**St Anthony’s Parish School**  
**P & F Association**  
**General Meeting 30th April 2014**

**Meeting opened: 7.17pm** - Greg Walker apologised again for the late start as the Board Meeting went over time, & renewed the promise that this would not happen again.

**Apologies:**
Corey Kite, Cate Druhan, Trina Wood, Maree Alchin, Donna Lambert, Nicole Gray, Cobie Lee, Monika Renda.

1. **Minutes of March General meeting**
   
   **Motion** to amend to include dot point that in no way was anyone suggesting that the P&F would withhold funds from the School.

   **Moved-** Shaun Flor  
   **Seconded-** Greg Walker

2. **Action Items/ Matters arising from last meeting**
   
   - Please refer to the action item table at the end of the minutes.

   **Action item 1:** Ellen Turner to come back with costs and ideas for items required by the Aussie Sports program.

   **Action item 2:** Louise Wright to follow up with the Netball convenor (Fiona) regarding Netball request for assistance.

   **Action Item 3:** Paul Locke to obtain estimates for 2 portable netball posts and in-ground fixtures.

3. **Correspondence**
   
   - Nil to report

4. **Principal’s Report/School Update**
   
   - Information night will be held Tuesday night 6 to 7pm. Nearly 100 families attended last year’s evening. There will be two open mornings; 8th and 12th of May.

   - Enrolment is a busy period with the school looking towards the Parent Network to provide catering and possibly to have a parent rep or two at the open evening.

   - Very busy with: NAPLAN, Year 6 camp, a spot check on the vulnerable people cards, which was positive. ST Anthony’s now has approximately 80 staff and visitors registered with a card and the Stat. Dec. process is working well.

   **Action Item 4:** Greg Walker to send out an email requesting any catering assistance (drop a plate off to front if possible).

5. **School Board Report**
   
   - Board looked at the Strategic Plan. There will be a need for more meetings, specifically around Asset Management.
6. **Treasurer’s Report**
   - Reports tabled & attached.
   - Need to note the repairs to the Fete Shipping container are still required.

7. **Canteen Report**
   - Report of accounts tabled & attached.
   - Reports have been sent to the Auditor. Unable to transfer Treasurer Duties until the audit is finalised.

8. **Clothing Pool Report**
   - Report tabled & attached.

9. **Parent Network**
   - Parent network is ticking over, still pending contact from all class parent network reps.
   - Premise of the Class parent network rep was for a way to communicate things specific to classes and years, not for every item going out.

10. **School Banking**
    - Nil to report

11. **Aussie School Sports**
    - Ellen advised she is unable to continue the role in term 4 and is seeking a replacement.

   **Action item 5:** EJ Kurtz to contact the editor of the P&F Newsletter to include a thank you to Ellen for her enthusiasm in term one and call for a new convenor for term 4.

12. **Positions Vacant - Sponsorship and Donations & Christmas Raffle**
    - Positions remain vacant therefore no report.

13. **Easter Raffle**
    - Greg advised he would get the total raised from the Easter raffle for the minutes after the meeting - $852.30 was banked as confirmed after the meeting by our fabulous Treasurer.
    - This agenda item will now be removed from future meetings.

14. **Mother’s Day Stall**
    - An inventory was conducted of the remaining presents, only 230 were left from last year & an order was subsequently placed for more to bring it up to 400 gifts based on the sales from last year.
    - The final balance will be available next meeting.
    - Greg presented Donna Lambert’s proposal for a light (pastries, muffins, fruit etc) breakfast on Friday 9 May morning for Mothers’ Day between 7:30 and 8:30 with a gold coin
donation to either recoup a component of the costs or to be passed on to Bosom Buddies. Supabarn would give a 10% discount, catering for 300 would cost approximately $700.

- Consensus was that whilst it was a great and fantastic idea it was too short notice in an already busy period. It was also agreed that it should be discussed at the next meeting as options for next year or other events such as Father’s Day.

Motion: not to proceed & to discuss at the next meeting re: options in the future.
Moved Paul Locke
Seconded Deb Short

15. Fete Report
- All is going well
- A draft map has been developed for the layout on the day and is under review.
- Fund raising is going well, at present there appears to be about $1500 up however there will be a number of outgoings in the coming weeks.
- A big clean out of old stock from the fete sheds has been done so plenty of room for new donations.
- There are new books and an external company will be holding a stall as well.
- Issue with the EFT machine.

