



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

**MINUTES:** General Meeting #6

19 July 2016

## Logistics

Meeting title	Parents and Friends General Meeting #06, 2016
Date, time and place	Tuesday 19 July 2016: 7.00 pm – 8.30 pm in the Staff Room
Chairperson	Brendan Halloran
Minutes	Bridget Halloran
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)	Rebecca Whelan (Secretary)
Absent (Executive Committee)	Karen Kapulica (Vice President)
Ordinary Members: agenda item topic	None
Apologies – Ordinary Members: agenda item topic	Sharon Hobson
Ordinary Members	John Mifsud, Kirsty O'Connor
Guests	None

## Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#05-3	Brendan Halloran	Brendan to send email to Executive Committee asking for a volunteer to coordinate the P&F help with the Grandparents Day morning tea after Mass on Friday 29th July. This job will be mostly focussed around drafting and sending out a letter to parents asking for volunteers to help on the day.	24 June 2016	<b>Closed</b>	Email sent to Executive Committee asking for a volunteer on Thursday 14th July.  Bridget to organise for a request for volunteers to help prepare the scones. Send to Anthony who will upload it to the app. Cathy to order scones/jam/cream once back from leave.
#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	<b>Open</b>	Perhaps help with morning tea or with welcoming guests or a bbq for students. Bridget to meet with Anthony after Friday 22nd July to confirm exactly what is required of P&F. Kirsty can perhaps co-ordinate on the day, Bridget to organise prior.

#05-6	Maureen Puopolo	Maureen to send a reminder of the general rules pertaining to the Disco for parents, volunteers and children via the Skoolbag app first week of term 3.	15 July 2016	<b>Closed</b>	App alert to all parents sent out on Tuesday 12th July, with email to volunteers going out on Monday 11th July.
#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	<b>Open</b>	Liz to give the go ahead for Sharon to set date for delivery with Tony's Pies.
#05-7	Bridget Halloran	Bridget to draft note for Father's Brewery Tour Night and forward for approval.	19 July 2016	<b>Closed</b>	Note sent to Anthony 18th July and will go out later this week once Anthony has approved it.
#05-7	Bridget Halloran	Bridget to get an invoice from the Brewery for deposit to be paid from P&F funds	19 July 2016	<b>In progress</b>	Bridget has paid the \$150 deposit herself but has not yet claimed it back from the P&F account.
#05-8	Justin Magro	Justin to co-ordinate with Anthony on potential date for a working bee.	19 July 2016	<b>Open</b>	Justin to set a time with Anthony after the meeting to discuss.
#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	<b>Open</b>	Looking at Term 4 to watch a movie - week 3, Thursday 20th October set. Brandy to contact Sun Theatre.
#03-5	Anthony Drill	Anthony to look into how the cricket nets area can be transformed for better use by the juniors.	19 July '16	<b>Open</b>	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.	19 July '16	<b>Open</b>	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	<b>Open</b>	Will look into next meeting.

#02-2	Anthony Drill	Greening the West initiative: chat to Justin re: the program's potential for our gardens		<b>On hold</b>	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	Term 3 '16	<b>In progress</b>	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	<b>On hold</b>	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	19 July '16	<b>In Progress</b>	Josie Kirby has forwarded information required to apply for the grant to Liz. Liz will draft an application soon.
#02-10	Anthony Drill	Australia Post's Our Neighbourhood Community Grants	Term 3 '16	<b>On hold</b>	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	Term 3 '16	<b>On hold</b>	Revisit later in the year.
#02-22	Bridget Halloran	Draft a letter asking for volunteers to help with a "Family Assistance Program" – Anthony to check and send out	19 July '16	<b>In progress</b>	Anthony has reviewed the letter and is happy for it to be discussed at meeting #6 - in agenda item #6-7.

## Agenda items

Time	Item	Presenter	Description	Discussion	Decision and action
7:00 pm	#06-1	Brendan Halloran	<ul style="list-style-type: none"> <li>Welcome from the President</li> <li>Previous minutes</li> </ul>		<b>Noted Approved</b>
7:02 pm	#06-2	Brendan Halloran	Actions arising from previous minutes		<b>Noted – see "Actions arising from previous meetings"</b>

