



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #3

2 May 2017

Logistics

Meeting title	Parents and Friends General Meeting #03, 2017
Date, time and place	Tuesday 2 May 2017: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Donna Abu-Elias / 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	None
Guests	Colleen (school reviewer)

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#02-4	Anthony Drill	Confirm date for the first P&F general meeting for 2018 - as early in Term 1 as possible.	2 May 2017	Not started	
#02-7	Anthony Drill	Anthony to think about some projects that P&F could fund in 2017.	2 May 2017	Not started	
#02-8	Maureen Puopolo	Maureen to organise the Disco.	2 May 2017	In progress	The date is Friday 28th July.
#02-8	Jacky Milat and Sharon Hobson	Tony's Pie drive - do at least one each term from Term 2.	2 May 2017	In progress	<ul style="list-style-type: none"> ● First pie drive being run by Sharon and Jacky. <ul style="list-style-type: none"> ➢ Order forms out: Friday 19th May ➢ Order forms due: Wednesday 31st May ➢ Delivery date: Wednesday 7th June

					<ul style="list-style-type: none"> ● Second pie drive - volunteers needed. <ul style="list-style-type: none"> ➤ Order forms out: Friday 1st September ➤ Order forms due: Wednesday 13th September ➤ Delivery date: Thursday 21st September
#02-8	Bridget Halloran	School Fete - organise a meeting to see if a sub-committee can be formed.	2 May 2017	In progress	Meeting held on Friday 28th April.
#02-9	Bridget Halloran	Organise a High Tea for Mother's Day.	2 May 2017	Closed	Organised for Sunday 21st May from 2-4pm at the Hyde Street Hotel, Yarraville.
#02-9	Justin Magro	Organise a dad's social event for Term 2.	2 May 2017	Closed	Dinner and ten pin bowling held at WynCity Friday 21st April.
#02-10	Justin Magro	Working Bee - 6th May - same as last time (Sharon, Bridget and Brendan to help).	2 May 2017	In progress	CareMonkey eForm was sent out on Thursday 27th April. Start time has been changed from 8am to 9am.
#02-12	Donna Abu-Elias	Creating and managing a Facebook page for QOP P&F.	2 May 2017	Open	The "Discussion paper for Facebook page" document was uploaded under the meeting #2 minutes on the P&F web page. This will be discussed in agenda item #03-5.
#02-13	Brendan Halloran	Classroom Parent Representatives - discuss purpose and creating a program.	2 May 2017	Open	The "Beaconsfield Upper Primary School class representative program" document was uploaded under the meeting #2 minutes on the P&F web page. This will be discussed in agenda item #03-6.
#02-14	Liz Hanson	Find out about an app for the canteen for ordering and paying for lunch.	2 May 2017	Open	The tool Liz's sister's school uses for canteen and other payments is Flexischools: https://www.flexischools.com.au
#01-8/17	Teresa Prismall	Teresa to find out further information about a "Comedy Night" as a replacement for the "Trivia Night".	2 May 2017	Open	Comedy for a Cause booked in the QOP Hall for Friday 4th August. Time TBC, however, if no objections, Teresa suggests 7pm doors open, with a start time of 8pm.
#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	02 May 2017	Closed	A personalised email was sent out on 23rd April to all families who volunteered in 2016 thanking them for volunteering last year. It also alerted them to the fact that a letter will be going home to all families on 28th April, and that

		will also send out a general request to the whole school via CareMonkey.			if they would like to volunteer this year, they will need to respond as such to the letter.
#01-11/17	David Prismall	Anthony to advise re: potential grant application projects, with priority on the vibrant community grant	2 May 2017	Open	David to talk to Marisa Te about what programs may be applicable for a grant. David to look for grants for technology.
#09-6/16	Anthony Drill	Anthony to get feedback from staff on ways to improve Walkathon	2 May 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?).
#08-4/16	Anthony Drill	Liz will contact Bunnings to organise BBQ date/s for 2017.	21 Mar 2017	Closed	Confirmed for Sunday 29th October.
#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.
#06-9/16	Anthony Drill	Anthony to look into what the uniform policy says.	2 May 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	#03-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President 	<ul style="list-style-type: none"> Note
7:01 pm	#03-2	Anthony Drill / Colleen	<ul style="list-style-type: none"> School review presentation 	<ul style="list-style-type: none"> Note
7:30 pm	#03-3	Brendan Halloran	<ul style="list-style-type: none"> Previous minutes (from General Meeting #2 2017) 	<ul style="list-style-type: none"> Approve
7:31 pm	#03-4	Brendan Halloran	<ul style="list-style-type: none"> Actions arising from previous minutes 	<ul style="list-style-type: none"> Note

7:41 pm	#03-5	Donna Abu-Elias	<ul style="list-style-type: none"> ● Creating and managing a Facebook page for QOP P&F 	● Discuss/Approve
7:51 pm	#03-6	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. 	● Discuss/Approve
8:01 pm	#03-7	Anthony Drill	<ul style="list-style-type: none"> ● Principal's Report 	● Note
8:11 pm	#03-8	Brendan Halloran	Incoming correspondence: None	● Note
8:12 pm	#03-9	Liz Hanson	Treasurer's report: <ul style="list-style-type: none"> ● Bank balance report 	● Note
8:14 pm	#03-10	Teresa Prismall Bridget Halloran Donna Abu-Elias	Fundraising Report: <ul style="list-style-type: none"> ● General update ● Maybe mothers and fathers day raffle could be after Church ● Another thought for a fundraiser is an obstacle course - maybe instead of the Walkathon ● Other options for sausage sizzle besides Bunnings - maybe after Church or karate ● School Fete 2018 - update on progress so far ● Hot Cross Bun Day - report 	<ul style="list-style-type: none"> ● Note ● Discuss ● Discuss ● Discuss ● Note ● Note
8:18 pm	#03-11	Bridget Halloran Justin Magro	Social and Pastoral Report: <ul style="list-style-type: none"> ● World Teachers' Day - falls on 5th October during holidays - when will we do it? ● QOP Dads dinner and ten pin bowling night - report ● Next QOP dads social activity - billiards/pool - who will organise? 	<ul style="list-style-type: none"> ● Discuss ● Note ● Discuss
8:22 pm	#03-12	Justin Magro	Gardens and Grounds Report <ul style="list-style-type: none"> ● Update - Landscaper to meet Justin about the garden at the back of the school - P&F will contribute some funds to this project 	● Note

8:24 pm	#03-13	David Prismall	Grants Applications Report	● Note
8:27 pm	#03-14	All	General business	● Note
8:30 pm	#03-15	Brendan Halloran	Meeting closure. Next meeting: General Meeting #04 on Tuesday 6th June 2017 in the staff room @ 7pm.	● Note