

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

**General Meeting 26th March 2014**

**Meeting opened: 7.20pm** - Greg Walker apologised for the late start as the Board Meeting went over time, & promised this would not happen again.

**Apologies:**

Louise Wright, Paul Lock, Corey Kite, Vicki Schmidt, Libby Andrews, Cate Druhan

**1. Minutes of AGM meeting**

Moved- Chris Smith

Seconded- Greg Slone

**1a. Minutes of February General Meeting**

Moved- Chris Smith

Seconded- Greg Slone

**2. Matters arising from last meeting**

- Secretary position – clarification of last meeting that Elena (EJ) Kurtz was nominated by Chris Smith and seconded by Jason Egan.
- There was a lengthy discussion regarding P&F contributions, which section of the constitution they are made under and the need for the P&F and the School Board to work together to develop and manage the budget.
- The School board representatives advised that the draft plan requires more work before it is ready for distribution to the P&F and there will be opportunity for the P&F to contribute to the Strategic Priorities when known.
- There is a commitment to a more transparent process moving forward and a reminder that P&F representatives on the school board are there to represent the P&F association so please utilise Nicole Gray and Shaun Flor if you have any concerns.
- Greg Walker suggested a more formal process between the P&F and School Board executive with work to be done in-between meetings.
- It was noted that at no stage was anyone suggesting that moneys would be withheld by the P&F.
- It was suggested setting a budget target for the P&F to work towards, nominating the target at \$35,000.

**Moved: Shaun Flor.**

**Seconded: Donna Lambert.**

**3. Correspondence**

Email received from Libby Andrew regarding Donations made last year

- Music equipment \$880 in value from Southern Cross Club  
Bernie Wilson has this in hand

**Action item 1:** 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.

- \$1000 donated towards the playground replacement – concept plans as a playground would cost in excess of \$10,000. –

**Action Item 2:** Chris Smith to follow up with Libby. To be added to the agenda for the April meeting.

- P&F Newsletter – Loretta Menhan raised a concern regarding email addresses being people's personal emails rather than group/positional accounts that can then be managed from year to year with more than one person having access to manage them & gives a more professional look & feel.

Greg advised he had sought advice from the CEO regarding utilising a school email account; this is not viable as must be an employee to access the domain. Greg advised that Gus Quantrill is looking into other options.

**Action Item 3:** Greg Walker to report back on the email account/domain issue next meeting.

#### **4. Principal's Report**

- Orla Dugan received an awarded for outstanding service (nominated by her former school).
- Enrolment period starts next term and the school will be looking for support from the parent network at this time.

#### **5. School Board Report**

- Greg covered off the draft strategic plan and how it is formulated..

#### **6. Treasurer's Report**

- Reports tabled and attached (Attachment A). The audit was successfully completed – Louise anticipates the P&F income for 2014 to be \$35,500.

#### **7. Canteen Report**

Report of accounts tabled & attached (Attachment B).

- Reports have been sent to the Auditor.
- 1<sup>st</sup> disco of the year was successful thanks to all the volunteers.

#### **8. Cothing Pool Report**

- Report delivered and attached (Attachment C).
- Donations of uniform with the new logo have been good which may allow for the target from Clothing pool to be increased.
- Monika asked if there is a way to break up the payments – to be taken off line with Louise.

**Action Item 4:** Monika and Louise to discuss how best to break up the payments from the Clothing Pool.

## **9. Parent Network**

- As per newsletter – report tabled.
- Planning some social events for the year – Family movie/picnic night in term 3 is one suggestion – Donna advised that as Libby and herself are not the caretakers of brilliant ideas they would welcome any and all suggestions focused on increasing the school's community feel.
- **Note:** The P&F would like to formally thank Libby Andrews and Emily Henderson for the Protective behaviours presentation. Another will be held in September for child protection week.

## **10. School Banking**

- Position has a nomination: Corbie Lee.  
**Nominated: Chris Smith**  
**Seconded by EJ Kurtz**
- School banking is now done weekly rather than fortnightly

**Action Item 5:** Greg Walker to ensure the information regarding school banking is included in the Enrolment Pack.

## **11. School Sports**

- Held 9:30 to 10:30 for 4 weeks 1<sup>st</sup> term.
- The children have been having loads of fun.
- Ellen is looking for assistance if anyone is interested.

## **12. Positions Vacant - Sponsorship and Donations & Christmas Raffle**

- Positions remain vacant therefore no report.

