

**St Anthony's Parish School
P & F Association**

General Meeting 25 June 2014

Meeting opened: 7.00 pm

Apologies:

Corey Kite, Maree Alchin, Cobie Lee, Monica Renda, Vicki Schmidt, Ellen Turner, Libby Andrews.

1. Minutes of March General meeting

Motion to accept minutes of 21st May meeting

Moved- Chris Smith

Seconded- Louise Wright

Action Item 1: Chris Smith to forward to Jason Egan copies of any emails received by the P&F relevant to the current Board investigation into fencing.

2. Action Items

- Please refer to the action item table at the end of the minutes.

Motion: Fiona Hempstead to purchase required goal posts for netball after obtaining quote – budget is set at \$358 or under (\$139 per post + \$80 postage).

Moved: Louise Wright

Seconded: Jason Egan

- Donna Lambert has resigned from the voluntary roles she held within the P&F -Parents Network coordinator; Newsletter coordinator & Social Events coordinator. Donna's drive and vision is/was fantastic and will be sorely missed. This highlights the fact that the roles on the P&F are voluntary and people's circumstances can change throughout the school year. This does create an opportunity for any other Parents &/or friends of St Anthony's to step up in these roles for the remainder of the year. Libby Andrews and the class coordinators are available to assist.

Action Item 2: Chris Smith to organise the Father's Day breakfast and Grandparents & special persons day Breakfast.

Action Item 3: Chris Smith to advertise the role of Parent Network Coordinator after discussing with Libby Andrews.

Motion: P&F to include a thankyou to Donna in the next school newsletter.

Moved: Loretta Menham

Seconded: EJ Kurtz.

Action Item 4: Paul Locke to finalise details for the Working Bee to be held 26 July (first weekend after upcoming holidays. Note to be included in School newsletter.

3. Tabled Reports

Reports were tabled for Clothing Pool and Treasurer's report and a final on the Fete was read out. Total raised \$37,207 with expenses of \$15,298 leaving total nett amount raised of 21,909.

Job well done to all involved Refer Steph's thankyou that was sent previously. Canteen report is to be tabled after the meeting due to technical difficulties.

4. Principal's Report/School Update

- Annual Plan is actually part of a 3 year planning cycle which is currently with the School Board for review. Work is being undertaken to get back onto this 3 year planning cycle which involved consultation with Staff, Students, parents and the CoE. The focus is on transparent planning and running an effective Catholic School.
- This is an interesting process as the funds can change throughout the year depending on the circumstances – i.e: students who qualify for additional funding/resources coming in or moving out of the school.
- Good response to the recent School Survey and Greg anticipates being able to share the results at the next P&F meeting.

5. School Board Report

- The Board has put forward some items for inclusion in the next working bee – placement of seating to be installed around the school grounds for example. The teachers will be liaising with Greg on exactly where they should be placed.
- Shaun and Nicole were keen to stress that the P&F are supporting the School Board Plan and the Strategic Asset Plan being developed and provided a brief update on what the board is progressing in regards to the plans.
- The funding that has been/will be raised by P&F lead activities has contributed to the purchase of the below items. The money is used for tangible things that are outside the general school budget:
 - New portable shade structures as seen that the fete & sports carnival (Well done Judy Mead for ordering such great product)
 - Additional Numeracy resources for the children
 - iPads and computing resources for the library
 - 2 interactive whiteboards.
- It was also mentioned that there is a need to provide split systems for the specialist teaching rooms in the new buildings as they get rather hot in summer and cold in winter.

Action Item 5: Greg Walker to revise the cost for new split systems for these rooms as mentioned price seemed low.

Action Item 6: Louise Wright & EJ Kurtz to prepare a news item for the school newsletter advising of the above.

Motion: P&F to provide \$25,000 to school to cover the cost of the above items.

Moved: Shaun Flor

Seconded: Steph Quantrill.

6. Fund raising moving forward

- Paul Locke talked about Fund raising and how we could look to diversify the funding base, rather than going to the same 'well' over and over again we need to expand horizons for alternative sources.

- One proposal is for a 'Show and Shine' car show. It would take 18 odd months to organise so would not be until end of 2015. Held on the school oval. Prizes would be donated by businesses and funds raised via entry fees for participants. P&F could raise additional funds through sale of food and drinks during the event. Estimated it could raise up to \$6,000. It would be a family friendly event, (alcohol free) that currently does not have competition in Tuggeranong region.
- There is also the idea of Movie Night – open air movie night in the warmer months this may just be a community event rather than a fund raising one however it requires organisational work to be undertaken with the recent resignation of Donna Lambert.

Action Item 7: Chris Smith to put in a call for volunteer coordinators for the movie night and for new ideas to be put in the newsletter.

- The issue around identification of Community events verses fund raising events was discussed with the view put forward that community events could have gold coin donation to cover costs, not to raise funds and fundraising was to be for St Anthony's School rather than for external organisations/charities.

Action Item 8: Call for those present to canvas community for their thoughts and bring back to next meeting – Do we (the P&F) only fund raise exclusively for St Anthony's Primary School or could it include other causes ie Daffodil Day, Beyond Blue etc

7. Next fund raising event – Walkathon Jason Egan

- The walkathon is on schedule as per the date in the school calendar – 19 September
- Plan is to launch the walkathon on Friday of week 2 which provides 7 weeks of promotion for kids to gain sponsorship. This year's theme will be the Commonwealth Games.
- Chris Smith advised that Powerforce Industries will again donate \$300 towards the Walkathon prizes. Many thanks to Powerforce Industries for the generous donation.

