St Mary’s Beaudesert
Parents & Friends Association
General Meeting No 3

Date: Wed, 22 Apr 2015
Time : 5.30pm
Place of Meeting : St Mary’s Staff Room

MINUTES OF MEETING

1. Opening of Meeting and Prayer

Vice-President Kate Stanley opened the meeting at 5.43pm and led the Opening Prayer.

2. Attendance and Apologies

*Attendees:*
- Kate Stanley, Vice President
- Tonya Bonke-Greenhill, Secretary
- Liz Gallagher, Fundraising Committee
- Sonya Riddle, Fundraising Committee
- Susan Shay, P&F State Committee Representative
- Tim Stinson, Principal
- Debbie Bischoff, School Community

*Apologies:*
- Keiron Walsh, President
- Tracy Iselin, Treasurer
- Kristy Franklin, Fundraising Committee
- Patricia Robinson, Fundraising Committee
- Fiona Tilley, Tuckshop Convenor
- Maryann Watterson, Teaching Staff
3. **Confirmation of Previous Minutes**

Kate read through the previous Minutes from 18 March 2015. The following motion was carried:

**MOTION:** I move that the minutes of the P&F Meeting of St Mary’s on 18 March 2015 be adopted as true and accurate records of the meeting.

Moved: Kate Stanley  
Seconded: Liz Gallagher  
Carried

4. **Business Arising from Previous Minutes**

4.1 **2015 Goals**

Tonya asked the meeting about putting notice boards up around the school. There were discussions about where the best position would be for them and if they would be used. It was decided that a notice board could probably go near the Chisolm Building. The original notice board near Grade 4 building is not worth moving. Tonya is to source prices.  

**Action:** TLBG

The Home Readers have been purchased for Prep but more books are needed. Debbie will help Alana with a purchase plan for books.  

**Action:** DB

4.2 **Action List**

The action list was updated. Outcomes from last month are:

- **Item 2:** Paula will start the Chisholm Coffee Club in May. Tonya has a fridge for the building.
- **Item 3:** The P&F has its own storage room at the end of the new classrooms. Everything has been moved out of the sports room.
- **Item 10:** A statement has been going into the newsletter regarding amending the Constitution. This statement will continue until next meeting as there weren’t enough members at tonight’s earlier meeting to officially make the changes.
- **Item 11:** Home Readers have been purchased for Prep.
- **Item 12:** Anne has been informed about the Grade 3 disco happening on Friday, 15 May.
- **Item 13:** The soft drink in the canteen is the P&F’s and will be used at the Hibernian Race Day.
- **Item 14:** Year 6 parents have been contacted regarding fundraising for their Canberra trip.
- **Item 18:** Meeting was set to finalise the uniform concerns.
5. Correspondence In / Out

Incoming mail:

- ACC Quarterly March 2015 – given to Tracy.
- 2015 Annual Levy Invoice from The Federation of P&F Associations of Catholic Schools – given to Tracy.
- 2015 P&F Association Information Form for The Federation of P&F Associations of Catholic Schools – given to Tonya.

6. Reports

6.1 Principal

Tim presented “Creating a Growth Mindset” and spoke about developing a culture here at St Mary’s with the children driving it. It would be good to promote that there is “no end to learning”.

This chart should go in classrooms, offices and homes.

6.2 Treasurer

Tracy was absent from the meeting and will forward the balances to Tonya and will bring her report to the next meeting.

6.3 Fundraising

The next big fundraising is the Hibernian Race Day on Sunday, 24 May 2015. Tonya suggested that Sunday be highlighted as most might assume it is on a Saturday as usual. The Fundraising Committee is having a meeting this Friday to start planning for the day.

6.4 Maintenance

Keiron, Mark Plunkett and a couple of others are going to clean out the shed near Father Michael’s house. We have a third priest living there now so the garage is getting full.

6.5 Sports

All the latest sports news is in the current newsletter.

6.6 Performing & Visual Arts

All the latest Performing Arts and Arts After School news is in the current newsletter.
6. Reports [cont’d]

6.7 Uniform

Judith contacted Kate to see if she has to ask the Committee for permission before she makes an order. It was agreed that the Executive Committee should at least be emailed for the decision if a meeting is too far way.

Note

Judith also wanted to know if we should stock the House Sports shirt as there have been a few enquiries. It was agreed we should stock them and that Aussie Born would have a previous order that we could re-order.

6.7.1 Meeting Update

At the uniform meeting it was decided to retain our business with Aussie Born, thereby supporting local business.

The main concern is cost versus quality.

The sports shorts are too long so Aussie Born is looking into this.

The culottes are a mixture of colour. They need to be the same material as the shirts. It was agreed to stick with the two pleats.

The minimum order is 30 pieces but we can order different sizes.

Kate had an “Assessment of Accounting Software for Uniform Shop” prepared by Trinity Ryan. This covered the requirements, the process we use now versus the process of having a software programme, software programmes, price, etc.

It was agreed that we should go ahead as doing it manually is a big job for anyone. Another advantage is that the Treasurer and/or P&F can use this system as well. A detailed report would be prepared for the Treasurer to sign off on.

Kate and Kim Walsh will be trained in using the software. Action: KS / KW

Tim advised that the school has a computer that could be used.

Debbie is going to donate a printer. Firstly, see what ink the school has and perhaps buy a printer that suits all the left over ink. Action: DB
6. Reports [cont’d]

6.7 Uniform [cont’d]

The following motion was carried:

**MOTION:** I move we accept Trinity Ryan’s recommendation of adopting accounting software for the Uniform Shop.

Moved: Kate Stanley        Seconded: Tonya Bonke-Greenhill   Carried

6.8 Tuckshop

The latest tuckshop news is in the current newsletter.

6.9 P&F State Committee

Susan informed the meeting that there are P&F Training Webinars being run each week in May by the P&F Federation. It was agreed that we will do one as a group at our next meeting “Executive Roles and Responsibilities”. Tonya will organise the log on details.  **Action : TLBG**

There is also the 2015 Leo Dunne Memorial Award coming up where the school could win $4,000.00 to go towards an outstanding project and/or idea that our school is working on. Susan is going to see Di McClure about entering this.  **Action : SS**

7. General Business

7.1 P&F Meeting Times

As 5.30pm doesn’t suit everyone that is part of the P&F Committee, Tonya suggested that we meet half way and start meetings at 6.00pm instead. This was agreed.  **Note**

7.2 Contact Details on Website

Julie Condrick wants our permission to put our details including our mobile numbers on the website. Those present at the meeting agreed and Tonya will follow up with the other members who weren’t at the meeting.  **Action : TLBG**

7.3 Grade 6 Camp

Debbie informed the meeting that they will have a Mother’s Day Stall on Wednesday, 6 May with donated and purchased items. It was discussed if we should have it over two days but decided it is best to do it all on the same day.
7. **General Business [cont’d]**

7.3 **Grade 6 Camp [cont’d]**

There will be a Trivia Night on Friday, 29 May that Di McClure is going to help set up and run.

There are 24 children going to camp.

Debbie has also contacted the RSL and the RSL Sub Branch regarding any Grants we may be able to apply for to help with the cost of this trip.

There was discussion on whether the “Hoody” should be worn at school or not and if there should be an emblem on it. Debbie will get further pricing. **Action: DB**

8. **Next Meeting / Close of Meeting**

The next meeting will be at 6.30pm, Wednesday, 20 May 2015 [following the webinar that starts at 5.30pm]. There being no further business the meeting closed at 7.19pm.