

MINUTES FOR GENERAL MEETING
ST. MONICA'S P&F ASSOCIATION

Meeting Minutes
Wednesday 28 February 2018

Meeting Opened: 7:04 pm

The regular monthly meeting of the St. Monica's P&F Association was called to order at 7:04pm Wednesday 28 February 2018 at St. Monica's School.

Present:

- Tanya Weber
- Margot Black
- Rachel Waddell
- Thelma Bain
- Katie Owens
- Scott Johnston
- Michael Matthewson
- Matt Edwards
- Peter Anderson
- Roly Poulton
- Lisa Cavanaugh
- Kylie McCormack

Apologies: Chloe McIntosh

Reflection: Roly Poulton

Approval of Minutes of Previous meeting:

Moved as correct by Rachel. Seconded by Thelma.

Business Arising Out of the Minutes:

- **Flexi-schools ordering system**
 - Details are sought. Roly to contact company to give the go ahead. Possibly ready by commencement of Term 2.
- **Proposal for a project specific for the use of a P&F donation**
 - To be discussed at next meeting.
- **P&F donation of \$10000 to school**
 - Thelma has transferred.
- **Helper's list**
 - Started but move to next meeting.

Inward Correspondence:

- 2018 Parents & Friends Contact Details Form
- Grants emails – Ergon, Easternwell, SunSmart
- Supplier Invoices
- Promotional Material

Outward Correspondence:

- Payment of invoices

Moved by Rachel. Seconded by Michael.

Treasurer's Report: As per report by Thelma Bain

- Thelma moves report as correct and accounts be ratified as payed. Seconded by Margot.
- Working Account balance: \$39796.96
- Term Deposit balance: \$20409.10

Principal's Report: As per document by Roly Poulton.

- Significant numbers at information evening but didn't transfer to disco.
- Themes that came out of the 2017 Principal's review:
 - **Clear and timely communication** – website update & ability to make changes at school. Inclusion of electronic calendar. Expand use of SkoolBag app. Integration of SkoolBag with website.
 - **Clear, precise, useful, informative and well communicated policies and procedures around Bullying procedures** – School Board to review school policies. Teachers updating classroom procedures. Students to show self-control and build resilience.

General Business:

- **End of year concert – reflection from 2017**
 - Second year in row hosted at the school
 - Noisy for students and teachers
 - Propose that 2018 concert be hosted in hall if possible
- **2018 Welcome Disco**
 - 35 families in attendance
 - Discussion that parents wanting to come to information night will come to that whereas parents that want to socialise at a disco will come to that.
 - Theme to be decided for each disco
 - SkoolBag poll – should we combine info night and disco; should there be a theme
- **Fundraising**
 - **Strategic direction**
 - Documented strategy to explore ways we can raise funds without milking the community dry
 - Thelma has developed a *What's On* calendar
 - **2018 major event**
 - Suggestion of Race Day – Peter to source quotes from Toowoomba Turf Club
 - Further discussion at next meeting
 - **Easter raffle**
 - Tickets have been sent out today. Donations have been request.
 - Katie and Kylie to organise packages
 - **Pie drive**
 - Helen Johnson offered to do ordering. Packers will be required
 - Thelma has contacted Homestyle about payments
 - Ordering may be possible online
 - 18 May: order forms sent out – 6 June: orders due – Pie delivery: 22 June
 - **Budget**
 - Documented list of items to be funded
 - Develop a 'wish list' for the year
 - **Communication to school, parish and wider community**
 - Newsletters, SkoolBag
 - **Chip Van for Oakey Show 17/02 and Oakey Rodeo**
 - Michael to organise. Volunteers to be requested.
 - Also sale of drinks for show.
- **Investments**
 - Purchase of steers for investment
 - Discuss at following meetings to ensure term deposit is transferred into working account.
- **Sporting**
 - Ordering of swimming caps – Thelma to follow up
 - Ordering of new sportswear – Rachel to seek out quotes.

- **St Monica's banner**
 - Lisa in process of getting quotes for banner. Also need flag style banner.
- **Hall acoustics upgrade**
 - Hall may need insulation / acoustics
 - Fix leaks and other build issues
 - Michael to discuss with Roly and develop a plan – report back next month.
- **Banking options**
 - ANZ Oakey closing end of April
 - Thelma would not be able to draw a float but everything would stay the same – bank deposits can be done through Post Office
 - Stay with ANZ for the interim and discuss at next meeting.
- **Tuckshop**
 - Approximately \$100 down each day on 2017 figures
 - Looking at more cost effective options
 - Executive member to check in with convenors to see if they have any concerns.
- **EFTPOS machine**
- **Uniforms**
 - Storage room – more room required for uniform depository
 - School bags and bucket hats
 - House colour shirts – discussion around purchase of school shirts
 - P&F to support or supply house coloured shirts
 - Roly to take to the board and discuss about being a compulsory item
 - Margot to regather pricings and bring to next meeting

Next Meeting: Wednesday 28 March 2018.

Meeting Closed: 8:45pm