Motion: Walkathon coordinator has requested a budget of \$1000 to secure prizes and promotional material. This is in addition to the \$300 donated by Powerforce Industries.

Moved: Shaun Flor

Seconded: Paul Locke.

8. Positions Vacant – 2015 Fete Coordiator, Parent Network Coordiator & Christmas Raffle Coordiator.

- Steph Quantrill would like to build on the success of the 2014 fete by volunteering to coordinate the 2015 fete unopposed.
- The Christmas Raffle has been taken off the fundraising roster for 2014 as no one has come forward to coordinate it and time is against us.
- Parent network coordinator was covered under item 2.
- The P&F newsletter was discussed at some length again as was discussed last month as well. Whilst there was initially great feedback the circulation appears to have dropped off. Greg mentioned that when canvased last meeting none present could state they had read the newsletter recently. The struggle to develop articles/items for the newsletter was becoming increasingly difficult which has now been compounded by the recent resignation of the editor, Donna, the decision was made to move from a standalone newsletter to a section within the School newsletter. Suggestions from the floor were for something to be

in the newsletter for the week after each meeting, noting the minutes cannot be published until accepted at the next meeting. Agenda to go out the week before the meeting and a reminder the Tuesday before.

9. General Business

- EJ Kurtz advised that the outstanding action item re: email address for P&F has been addressed – notification of the email address to be circulated via item in the school newsletter.
- Two primary accounts, one for general P&F communications and one for the Fete to be utilised each year by the coordinator. Fiona Hempstead asked if a 'Sports' email account could also be created for use.
- Ellen Turner requested clarification on the budget allocated for School Sports to purchase new equipment. The budget is the \$110 raised in term 1 as well as the allocated \$300, making \$410 in total.
- Jason Egan requested the P&F to consider a sporting sponsorship for a past student, Caleb Druhan who is representing at the state level in Hockey.

Motion: Sponsor a past Student, Caleb Druhan \$150 towards his representing at the National level in Hockey.

Moved: Jason Egan

Seconded: Steph Quantrill.

- Above motion promoted some discussion regarding both the Schools and the P&F's ability to sponsor both sporting and educational representation from current and past students at the state and national level. As there are a number of gifted and talented students in the school there is the real dilemma of who to sponsor for how much over the course of a year which would deplete the amount available to be handed to the school board for the benefit of all students.

Action Item 9: EJ Kurtz to add sponsorship of past and present students onto the agenda for next meeting

Action Item 10: Greg Walker to clarify the sponsorship of students for sports or academic representation.

- Greg Walker raised an issue from the most recent School Disco where there were limited parent helpers supervising which resulted in a number of students breaching the boundaries. There were a number of suggestions that could be looked into which included recognising the smaller turn out & therefore reduced number of parent helpers for the winter disco by making it an all ages one that ran for a shorter period of time, ie 17:30 to 19:30.

Meeting closed 20:40

Next meeting: Wednesday 23 July 2014 at 7 pm in the Library.

Action Items

Item #	Date Raised	Responsible party	Description	Actioned
1	25/06/2014	Chris Smith	Chris Smith to forward to Jason Egan copies of any emails received by the P&F relevant to the current Board investigation into fencing.	
2	25/06/2014	Chris Smith	Chris Smith to organise the Father's Day breakfast and Grandparents & special persons day Breakfast	
3	25/06/2014	Chris Smith	Chris Smith to advertise the role of Parent Network Coordinator after discussing with Libby Andrews.	Completed
4	25/06/2014	Paul Locke	Paul Locke to finalise details for the Working Bee to be held 26 July (first weekend after upcoming holidays. Note to be included in School newsletter.	
5	25/06/2014	Greg Walker	Greg Walker to revise the cost for new split systems for these rooms as mentioned price seemed low.	
6	25/06/2014	Louise Wright	Louise Wright & EJ Kurtz to prepare a news item for the school newsletter advising of the above.	Completed
7	25/06/2014	Chris Smith	Chris Smith to pen a call for volunteer coordinators for the movie night and for new ideas to be put in the newsletter.	Completed
8	25/06/2014	All present at the 25/6 meeting.	Call for those present to canvas community for their thoughts and bring back to next meeting – Do we (the P&F) only fund raise exclusively for St Anthony's Primary School or could it include other causes ie Daffodil Day, Beyond Blue etc	
9	25/06/2014	EJ Kurtz	Sponsorship of past and present students to be placed on the agenda for next meeting	Completed
10	25/06/2014	Greg Walker	Greg Walker to clarify the sponsorship of students for sports or academic representation.	
1	21/05/2014	Paul Locke	Paul Locke to work with Fiona and Louise on netball issues.	Closed 25/6/14 motion passed to purchase.

2	21/05/2014	Greg Walker	Greg Walker to include note in school newsletter regarding action underway regarding a possible fence	Completed
3	21/05/2014	Greg Walker	Greg Walker to put a notice in school newsletter re labelling of clothing	Completed
4	21/05/2014	Parent network	Parent Network to arrange Fathers' day breakfast and grand parents' day breakfast. Mothers' day breakfast to be arranged for 2015. Update – Transferred to Chris Smith For action	Closed opened as a new action item from 25/6
5	21/05/2014	Steph Quantrill	Steph Quantrill to seek feedback from stall holders on 2014 Fete	
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4	26/03/2014	Monika Renda	Monika Renda and Louise Wright to discuss how best to break up the payments from the Clothing Pool. Update: Carried forward to next meeting 21 May 2014 Update: Carried forward to next meeting 23 July 2014	