7:17 pm	#06-3	Anthony Drill	<ul style="list-style-type: none"> <li>Principal's Report</li> </ul>	<p>Highlights include:</p> <p>The new unit of work for students this term is 'Caring for the Environment.' Many exciting learning experiences planned to engage the children in learning about sustainability and how to care for our natural world.</p> <p>Confirmation is on Sunday 28th August. The LCEC Confirmation Reflection Day with all the parish schools is on Friday 12th August at QoP.</p> <p>Child safe standards parent workshops are on Wednesday 27th July, one at 2pm and one at 6pm. Child minding will be available.</p> <p>School closure days for this term are on Thursday 28th July and Wednesday 17th August.</p> <p>Grandparents day is on Friday 29th July, to be celebrated with a whole school mass in the hall, classroom activities and a morning tea.</p> <p>Open Classroom afternoon is on Monday 8th August between 2.30 and 3.00pm. All parents can come and see what the children are doing in the classroom.</p> <p>Children will be investigating and learning about the Olympics during the two weeks they are on. Olympic fun day is on Thursday 11th August, where there will be rotational activities, (some sporting and others art etc) in each of the levels, as well as some sort of school gathering in the morning. Activities still to be finalised.</p> <p>Feast of the Queenship of Mary and Peace Garden Opening - 19th August. There will be a mass at 10am, including a blessing of the garden, followed by a morning tea. The rest of the day will include some fun activities for the children.</p>	<b>Noted</b>
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7:27 pm	#06-4	Brendan Halloran	Incoming correspondence: none received since the last meeting.		
7:28 pm	#06-5	Maureen Puopolo	<ul style="list-style-type: none"> <li>• Treasurer's Report</li> <li>• Funding decisions</li> <li>• Toyota grants</li> </ul>	<p>Current bank balance is at \$23,230.49</p> <p>The disco made a profit of \$3,200.50</p> <p>The money (\$4,000) for the church garden will be needed. Anthony to inform when.</p> <p>The oval's drainage system needs fixing, so funds may be redirected towards contributing to grounds maintenance for this year instead of the soccer nets.</p> <p>Toyota have some grants up for grabs (up to \$40,000). Catherine Borg will ask around to see if someone is interested in submitting the application. It is apparently an easy application to submit. Need to find out what the grant is to be used for.</p>	<p><b>Maureen to ask Catherine if she has found anyone to write the application. If no takers, Liz may be able to do it.</b></p>
7:33 pm	#06-6	Liz Hanson	Fundraising Report:		

			<ul style="list-style-type: none"> <li>• Disco</li> <li>• Father's Day Stall</li> <li>• Tony's Pies</li> </ul>	<ul style="list-style-type: none"> <li>• The school disco was enjoyed by students. Thanks to Maureen for organising. Next year no devices to be brought to the disco by students. Miss Bartolo was great at encouraging preps to dance.</li> <li>• Entry/exit points discussed.</li> <li>• Father's day stall - items bought and all on track.</li> <li>• Tony's Pies - dates discussed relating to best time that fits in with the school calendar and other P&amp;F notes being distributed. In agreeance that the recommended selling price on the Tony's Pies list is good.</li> <li>• Presuming delivery of Tuesday 13th September is okay, then notes would go out around the 19th of August.</li> </ul>	<p><b>Kirsty/Liz to send Father's day stall volunteer note, Father's day note and raffle note as per the fundraising calendar.</b></p> <p><b>Liz to speak to Sharon re booking in delivery date (13th September) for Tony's Pies and organise for a note to be drafted. Also, to find out the size of the pies and how much notice needed to confirm final order.</b></p>
7:48 pm	#06-7	Bridget Halloran	<p>Social and Pastoral Report</p> <ul style="list-style-type: none"> <li>• Brewery tour for Father's Day - update</li> <li>• Family Assistance Program - discuss letter and next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Note to go out this week for Father's day social activity. Carpooling/transport option included as well as a dinner only option.</li> <li>• Note good, but try to include more information about the transport option. Note to go out after next newsletter (July 29th), with Anthony introducing concept in newsletter.</li> </ul>	<p><b>Anthony to approve note and arrange for distribution during the week.</b></p> <p><b>Bridget to expand information in note relating to helping with car transportation.</b></p> <p><b>Anthony to mention family assistance program in next newsletter.</b></p>

7:58 pm	#06-8	Justin Magro	Gardens and Grounds Report	Nothing to report	<b>Justin and Anthony to meet to discuss plans/dates</b>
8:03 pm	#06-9	All Members	General business:	<p>Anthony showed a maroon fleece beanie to be possibly sold at the uniform shop as an optional item for around \$8. Discussion about emblem - decided no emblem.</p> <p>Talk about whether school can enforce winter uniform more adequately.</p> <p>Bridget mentioned Altona Meadows librarian has spoken to Annette Gauci and is keen to speak to parents re free services provided by Hobson's Bay libraries. Would like to do it at a cuppa, but perhaps an assembly would be better, as well as displaying the information in the school newsletter.</p>	<p><b>In agreeance that the beanie is good.</b></p> <p><b>Anthony to look into what the uniform policy is.</b></p> <p><b>Anthony to speak to Annette Gauci re librarian speaking to parents.</b></p>
8:08 pm	#06-10	Brendan Halloran	Meeting closed at 8.12pm. Next meeting: Tuesday 16 <sup>th</sup> August 2016 in the staffroom @7pm		<b>Noted</b>

## New actions from meeting #06

Item	Owner	Description	Due	Status
#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.	16 Aug 2016	<b>Open</b>
#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	<b>Open</b>

#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	<b>Open</b>
#06-7	Anthony	Approve Father's day brewery and dinner note and arrange to be sent out during the week.	22 Jul 2016	<b>Open</b>
#06-7	Bridget	Expand information in family assistance note relating to helping with car transportation.	29 Jul 2016	<b>Open</b>
#06-7	Anthony	Mention family assistance program in next newsletter.	29 Jul 2016	<b>Open</b>
#06-8	Justin/Anthony	Meet to discuss plans/dates for garden and ground maintenance work.	16 Aug 2016	<b>Open</b>
#06-9	Anthony	Anthony to look into what the uniform policy says.	16 Aug 2016	<b>Open</b>
#06-9	Anthony	Speak to Annette Gauci re librarian speaking to parents re free library services..	16 Aug 2016	<b>Open</b>