Action item 6: Greg Walker to speak with Judy and Sarah in the front office re: options for EFT and advise Steph – options would need to address settlement issues.

16. Grounds Committee
- Netball court and rings is a priority
- Car park flow has improved however it may now be time to revisit the Bollards and chain on the southern end of the car park. Whilst the Bollards would be permanent the chain is to be removable.

Motion to action the Bollards
Moved Paul Locke
Seconded EJ Kurtz

- Need to look at capital works around the school related to a general clean up ie under the tree line.

Action Item 7: Paul Locke to organise a general working bee for a suitable Sunday.

17. General Business
- The Canteen fridge was purchased over 6 months ago and requires maintenance to prevent the same damage reoccurring.

Action Item 8: Chris Smith to follow up with Maree regarding maintenance on the Fridge.

Motion that future PM&F meetings are to commence on time assuming a quorum has been reached.

Moved EJ Kurtz
Seconded: Ellen Turner

Meeting closed 20:30 wishing Steph and Vicky a successful fete to be held in good weather!
Next meeting: Wednesday 21 May 2014 at 7 pm in the Resource Room.
## Action Items

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date Raised</th>
<th>Responsible party</th>
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<tbody>
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### Update

1. **26/03/2014**
   - **Greg Walker**
   - Greg Walker to follow up with Bernie for an update at next meeting. The School will contribute the shortfall of $600. To be added to the agenda for the April meeting.
   - **Update:** money has been paid, part of the item was broken and will be replaced
   - Closed 30/04/2014

2. **26/03/2014**
   - **Chris Smith**
   - Chris Smith to follow up with Libby. To be added to the agenda for the April meeting.
   - **Update:** Monies could possibly be used for the netball court or gross motor equipment for kinder, year 1 and 2 as Libby advised the donator is happy for it to be used for play/sports equipment. Refer to Action items 1, 2 & 3 from 30 April meeting.
   - Closed as now Action items 1, 2 & 3 from 30/04/2014 meeting.
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<tr>
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<td>4</td>
<td>26/03/2014</td>
<td>Monika Renda</td>
<td>Monika Renda and Louise Wright to discuss how best to break up the payments from the Clothing Pool. <strong>Update: Carried forward to next meeting 21 May 2014</strong></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>26/03/2014</td>
<td>Greg Walker</td>
<td>Greg Walker to ensure the information regarding school banking is included in the Enrolment Pack <strong>Update: Decision made not to include school banking information until after the enrolment has been accepted.</strong></td>
<td></td>
<td>Closed 30/04/2014</td>
</tr>
<tr>
<td>6</td>
<td>26/03/2014</td>
<td>Steph Quantrill</td>
<td>Steph to advise Donna of sponsors in order for them to be included in the P&amp;F newsletter. <strong>Update: Completed</strong></td>
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<td>Closed 30/04/2014</td>
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<tr>
<td>7</td>
<td>26/03/2014</td>
<td>Donna Lambert</td>
<td>A Thank you note is to be included in the P&amp;F newsletter to thank Cate Durhan for her efforts. <strong>Update: Completed</strong></td>
<td></td>
<td>Closed 30/04/2014</td>
</tr>
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<td>8</td>
<td>26/03/2014</td>
<td>Donna Lambert</td>
<td>Donna Lambert to prepare a rough costing of the proposal and explore it further with Greg and Michael. <strong>Update: Completed and findings tabled.</strong></td>
<td></td>
<td>Completed 30/04/2014</td>
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<td>9</td>
<td>26/03/2014</td>
<td>Greg Walker</td>
<td>Greg Walker to raise with Father re: liturgies and mass – opportunities for more community (Children) involvement. <strong>Update: Greg had a discussion with Father. It was felt that we could do more things at school and then the odd thing at the church for special events &amp; school contributions to the parish. Orla Duggan is looking into it further. Good feedback received that many children seem more relaxed when participating in the celebrations held at school with their teachers close at hand.</strong></td>
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<td>10</td>
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<td>Greg Walker</td>
<td>Greg Walker to investigate including a section on the school's website for notes to parents to be placed online.</td>
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<td>Completed</td>
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<td>11</td>
<td>26/03/2014</td>
<td>Donna Lambert/EJ Kurtz</td>
<td>Donna Lambert and EJ Kurtz to discuss off-line timing of Agenda Items and Reports in regard to timing for inclusion into the P&amp;F Newsletter</td>
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<td>Completed 30 March 2014</td>
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