Date: Wed, 25 Feb 2015
Time: After the AGM
Place of Meeting: St Mary’s Office

MINUTES OF MEETING

President Keiron Walsh opened the meeting at 7.39pm.

1. Attendance and Apologies

Attendees:  Keiron Walsh  President
             Kate Stanley  Vice President
             Tonya Bonke-Greenhill  Secretary
             Tracy Iselin  Treasurer
             Liz Gallagher  Fundraising Committee
             Patricia Robinson  Fundraising Committee
             Sonya Riddle  Fundraising Committee
             Kristy Franklin  Fundraising Committee
             Judith Logan  Uniform Convenor
             Fiona Tilley  Tuckshop Convenor
             Tim Stinson  Principal
             Maryann Watterson  Teaching Community
             Diane McClure  Teaching Community

Apologies:  Susan Shay  Archdiocesan Representative
2. Confirmation of Previous Minutes

Keiron read through the previous Minutes from November 2014.

From these Minutes:

- Keiron is to forward the uniform survey to Tonya. **Action : KW**
- We had great feedback regarding the food at the Christmas Concert.
- Costs to be worked out for the Sports Programme.
- Tim informed the meeting that instead of plaques for the Sisters, we could have an Honour Board.

The following motion was carried:

**MOTION:** I move that the minutes of the P&F Meeting of St Mary's on 19 November 2014 be adopted as true and accurate records of the meeting.

**Moved:** Keiron Walsh  
**Seconded:** Liz Gallagher  
**Carried**

3. 2015 Goals

Keiron asked the meeting for any goals they might have for the year.

- **Tim:**  
  a) Tim presented the posters on the Bee Attitudes that he hopes gets the whole school community speaking the same language.

  It was asked if the posters could be attached to the newsletter so parents could download them for home. Tim would like all families to have one and will probably get them printed for the children to take home.

  Other suggestions were:

  - For an information leaflet to go home explaining what it all means.
  - Put a webinar or video with Tim explaining what it all means onto Facebook.
  - Send a CD home with it on.
  - For the MJR assembly be recorded and put on Facebook.

- **Keiron:**  
  a) To utilise the Chisholm Building.
  b) For the P&F to be known more broadly than just as Fundraisers.
3. **2015 Goals (cont’d)**

- **Tonya:**
  a) To have refrigerators in each classroom for the children’s lunches. There was concern that there wouldn’t be enough room for them. Keiron suggested that a solution could be to deflect the sun off the port racks somehow.
  
b) To have notice boards in place where parents congregate to keep everyone up to date on what the P&F are doing.

Tonya stated that she was planning to put ‘dot points’ in the newsletter after each P&F meeting to communicate more with the school community.

In regards to communication, Kristy asked if there was a text system St Mary’s could use as not everyone is on Facebook. With a text most people will look at the message instantly.

Tim informed the meeting that with the Parent Portal from BCE also comes a phone app which gives all information regarding the school.

Keiron suggested that the P&F also contact parents directly by email and asked if the P&F could have contact details. Diane raised the issue of confidentiality. We just have to make sure that all email addresses go into the BCC address line.

Tim told the meeting that Paula Warmen is interested in starting up a ‘Coffee Club’ in the Chisholm Building in the mornings. If anyone knows of a couch that we could put in the Chisholm Building to let Tim know. Paula would also need a key.

Trish will speak to Paula regarding this and to let her know to bring any receipts in for reimbursement. **Action: PR**

4. **Correspondence In / Out**

Incoming mail:

- Wards Statement – given to Tracy [the meeting confirmed the ice was for the Christmas Party].
- The Brisbane Catholic Parents and Friends – invite to their AGM and Expo.
- Party Time Amusements Flyer – given to Mark Plunkett for information for the fete.
5. **Principal’s Report**

Tim informed the meeting that during the second half of the year, the building of three new classrooms will go out to tender.

With the car park renewal, a Grant may be able to be sourced.

The fete is this year.

The initial book of enrolments from 1901 was saved from the fire. We need to do something about putting it on display or similar.

6. **Fundraising Convenor’s Report**

It is hard to get the P&F items out of the sports room because of the mats. If these mats can be moved somewhere else, that would make it a lot easier. Tim will arrange this.

**Action:** TS

7. **Uniform Convenor’s Report**

Judith informed the meeting that Aussie Born can only supply the fabric that they have previously supplied.

There were examples of shorts and shirts from Envisage but these weren’t suitable.

The new culottes from Aussie Born are not available until April but it is a darker navy. Judith will source a sample.

**Action:** JL

LW Reid who provide school wear have a totally different blue so aren’t suitable to order from.

Trish asked if we have looked into a private sewer.

Keiron stated that the uniform subject has been on-going for a good while and we have recently changed the uniform. From the recent survey ‘quality’ was the important / main factor. We will have a special meeting focusing on the uniform and the outcome will go to Tim for a final decision.

Judith is to email the Committee with a suitable meeting time.

**Action:** JL
7. **Uniform Convenor’s Report (cont’d)**

Judith had the following queries:

- Once the phone line is working, is it possible to have the EFT terminal in the Uniform Shop during opening hours? This can happen and Judith can organise.  
  **Action:** JL
- The latches on the side door need fixing. Tim will see Cec to fix these.  
  **Action:** TS
- As it is a shared room, could it be put back as people found it?
- The stock needs to be locked up.
- Is there fire alarms installed? Keiron and Tim advised there were.
- Can the air-conditioners be hooked up? Keiron will organise this and the P&F will pay the account.  
  **Action:** KW

8. **General Business**

Tracy asked about the paid Convenors, Tuckshop and Uniform, whether they are to be paid by the school or the P&F. Tim will follow this up with Cath Ed.  
**Action:** TS

9. **Next Meeting / Close of Meeting**

The next meeting will be at 6.30pm, Wednesday, 18 March 2015. There being no further business the meeting closed at 8.40pm.