**Action item 6:** Steph to advise Donna of sponsors in order for them to be included in the P&F newsletter.

## **13. Easter Raffle**

- Greg advised that the boxes are filling up with donation for the Easter Raffle.
- P&F noted the great work of Cate Durhan.

**Action Item 7:** A Thank you note is to be included in the P&F newsletter to thank Cate Durhan for her efforts.

## **14. Mother's Day Stall**

- There are a number of items available from last year's stall which will save expenditure to purchase items this year.
- Donna Lambert suggested we think about a more community focused event this year and proposed a breakfast in the hall with perhaps a gold coin donation to Bosom Buddies *(Note for those not aware of Bosom Buddies – it is a non-profit organisation of volunteers who provide personal support to breast cancer patients and their families and supporters in the ACT and surrounding region. More information can be found [here](http://www.bosombuddies.com.au/) (<http://www.bosombuddies.com.au/>).*

- Greg advised there is going to be a Mother's Day liturgy on Thursday 8 May and would need to think about if we wanted an afternoon tea or breakfast.
- There was a general discussion regarding the absence of liturgies from Mass at St Anthony's Parish Church.

**Action Item 8:** Donna Lambert to prepare a rough costing of the proposal and explore it further with Greg and Michael.

**Action Item 9:** Greg Walker to raise with Father re: liturgies and mass.

### **15. Fete Report**

- There has been good support from many people in getting the fete organised.
- Fete committee has spent \$1000 thus far and has also secured \$1500 in sponsorship.
- There was \$366 raised by the Dress Green for St Patrick's Day.
- There will be a BBQ at Supabarn Wanniasa 10:00 am until 2:00pm this Sunday any assistance appreciated.
- There will be another BBQ at Kambah Woolworths same time and day next weekend
- Raffle books have been printed and will be out next week – 10 tickets per book \$2 each or \$20 for a book.
- Still looking for stall coordinators for Toys/Clothes and Drinks.
- There will not be a farm yard this year, trying something new with a Magician for the kids – again a gold coin donation.
- There will be an art show, more details coming.

### **16. Grounds Committee**

- No report this time.

### **17. Tabled Notices**

- General Business – following some discussion it was agreed that the 'general business' item needed to remain however, in respect of how busy everyone is, if an item was tabled in General Business that was not 'short and sweet' it would be noted on the night and tabled as an agenda item for the next meeting.  
Motion was moved by Shaun Flor, seconded by Donna Lambert.
- Next meeting to be held on the date specified in the school calendar of 30 April 2014.  
**Moved: Greg Walker**  
**Seconded: Donna Lambert.**
- There was a general discussion around school and class notes in regard to them either not making it home or not being issued in time.

**Action Item 10:** Greg Walker to investigate including a section on the school's website for notes to parents to be placed online.

**Action Item 11:** Donna Lambert and EJ Kurtz to discuss off-line timing of Agenda Items and Reports in regard to timing for inclusion into the P&F Newsletter

**Meeting closed 21:20.**

**Next meeting: Wednesday 30 April 2014 at 7 pm in the Resource Room.**

**Action Items**

<b>Item #</b>	<b>Date Raised</b>	<b>Responsible party</b>	<b>Description</b>	<b>Actioned</b>
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.	
2	26/03/2014	Chris Smith	Chris Smith to follow up with Libby. To be added to the agenda for the April meeting.	
3	26/03/2014	Greg Walker	Greg Walker to report back on the email account/domain issue next meeting	
4	26/03/2014	Monika Renda	Monika Renda and Louise Wright to discuss how best to break up the payments from the Clothing Pool.	
5	26/03/2014	Greg Walker	Greg Walker to ensure the information regarding school banking is included in the Enrolment Pack	
6	26/03/2014	Steph Quantrill	Steph to advise Donna of sponsors in order for them to be included in the P&F newsletter.	
7	26/03/2014	Donna Lambert	A Thank you note is to be included in the P&F newsletter to thank Cate Durhan for her efforts.	
8	26/03/2014	Donna Lambert	Donna Lambert to prepare a rough costing of the proposal and explore it further with Greg and Michael	
9	26/03/2014	Greg Walker	Greg Walker to raise with Father re: liturgies and mass – opportunities for more community (Children) involvement.	
10	26/03/2014	Greg Walker	Greg Walker to investigate including a section on the school's website for notes to parents to be placed online.	Completed
11	26/03/2014	Donna Lambert/EJ Kurtz	Donna Lambert and EJ Kurtz to discuss off-line timing of Agenda Items and Reports in regard to timing for inclusion into the P&F Newsletter	Completed 30 March 2014