1. **Opening of Meeting and Prayer**

   President Keiron Walsh opened the meeting at 6.42pm and led the Opening Prayer.

2. **Attendance and Apologies**

   **Attendees:**
   - Keiron Walsh, President
   - Tonya Bonke-Greenhill, Secretary
   - Tracy Iselin, Treasurer
   - Liz Gallagher, Fundraising Committee
   - Trinity Ryan, Acting Uniform Convenor
   - Susan Shay, P&F State Committee Representative
   - Patricia Dunn, Acting Principal
   - Debbie Bischoff, School Community

   **Apologies:**
   - Kate Stanley, Vice President
   - Sonya Riddle, Fundraising Committee
   - Kristy Franklin, Fundraising Committee
   - Patricia Robinson, Fundraising Committee
   - Fiona Tilley, Tuckshop Convenor
   - Di McClure, Teaching Staff
3. **Confirmation of Previous Minutes**

The following motion was carried:

**MOTION:** I move that the minutes of the P&F Meeting of St Mary's on 22 April 2015 be adopted as true and accurate records of the meeting.

**Moved:** Tonya Bonke-Greenhill  
**Seconded:** Debbie Bischoff  
**Carried**

*From our P&F Training Webinar No 3 held earlier tonight, it was advised that we ask for any General Business that needs to be added to the current Agenda. Tonya asked if we could discuss whether the P&F can help in anyway with the Learning Support matters that she has personally noticed in her daughter’s class. Keiron asked Tonya if it is something that should be discussed with the Principal but since there had already been Learning Support meetings and not much has changed to help 100% of the children, Tonya wanted assistance from the P&F. It was a delicate discussion and Trish is approaching Cath Ed and coming back to the P&F with her findings.*

*This General Meeting No 4 paused at 7.40pm to finalise the Constitution amendments. The agreed changes will be printed in blue. The amended document will be signed at the next meeting.*

*General Meeting No 4 recommenced at 7.43pm.*

4. **Business Arising from Previous Minutes**

4.1 **Notice Boards**

Tonya had a quote from Advanced Display Systems but it isn’t the price we were hoping for. Keiron suggested he revamp the original notice board over the school holidays and move it to the Chisolm Building.

**Action:** KW

4.2 **Action List**

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

**2014**

- Item 50: The School Plan Product to Trish.
4. **Business Arising from Previous Minutes [cont’d]**

4.2 **Action List [cont’d]**

2015

- Item 8: Uniform shop air conditioning connection is on hold as it is not feasible.
- Item 15: Adam Riddle and Matthew Robinson are part of the Maintenance Team.
  Keiron informed the meeting that the next working bee will be the first weekend after the school holidays. It was suggested that the hedges in the Prep car park be cut right back. Trish will ask Dick Moloney to do it.  
  **Action : PD**
  It was also suggested that a fence be installed there instead.
- Item 17: Trinity will organise getting ideas and pricing for security locks on the uniform cupboards.  
  **Action : TR**
  Trinity also suggested getting tubs for the shelves to stock the uniforms properly. Trinity will source these.  
  **Action : TR**

The following motion was carried:

**MOTION:** I move that we purchase shelving tubs for the Uniform Shop around the $300.00 price range.

**Moved:** Kieron Walsh  
**Seconded:** Debbie Bischoff  
**Carried**

A CBA Merchant Fee Schedule was handed around the meeting. A quote to get an EFTPOS terminal will be sourced.  
**Action : TI / TR**

Trish is to organise a phone directory list for Trinity.  
**Action : PD**

- Item 21: Notice board pricing was sourced.
- Item 24: A printer will be bought for the Uniform Shop.  
  **Action : TR**

The following motion was carried:

**MOTION:** I move that we purchase a printer for the Uniform Shop around the $150.00 price range.

**Moved:** Kieron Walsh  
**Seconded:** Patricia Dunn  
**Carried**

- Item 25: Webinar login details were organised.
- Item 26: Di McClure and Susan Shay to organise the paperwork for the Leo Dunne Memorial Award.
- Item 27: All P&F contact details are ok to go on the website.
- Item 28: Further pricing was sourced for the Grade 6 Canberra Trip Hoody.
5. **Correspondence In / Out**

Incoming mail:

- Felton Industries Brochure re Aluminium Furniture.

