principal's Report Wrap up of P&F help of the EOYFC. 	<ul style="list-style-type: none"> Thras info sessions have been completed and were very well attended by parents. It was agreed this event was very successful and great feedback was received. The same food vendors will be used this year. 	<ul style="list-style-type: none"> Noted Noted
7:24 pm	#01-5	Brendan Halloran	<p>Incoming correspondence:</p> <ul style="list-style-type: none"> Email from Australian Fundraising on 25 November 2016. Email from Heather Brae Shortbreads on 15 December 2016. Email from Subway Wyndham on 31 January 2017. Email from Mumslink on 06 February 2017. Email from Hobson's Bay City Council regarding "2017 Quick Response Grants". 	<ul style="list-style-type: none"> To be discussed in agenda item #01-11. 	<ul style="list-style-type: none"> No subway fundraiser this year.

7.29pm	#01-6	Anthony Drill	<ul style="list-style-type: none"> ● Acceptance of nominations for the roles of: <ul style="list-style-type: none"> ➢ Fundraising Officer (Teresa Prismall) ➢ Grants Applications Assisting Officer (David Prismall) ● Unfilled Executive Committee role: Secretary 	<ul style="list-style-type: none"> ● There were no nominations for the role during the meeting. 	<ul style="list-style-type: none"> ● Accepted ● Noted
7:34 pm	#01-7	Liz Hanson Liz Hanson All	<p>Treasurer's report:</p> <ul style="list-style-type: none"> ● Verification of the P&F accounts for 2016 by the school accountant ● Funding decisions - how to spend funds raised by P&F in 2017 	<ul style="list-style-type: none"> ● To be done at a later date ● No decisions were made about how to spend P&F funds - this will be decided as the year progresses. 	<ul style="list-style-type: none"> ● Noted ● Noted
7:44 pm	#01-8	Teresa Prismall	<p>Fundraising Report:</p> <ul style="list-style-type: none"> ● Which fundraising events and activities should we run this year? 	<ul style="list-style-type: none"> ● Hot Cross Bun Day - Donna to organise with help from Bridget. ● Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night". ● Mother's Day - Kirsty has ordered all stock. Date and stall location to be confirmed. ● Discussed a fete for 2018 and a subcommittee to be formed if enough parents show interest (notice to be placed in newsletter and SkoolBag) 	<ul style="list-style-type: none"> ● Noted ● Noted ● Noted ● Noted
7:54 pm	#01-9	Bridget Halloran	<p>Social and Pastoral Report:</p> <ul style="list-style-type: none"> ● Which social events and activities should we run this year? ● Family Assistance Program - update ● Parents social activity - dinner and barefoot bowls - update 	<ul style="list-style-type: none"> ● Mentioned Mums' Movie Club and dads' social events (how can we get new members to join and possibly take on responsibility of running - Anthony suggested speaking at assemblies) ● No parents have requested assistance yet. Bridget will send out a letter to those who volunteered to help last year whether they would like to continue to be part of the program this year. She will also send out a general request to the whole school via CareMonkey. ● 30 parents have responded 	<ul style="list-style-type: none"> ● Ask for ideas re social activities in newsletter ● Noted ● Noted

8:04 pm	#01-10	Justin Magro	Gardens and Grounds Report: <ul style="list-style-type: none"> Working bees - how many, when, format, etc. 	<ul style="list-style-type: none"> Would like to have at least one a term. Suggest a Saturday in early Term 2 - May. 	<ul style="list-style-type: none"> Justin to organise a date with Anthony
8:09 pm	#01-11	David Prismall	Grants Applications Report: <ul style="list-style-type: none"> Hobson's Bay City Council - 2017 Quick Response Grants 	<ul style="list-style-type: none"> David presented a spreadsheet with some grants and their details on them. He asked for direction from Anthony as to which grants school should apply for. Anthony to advise re: potential grant application projects, with priority on the vibrant community grant Anthony recommended deferring the ride to school grant until next year. He will see if a bike shed is in the master plan or could be included in consultation with Mr Menadue. 	<ul style="list-style-type: none"> Noted Noted Noted
8:14 pm	#01-12	Brendan Halloran	<ul style="list-style-type: none"> How should P&F communicate with parents in 2017? <ul style="list-style-type: none"> Email, Skoolbag, newsletter, CareMonkey, sandwich boards, letters, etc... How can we encourage more parent involvement in all areas of school life, including P&F initiatives? 	<ul style="list-style-type: none"> At this stage, the school will continue to use the three current apps (Remind, Skoolbag and Caremonkey), however looking to consolidate down to one or two apps in the future. The P&F will continue to use these apps as appropriate. It was agreed the use of a "sandwich board" to advertise P&F events/activities could be trialled in the future. Due to time constraints, Brendan and Anthony agreed to have a meeting to further discuss communication with the school community. Anthony is happy for a parent (either on the Executive Committee or a general member organising an event) to speak at a school assembly about a particular topic/issue or event. 	<ul style="list-style-type: none"> Noted Noted Noted Noted
8:24 pm	#01-13	All	General business	<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> Noted
8:30 pm	#01-14	Brendan Halloran	Meeting closed at 9:05pm. Next meeting: General Meeting #02 on Tuesday 21st March 2017 in the staff room @ 7pm.		<ul style="list-style-type: none"> Noted

New actions from meeting #01

Item	Owner	Description	Due	Status
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#01-8	Teresa Prismall	Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night".	21 Mar 2017	Open
#01-8	Kirsty O'Connor	Mother's Day - date and stall location to be confirmed.	21 Mar 2017	Open
#01-8	Bridget Halloran	Notice to be placed in newsletter or SkoolBag requesting volunteers for the Fete committee for 2018.	21 Mar 2017	Open
#01-9	Bridget Halloran	Ask for ideas re social activities in newsletter	21 Mar 2017	Open
#01-9	Bridget Halloran	Bridget will send out a letter to those who volunteered to help last year whether they would like to continue to be part of the program this year. She will also send out a general request to the whole school via CareMonkey.	18 April 2017	Open
#01-10	Justin Magro	Justin to organise a date for the first school working bee for the year with Anthony - possibly a Saturday in early Term 2 - May.	21 Mar 2017	Open
#01-11	David Prismall	Anthony to advise re: potential grant application projects, with priority on the vibrant community grant	21 Mar 2017	Open
#01-11	Anthony Drill	Anthony will see if a bike shed is in the master plan or could be included in consultation with Mr Menadue.	21 Mar 2017	Open
#01-12	Brendan Halloran	Brendan and Anthony to meet to further discuss communication with the school community.	21 Mar 2017	Open