



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

MINUTES: General Meeting #4

17 May 2016

Logistics

Meeting title	Parents and Friends General Meeting #04, 2016
Date, time and place	Tuesday 17 May 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), Maureen Puopolo (Treasurer), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	None
Absent (Executive Committee)	Karen Kapulica (Vice President)
Ordinary Members: agenda item topic	None
Apologies – Ordinary Members: agenda item topic	None
Ordinary Members: general attendance	Kirsty O'Connor, Sharon Hobson, Jacky Milat, Roshni Pattel
Apologies – Ordinary Members: general attendance	Tina Mifsud, John Mifsud
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	17 th May 2016	Open	Anthony and Justin have discussed removing nets. Further discussions to occur in the future.
#03-5	Anthony Drill / Maureen Puopolo	Anthony to inform Rita Arrigo that the P&F is contributing \$2,000 towards readers for the upper school.	17 th May 2016	Closed	Maureen confirmed Rita has purchased readers at a cost of \$1,625.
#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.	17 th May 2016	Open	The proposed designs have been deemed inappropriate. Antony and Justin will have further discussions on options.

#03-6	Liz Hanson	Look into getting real estate boards put up outside the school advertising the trivia night – Liz to follow up with Anthony.	17 th May 2016	Closed	Board supplied by RT Edgar - put up week commencing 9th May
#03-6	Kirsty O'Connor	Kirsty to provide some Mother's Day raffle tickets to John Mifsud for the Bunnings BBQ as well as a flyer.	29 th April 2016	Closed	Tickets were not sold on the day.
#03-6	Sharon Hobson	Sharon to look into information about Tony's pies.	17 th May 2016	Open	Information has been received from Tony Pies. Sharon and Jacky will co-ordinate the pie drive in Term 3.
#03-7	Bridget Halloran	Bridget to organise a morning tea for staff on World Teacher's Day.	Term 3	Open	Will look into it in coming weeks.
#03-9	Justin Magro	Justin to draft a note re working bee for 21 st May – send out in early May?	Early May	Closed	Note sent out by Anthony on Friday 6th May.
#03-9	Bridget Halloran	Bridget to find an example of a working bee note from kinder and give to Justin.	29 th April 2016	Closed	Bridget sent information to Justin.
#03-9	Anthony Drill	Anthony to advertise working bee on the school newsletter.	22nd April 2016	Closed	Anthony mentioned the working bee in the newsletter on Friday 29th April.
#02-2	Liz Hanson	Kirsty to speak to parish office to arrange for Trivia night to be advertised in the church newsletter.	17 May '16	Closed	Details of the Trivia night will appear in the church newsletter. Posters will be displayed in the church foyers at QOP and St Martin de Porres.
#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	17 May '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	Term 3 '16	On hold	Will discuss at a meeting later in the year.
#02-2	Brendan Halloran	Weekly school newsletter	Term 3 '16	On hold	Will discuss at a meeting later in the year.
#02-6	Anthony Drill	Promote the "buddy bench" in the school newsletter	17 May '16	Closed	Mentioned in Newsletter on 13th May.
#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	17 May '16	Open	Liz to discuss further with Josie Kirby and report back at next meeting.
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	Term 3 '16	On hold	Will discuss at a meeting later in the year.

#02-11	Maureen Puopolo	Spend 'n Save	Term 3 '16	On hold	Revisit later in the year.
#02-13	Liz Hanson	Once disco date is confirmed, then a list of all fundraising events will be put on the newsletter and website, highlighting those requiring volunteers.	17 May '16	Closed	All fundraising events for 2016 were listed in the newsletter on Friday 6th May. Will be put on the school's website soon.
#02-17	Anthony Drill	Contact Denzel @ Emmanuel College re student help for the Bunnings BBQ	19 Apr '16	Closed	3 students helped at the Bunnings BBQ. Students are also going to help at the school working bee.
#02-20	Maureen Puopolo	Decide on date for the disco & contact DJ	17 May '16	Closed	Booked in for Friday 15th July.

Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#04-1	Brendan Halloran	<ul style="list-style-type: none"> Welcome from the President Previous minutes 		Noted Accepted
7:02 pm	#04-2	Brendan Halloran	Actions arising from previous minutes		Noted – see “Actions arising from previous meetings”
7:17 pm	#04-3	Anthony Drill	Principal's Report	<p>Highlights include:</p> <ul style="list-style-type: none"> The first round of consultation with the Architects for the Master Planning Process included meeting with the Leadership Team, Staff, Students and Parents. The plans are based around the forecasted sustainable number of enrolments in the future. A committee of 4 staff members has been established and will meet fortnightly to work through the discussion and planning phase. Two teachers will commence maternity leave in the coming months. Applications have been received for these positions and interviews are taking place to find replacement teachers. 	Noted