6. **Reports**

6.1 **Principal**

Trish passed around her report and the meeting perused it. There was discussion on the outstanding fee amount that went into the newsletter and all agreed it was a good idea. Since that newsletter, the school has collected $10,000.00 of the outstanding money.

6.2 **Treasurer**

Tracy presented her April and May reports. Tracy read through her reports and the following motion was carried:

**MOTION:** I move that the Treasurer’s Report be accepted.

*Moved:* Tracy Iselin  
*Seconded:* Susan Shay  
*Carried*

6.3 **Fundraising**

The Hibernian Race Day is on this Sunday and there are enough helpers. It will be the same menu as last year. Any leftovers can be sold at tuckshop.

6.4 **Maintenance**

The next working bee is on Saturday, 18 July at 7.30am.

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

Keiron asked the meeting if all agreed that Trinity Ryan who has been the Acting Uniform Shop Convenor be accepted as the 2015 Uniform Shop Convenor. All agreed and welcomed Trinity.

The following motion was carried:

**MOTION:** I move that Trinity Ryan be the 2015 Uniform Convenor.

Moved: Keiron Walsh           Seconded: Tonya Bonke-Greenhill   Carried

In stock there are 20 bike shorts and 20 football shorts and limited House shirts. The girls’ shorts are too short and this will be investigated to see if we should just purchase the plain royal blue ones from a store.

Trinity will put an order form in the newsletter to see if anyone wants a House shirt and let people know about the bike shorts and football shorts.

There are still unfilled orders that have been paid for and a couple of double ups.

Trinity had found a hand-written note of having a five-year contract with Aussie Born. As this was brought up in a past meeting, Tonya will look through the P&F Minutes to see what was recorded.

**Action:** TLBG

Trinity is meeting with a supplier to do all the uniforms. They have higher minimums and we could perhaps start next year.

We will purchase 30 culottes in various sizes.

6.8 Tuckshop

Tuckshop pricing was questioned but it was believed that Fiona would be on top of that.

The latest tuckshop news and roster is in the current newsletter.
6. Reports [cont’d]

6.9 P&F State Committee

Susan informed the meeting that the State Committee meeting is on 30 May 2015.

Susan also briefed the meeting about the Parent Portal that was presented by Scott McClement.

A P&F Area can be set up which the Principal has to organise. Trish will complete the appropriate forms to allow us access. \(\text{Action : PD}\)

This area will allow the P&F to share information and retain all documents on here. Future P&F Committees will inherit the history of previous P&F Committees.

A Family Fun Day needs to be organised.

7. General Business

7.1 Parish Fete

Tonya asked the meeting on behalf of the Parish if the P&F would like to run the snow cone machine at the fete. It was decided that we wouldn’t be able to do this due to most parents are already working on a fete stall.

The discussion turned to the car park renewal. There hasn’t been any car park funding available from external sources.

It was suggested the school has a fete that will raise the car parking renewal money only. We would brand it differently to the Parish fete.

It was asked if we could start the drop off area now? Susan informed the meeting that it will cost approximately $25,000.00 for a four-bay drop off zone.

Susan will obtain quotes for the gravel, concrete, etc. \(\text{Action : SS}\)

The following motion was carried:

\textbf{MOTION:} I move that $25,000.00 be used now to construct a four-bay drop off zone.

\textbf{Moved:} Keiron Walsh \hspace{1cm} \textbf{Seconded:} Tracy Iselin \hspace{1cm} \textbf{Carried}
7. **General Business** [cont’d]

7.2 **Catering Fundraising**

Liz apologised that the Fundraising Committee had said no to catering for a burger stall at a boxing match that is being held in our hall as perhaps others could have managed it to fundraise for the Grade 6 Canberra trip. It was the right decision as it wouldn’t have been viable being an all-day commitment and making approximately $400.00.

For future fundraising opportunities, it was suggested that if the Fundraising Committee weren’t able to do it, we should check with other parents that could take it on.

It was asked if we would get Tanya to get a wish list of sports items that we may need. It was thought that we had the right sporting equipment for now and that the P&F could donate funds for science and maths. Trish will start on a wish list for this.  

**Action : PD**

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

The next meeting will be at 6.00pm, Wednesday, 17 June 2015. There being no further business the meeting closed at 9.24pm.