

P&F GENERAL MEETING 15.02.11 – MINUTES

Present: Catherine Witt, Kim Russell, Jane Mann, Susan Fisk, Bruce McLean, Tamara Harding, Francis Kelly, Joanne Seve-Kelly, Cassandra Prezioso, Elyse Johnson, Michele Kerr, Melinda Walsh, Lynne Pike, Liz Williams, Sonia Mastroianni, Cathy Penning, Angela Westaway, Caitlin Remeus, Joanne Guberina, Grant Colquhoun, Graham Browne, Jillian King, Nicola Feenan, Bridget Hawthorne, Narelle Foster, Sue Neasmith, Kim Webster, Rebecca Billing, Jane Labone, Susie Schwaiger, Andette Flynn, Anita Fifoot, Janette Stritt, Jules Dixon, Yvonne Eden, Uyen le, Frank Costanzo

Apologies: Jacqui Bentley

Meeting Opened @ 7:45pm with Welcome & Prayer by Catherine Witt

Confirmation and Acceptance of Minutes from previous P&F Annual General Meeting 26/11/10 - There was no outstanding business arising from these minutes. Confirmed by Catherine Witt, Seconded by Kim Webster.

Correspondence - Catherine Witt presented various Fundraising Brochures and information.

Principals Report – Presented by Kathy Gee. Report attached.

Financial Report – Presented by Susan Fisk/Bruce McLean. Report attached.

Presidents Report

- New Look P&F Exec Team – President, Finance Team, 2 Vice Presidents, Secretary, DPC Representative
- New Look P&F Correspondence
- P&F page on School Website with all relevant documents for viewing
- P&F email soon to be available for communication with the Exec Team
- New Finance Team responsible for all expenditure approval based on viability of project prior to funds being spent
- Finance Team responsible for P&F budgets
- Class Parent role changing. Now under the P&F umbrella. Class Parent Information Workshop run by Carmel Hewitt, Education Officer – Parent Liaison from the Catholic Schools Office being held Friday 25/2/11 @ 9:15am. Invitations to Workshop to go out by Monday 21.01.11 inviting those who have already put their name down as Class Parent and anyone who would like to know more about the role.
- 2011 School Calendars left over from last year's Art Auction on sale tonight and at the Outdoor Cinema 25/2/11 @ \$15 each or 2 for \$20.
- Canteen co-ordinators for 2011 are Alison & Justin Quinton, Kindy family. New menu has been done and sent home. Canteen will only be opened one day per week, Fridays, in Term 1. This will be reassessed towards the end of the term as to whether will open on a second day.

- Kiss and Drop Co-ordinator still required. Kiss and Drop currently not operating in the mornings. Catherine Witt has sent home a Volunteers form which needs to be returned to school by 21.01.11 in an attempt to get the mornings running for Term 1.
- Cinema Night being held 25.02.11 evening. Year 6 parents have very kindly taken this on to organise as was a postponed event due to weather from last year. Thank you to Year 6 parents from Catherine Witt. Catherine asked families to please support the night by pre-purchasing tickets.
- Eco Garden idea was brought to Kathy Gee last year by a parent, Lyndall Paine. Lyndall has done a lot of homework on setting this up and Jude Beeny will be attending a workshop being run. Kathy Gee has asked the P&F to take this project on as the school is very interested for the children to be involved. Lyndall Paine is very happy to co-ordinate the project. Canteen would use produce. School Community Growers Market would eventually be established. Project would be in stages. Stage 1 Relocation of play equipment from left-hand side top of main stairs to outside Art Room at top of driveway. Suggestion on possibly selling equipment rather than relocating. Motion was put forward by Catherine Witt and passed by Joanne Guberina and seconded by Melinda Walsh for P&F to take the Eco Garden project on and to go ahead with obtaining quotes on relocating play equipment for stage 1 rather than selling. Consensus was that the young infant boys in particular would benefit from having the equipment to play on.
- Fundraising figure has been set at \$50,000 by Exec Team for Technology, Retaining Wall, Garden & Seating, Eco Garden as set out in Budget attached. Technology Figure comes from consultation with CSO IT Consultant. Funds are required for maintaining equipment, upgrading software, rollover of laptops every 4 years. Retaining Wall was required after obtaining a GeoTech report due to a landslide after heavy rain. The wall was constructed during the Christmas Holidays @ a cost of \$17,000. The school had to take this money from other funds budgeted for other areas. It is imperative that these funds are replenished for what they were intended for. New garden and seating required at the foot of new retaining wall. At present there are logs which look unsightly and potential danger. Quotes are to be obtained for this work.
- Fundraising ideas put forward by parents are as follows:
 - Fete in conjunction with other schools within the Diocese. Possible location Dunbar Park. Funds would be shared by schools participating. (All Saints School on Gold Coast have done this successfully.)
 - Champagne Shopping Night, particular geared towards women. Possibly timeframes are Mothers Day or Spring with Fashion show (not near Avalon Mkt Day or Surf Carnivals.)
 - Lease school Hall to organisations for Conferences, Team Building Exercises, etc. Not classrooms as they are too personal with children's pictures and possibly details.
 - Concert Night with known performers. Graham Browne has suggested that Sam Browne would be happy to take part.
 - Rebel loyalty card. Sacred Heart received \$2,000 last year to spend in store which they used for new sports equipment. Michele Kerr has offered to look into and obtain all relevant information.

- Local Business Directory. Families at school, local business can be in guide for a fee. Discount vouchers could be put in from business. Sell book for a set figure. Bruce McLean stated that he had just come from a meeting at the Chamber of Commerce and felt that all local businesses were strapped for money and it would be difficult to persuade them to participate.
- Big Raffle with excellent prizes.
- School Calendar but include all important school dates for the year, church dates, even have a different colour for each class and what is on for them. Eg-Y6 Green. All green entries relate to that class such as Sports Day, Library Day, Class Mass, etc.

Meeting Closed @ 9:00pm