				<ul style="list-style-type: none"> • The Naplan tests for the grade 3 & 5 children seemed to go smoothly. Results will be available later in the year. The tests may occur online in 2017. • There was initially difficulty in getting parent help for the Senior Athletics Carnival, but enough volunteers were available in the end. • There will be 2 school closure days in term 3: Thursday 28th July & Wednesday 17th August. • Reports will be going home on Friday 17th June. 3 way conversations will be held on the 20th & 21st June. • Due to a poor response of volunteers (6 in total), the working bee on Saturday 21st May will be postponed. 	
7:22 pm	#04-4	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> • None received. 		Noted
7:22 pm	#04-5	Maureen Puopolo	<ul style="list-style-type: none"> • Treasurer's Report • Funding decisions 	<ul style="list-style-type: none"> • The current bank balance presented was \$23,201.89 • The Mother's Day Stall and Raffle made a combined profit of \$3,586.94. The Bunnings BBQ made a profit of \$1515.00 • Estimated available funds from budget of income and outgoings for additional funding of projects by the P&F this year is \$6,876.84 • To be discussed at next meeting. 	Noted Noted
7:32 pm	#04-6	Liz Hanson	Fundraising Report <ul style="list-style-type: none"> • Bunnings BBQ 	<ul style="list-style-type: none"> • John and Tina Mifsud did a great job organising and running the BBQ. There were lots of volunteers. The 	Noted

			<ul style="list-style-type: none"> ● Mother's Day Stall ● Trivia Night ● Disco ● Father's Day ● Tony Pie's Drive 	<p>Emmanuel College students that volunteered were a great help.</p> <ul style="list-style-type: none"> ● Kirsty O'Connor, Rebecca Whelan and Sharon Hobson did a great job organising and running the stall. It was a successful and profitable event. ● The event has been advertised in the school newsletter, church newsletter and in the church foyers of Queen of Peace and St Martin de Porres. <ul style="list-style-type: none"> ➤ Donations are being gathered for the silent and live auctions. ➤ Sporting clubs offer merchandise at a discount for fundraisers or the appearance of a sportsperson. ● The date has been set for Friday 15th July. Cost was decided to be \$10 per child, capped at \$20 a family. <ul style="list-style-type: none"> ➤ Notes will go out after Trivia Night. ● Kirsty has started to pre-order stock. ● Sharon and Jacky volunteered to run the drive. It is scheduled to run before the end of term 3. A note will be sent out after the disco. 	<p>Noted</p> <p>Bridget to put a call out in the newsletter for donations from business within the school community.</p> <p>Maureen to prepare note.</p> <p>Noted</p> <p>Sharon / Jacky to approach the parish office to see if order forms could be made available for parishioners as well.</p>
7:47 pm	#04-7	Bridget Halloran	<p>Social and Pastoral Report</p> <ul style="list-style-type: none"> ● Social dinners ● Mother's Day Movie Night 	<ul style="list-style-type: none"> ● Grades 3 - 6 held on Friday 22nd April. An enjoyable evening was had by all. ● 44 mums attended. Fun was had by all. Many requested another movie night. Possibly looking at organising another night for the upcoming movie "Bad Moms". 2 mums have volunteered to organize a "movie club". Possibly look at mentioning different venues before or after the movie that groups could catch up in. 	<p>Noted</p> <p>Bridget to approach mums who volunteered to run a movie club.</p>

			<ul style="list-style-type: none"> Family movie for Term 2 holidays - lock in a date Brewery tour for Father's Day - lock in a date 	<ul style="list-style-type: none"> It was discussed that 2 sessions could run simultaneously for "Finding Dory" and "Ice Age 5". As Bridget is unavailable to organise these movies, no date could be set. Justin raised the option of a family movie night to be held at the school. It was agreed that this could be discussed next year. Date was set for Friday 2nd September. 	<p>Bridget to ask in school newsletter for volunteers to organise the family movie during the Term 2 holidays.</p> <p>Brendan to add to spreadsheet of possible events.</p> <p>Bridget to confirm date with the brewery.</p>
8:02 pm	#04-8	Justin Magro	Gardens and Grounds Report	<ul style="list-style-type: none"> Justin and Anthony have inspected the grounds and the soccer nets. Due to insufficient volunteers it was decided to postpone the upcoming working bee on 21st May. Many ways were discussed about how to encourage families to participate in future working bees. 	<p>Noted</p> <p>Anthony to announce the postponement of the working bee in the newsletter.</p>
8:12 pm	#04-9	All Members	General business	None raised.	
8:17 pm	#04-10	Brendan Halloran	Meeting closure. Next meeting: Tuesday 14 th June 2016 in the staff room @7pm	Meeting closed at 8:24pm.	Noted

New actions from meeting #04

Item	Owner	Description	Due	Status
#04-6	Bridget Halloran	Put notice in the school newsletter calling for donations for Trivia Night from businesses within the school community	14 June 2016	Open
#04-6	Maureen Puopolo	Organise Disco note and forward to Liz and Brendan for approval and distribution	14 June 2016	Open

#04-6	Sharon Hobson / Jacky Milat	Approach the Parish Office to see whether Tony's Pie order forms can be left at the Church for parishioners to order from.	14 June 2016	Open
#04-7	Bridget Halloran	Bridget to approach mums who volunteered to run a movie club to see if they are still interested in organising one.	14 June 2016	Open
#04-7	Bridget Halloran	Notice to go into school newsletter seeking volunteers to organise Term 2 holiday family movie	14 June 2016	Open
#04-7	Brendan Halloran	Brendan to add to family movie night at school to spreadsheet of possible events for next year.	14 June 2016	Open
#04-7	Bridget Halloran	Confirm date of Friday 2nd September for Father's Day event with Brewery.	14 June 2016	Open
#04-8	Anthony Drill	Anthony to announce the postponement of the working bee scheduled for 21st May	20 May 2016	Open