



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #2

21 March 2017

Logistics

Meeting title	Parents and Friends General Meeting #02, 2017
Date, time and place	Tuesday 21 March 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Carol Doloughlan
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 Doloughlan (Co-Secretary), Donna Abu-Elias (Co-Secretary), Justin Magro (Gardens and Grounds Assisting Officer), David Prismall (Grants Applications Assisting Officer)
Apologies (Executive Committee)	None
Ordinary Members: agenda item topic	None
Apologies – Ordinary Members: agenda item topic	Kirsty O'Connor
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#01-8/17	Teresa Prismall	Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night".	21 Mar 2017	Open	
#01-8/17	Kirsty O'Connor	Mother's Day - date and stall location to be confirmed.	21 Mar 2017	Open	
#01-8/17	Bridget Halloran	Notice to be placed in newsletter or SkoolBag requesting volunteers for the Fete committee for 2018.	21 Mar 2017	Closed	Notice was inserted into the P&F section of the school's newsletter on 10th March.
#01-9/17	Bridget Halloran	Ask for ideas re social activities in newsletter.	21 Mar 2017	Closed	Notice was inserted into the P&F section of the school's newsletter on 10th March.

#01-9/17	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 Family Assistance Program this year. She will also send out a general request to the whole school via CareMonkey.	02 May 2017	Open	Not yet actioned. Will do so in the coming weeks.
#01-10/17	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	
#01-11/17	David Prismall	Anthony to advise re: potential grant application projects, with priority on the vibrant community grant	21 Mar 2017	Open	
#01-11/17	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	
#01-12/17	Brendan Halloran	Brendan and Anthony to meet to further discuss communication with the school community.	21 Mar 2017	Closed	Brendan and Anthony met and discussed P&F communication to the school community. Brendan asked Anthony if Donna could look into options and recommendations for a possible QOP P&F Facebook page - he agreed - will be discussed in agenda item #12. Brendan asked Anthony if we could explore the possibility of having "Classroom Parent Representatives" - he agreed - will be discussed in agenda item #13.
#09-6/16	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	April 2017	In progress	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?).
#09-6/16	Teresa Prismall	Liz to add fete ideas to shared spreadsheet	2017	In progress	Teresa taking this over.
#09-9/16	Liz Hanson	Liz to look into options for a possible sunscreen drive for Term 4	Term 3 2017	In progress	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.
#08-4/16	Anthony Drill	Liz will contact Bunnings to organise BBQ date/s for 2017.	21 Mar 2017	In progress	Anthony to ask Cathy (office) to follow up paperwork - waiting on date from Bunnings.
#08-5/16	Anthony Drill	Anthony will work with Maureen 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.
#07-6/16	Bridget Halloran	Bridget to continue to gauge interest in QOP fete and create a spreadsheet on google drive for ideas to be added.	Ongoing	Closed	Spreadsheet called "QOP Fete ideas.xlsx" saved under "Fundraising" Google Drive Folder.
#06-9/16	Anthony Drill	Anthony to look into what the uniform policy says.	21 Mar 2017	In Progress	Anthony will address this in the newly updated Parent Handbook.

Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#02-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 	<ul style="list-style-type: none"> Note
7:01 pm	#02-2	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from General Meeting #1 2017) 	<ul style="list-style-type: none"> Approve
7:02 pm	#02-3	Brendan Halloran	<ul style="list-style-type: none"> Actions arising from previous minutes 	<ul style="list-style-type: none"> Note
7:12 pm	#02-4	Anthony Drill	<ul style="list-style-type: none"> Principal's Report <ul style="list-style-type: none"> ➤ The School's Review - Self Reflection Document - "Community" section ➤ Child Safety Standards - Volunteer guidelines P&F General Meeting dates for the rest of 2017 	<ul style="list-style-type: none"> Note Discuss Note Note

7:32 pm	#02-5	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Note
7.33pm	#02-6	Anthony Drill	<ul style="list-style-type: none"> • Acceptance of nominations for the role of Secretary (nominations submitted following General Meeting #1): <ul style="list-style-type: none"> ➤ Carol Doloughlan ➤ Donna Abu-Elias 	<ul style="list-style-type: none"> • Approve • Approve
7:34 pm	#02-7	Liz Hanson All	Treasurer's report: <ul style="list-style-type: none"> • Bank balance report • Funding decisions - how to spend funds raised by P&F in 2017 	<ul style="list-style-type: none"> • Note • Discuss
7:44 pm	#02-8	Teresa Prismall Bridget Halloran	Fundraising Report: <ul style="list-style-type: none"> • Which fundraising events and activities should we run this year? • School Fete 2018 - update on progress so far 	<ul style="list-style-type: none"> • Discuss • Note
7:54 pm	#02-9	Bridget Halloran	Social and Pastoral Report: <ul style="list-style-type: none"> • Which social events and activities should we run this year? 	<ul style="list-style-type: none"> • Discuss
7:59 pm	#02-10	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> • Note
8:02 pm	#02-11	David Prismall	Grants Applications Report: <ul style="list-style-type: none"> • Update on progress 	<ul style="list-style-type: none"> • Note
8:07 pm	#02-12	Donna Abu-Elias	<ul style="list-style-type: none"> • Creating and managing a Facebook page for QOP P&F 	<ul style="list-style-type: none"> • Discuss/Approve
8:17 pm	#02-13	Brendan Halloran	<ul style="list-style-type: none"> • Classroom Parent Representatives (CPR) Program: <ul style="list-style-type: none"> ➤ the overall aim of this program is to promote a sense of unity and connectedness for the benefit of each and every child at QOP ➤ One CPR per class - a Classroom Parent Coordinator (CPC) to oversee the program and liaise with the Principal ➤ The CPC would report to the Principal and could be a member of the P&F Executive Committee - possibly this could be the Social and Pastoral Officer or we could create a new position ➤ Could try to start the program this year or work towards starting it at the beginning of 2018. 	<ul style="list-style-type: none"> • Discuss/Approve

8:27 pm	#02-14	All	General business	• Note
8:30 pm	#02-15	Brendan Halloran	Meeting closure. Next meeting: General Meeting #03 on Tuesday 2nd May 2017 in the staff room @ 7pm.	• Note