



Queen of Peace Parish Primary School

Parents & Friends



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Parents and Friends Association

AGENDA: General Meeting #7

16 August 2016

Logistics

Meeting title	Parents and Friends General Meeting #07, 2016
Date, time and place	Tuesday 16 August 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), Karen Kapulica (Vice President), Rebecca Whelan (Secretary), Liz Hanson (Fundraising Officer), Bridget Halloran (Social and Pastoral Officer), Justin Magro (Gardens and Grounds Assisting Officer)
Apologies (Executive Committee)	Maureen Puopolo (Treasurer)
Ordinary Members: agenda item topic	None
Apologies – Ordinary Members: agenda item topic	None
Guests	None

Actions arising from previous meetings

Item	Owner	Description	Due	Status	Update
#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	Open	
#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	Closed In progress	
#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	Closed In progress	Delivery date booked in for Tuesday 13th September. Note has been drafted and will be sent out on Friday 19 August.

#06-7	Anthony	Approve Father's day brewery and dinner note and arrange to be sent out during the week.	22 Jul 2016	Closed	Note was approved and sent out.
#06-7	Bridget	Expand information in family assistance note relating to helping with car transportation.	29 Jul 2016	Closed	Bridget added more information. The note was approved by Anthony and will go out on Friday 11th August.
#06-7	Anthony	Mention family assistance program in next newsletter.	29 Jul 2016	Closed	Not mentioned in the newsletter - the note is self-explanatory and will go out on Friday 11th August.
#06-8	Justin/Anthony	Meet to discuss plans/dates for garden and ground maintenance work.	16 Aug 2016	Open	
#06-9	Anthony	Anthony to look into what the uniform policy says.	16 Aug 2016	Open	
#06-9	Anthony	Speak to Annette Gauci re librarian speaking to parents re free library services..	16 Aug 2016	Open	
#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	Closed	Note was sent out on Wednesday 10th August. P&F to help by doing the sausage sizzle for lunch for the children, and setting up the morning tea for parents.
#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	Closed	See item #6-06.
#05-7	Bridget Halloran	Bridget to get an invoice from the Brewery for deposit to be paid from P&F funds	19 July 2016	In progress	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	Open	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	Closed	Note to be sent out in September. "Save the date" (Thursday 20th October) notice put in the newsletter on Friday 12th August.

#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	Open	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	Open	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	Open	Will discuss in agenda item #07-7.
#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	Term 3 '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.
#02-10	Anthony Drill / Liz Hanson	Anthony to ask Josie Kirby to submit the ExxonMobil grant application for the school	19 July '16	In Progress	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	On hold	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	On hold	Revisit later in the year.

Agenda items

Time	Item	Presenter	Description	Decision and action
7:00 pm	#07-1	Brendan Halloran	<ul style="list-style-type: none"> • Welcome from the President • Previous minutes 	<ul style="list-style-type: none"> • Note • Approve
7:02 pm	#07-2	Brendan Halloran	Actions arising from previous minutes	Note
7:17 pm	#07-3	Anthony Drill	<ul style="list-style-type: none"> • Principal's Report 	<ul style="list-style-type: none"> • Note
7:27 pm	#07-4	Brendan Halloran	Incoming correspondence: <ul style="list-style-type: none"> • Email from a school parent asking if the P&F would be interested in a Tupperware "lunch box fundraiser", promoting plastic wrap free lunches. The school would get 10% of all sales. Email forwarded on to Fundraising Officer. Will be discussed in agenda item #07-6. 	Note
7:28 pm	#07-5	Brendan Halloran (for Maureen Puopolo)	<ul style="list-style-type: none"> • Treasurer's Report • Funding decisions 	<ul style="list-style-type: none"> • Note • Discuss
7:33 pm	#07-6	Liz Hanson	Fundraising Report: <ul style="list-style-type: none"> • Father's Day Stall - update • Pie Drive - update • Walkathon (Bridget) • QoP Fete 	<ul style="list-style-type: none"> • Note • Note • Discuss • Discuss
7:48 pm	#07-7	Bridget Halloran	Social and Pastoral Report <ul style="list-style-type: none"> • Brewery tour for Father's Day - update • Family Assistance Program - update • Queen of Peace Feast Day - update • World Teachers' Day Morning Tea - update • Grandparents' Day - wrap up / review • Prep orientations - P&F involvement and how can we get new parents socialising and involved in the school community and activities? 	<ul style="list-style-type: none"> • Note • Note • Discuss • Discuss • Note • Discuss
8:03 pm	#07-8	Justin Magro	Gardens and Grounds Report	Note

8:08 pm	#07-9	All Members	General business:	
8:13 pm	#07-10	Brendan Halloran	Meeting closure. Next meeting: Tuesday 18 th October 2016 in the staff room @7pm	Note