President Keiron Walsh welcomed all in attendance and opened the meeting at 6.40pm.

Keiron also welcomed and introduced Ms Carmel Nash, Executive Director of the "The Federation of Parents and Friends Associations of Catholic Schools in Queensland".

Carmel informed the meeting with a rundown of her position and how the State Committee works.

Carmel presented to the meeting a booklet re “Parent Engagement” which she spoke about. A copy will be attached to these minutes.

1. **Opening Prayer**

   The Opening Prayer was led by Keiron.

2. **Attendance:**

   Keiron Walsh  
   Sue Keaveny
   Tonya Bonke-Greenhill
   Tracy Iselin
   Mark Plunkett
   Maryann Watterson
   Fiona Tilley
   Susan Shay
   Tim Stinson
   Debbie Bischoff
   Carmel Nash

   President
   Vice-President
   Secretary
   Treasurer
   Maintenance Convenor
   Sports Convenor
   Canteen Convenor
   National P&F Representative
   Principal
   School Community
   P&F Federation

   **Apologies:**

   Liz Gallagher
   Judith Logan
   Diane McClure

   Fundraising Convenor
   Uniform Convenor
   Teaching Community

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 17 September 2014 be adopted as true and accurate records of the meeting.

   **Moved:** Tonya Bonke-Greenhill  
   **Seconded:** Sue Keaveny  
   **Carried**
4. **Business Arising from Previous Minutes**

4.1 **Learning Support Discussion**

Tim informed the meeting that the teachers’ meeting went well. Tim will organise any note taking from the meeting and that he has a facilitator to run the night.

4.2 **Play Before Eat**

Feedback was for and against regarding ‘play before eat’ or ‘eat before play’. Tim informed the meeting that this is all about children socialising so the children can choose which way they want to do it.

4.3 **Action List**

Tonight’s agenda was shortened to allow for Carmel’s presentation, tour of Chisholm Building and also taking into account of Learning Support Discussion tomorrow night.

*The Action List will be discussed at next meeting.*

5. **Correspondence In / Out**

Incoming mail:

* Australian Charities and Not-for-Profit Commission : Quarterly September 2014

6. **Principal's Report**

6.1 **New High School**

The Steering Committee met regarding the new high school.

6.2 **New Buildings**

Tim proposed to have a special working bee to do the turfing and handball lines which would enable a saving of approximately $55,000.00. It was agreed that the school community will be asked to help out with this.
6. **Principal’s Report [cont’d]**

6.3 **Parent Portal**

Julie has been working on this and it should be up and running over the next couple of weeks.

6.4 **Diane Hoyle**

A farewell celebration will be held in the Adventure Playground.

7. **Treasurer’s Report**

The show made a profit of $3,200.00

This report is for October 2014 and is attached.

The following motion was carried:

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

**Moved:** Tracy Iselin  
**Seconded:** Tonya Bonke-Greenhill  
**Carried**

8. **Fundraising Convenor’s Report**

Tonight’s agenda was shortened to allow for Carmel’s presentation, tour of Chisholm Building and also taking into account of Learning Support Discussion tomorrow night.

This will be discussed at next meeting.

9. **Maintenance Convenor’s Report**

Mark informed the meeting that most of the things were completed on the Working Bee list. A small group had attended.

The woodchip needs to be shifted to the gardens still. Keiron will ask Matt H to use his Dingo.

**Action:** KW

The water bubblers will be discussed at a later date.
10. **Sports Convenor's Report**

   Tonight's agenda was shortened to allow for Carmel's presentation, tour of Chisholm Building and also taking into account of Learning Support Discussion tomorrow night.

   *This will be discussed at next meeting.*

11. **Performing & Visual Arts Convenor's Report**

   Tonight's agenda was shortened to allow for Carmel's presentation, tour of Chisholm Building and also taking into account of Learning Support Discussion tomorrow night.

   *This will be discussed at next meeting.*

12. **Uniform Convenor's Report**

   Keiron informed the meeting that a purchase order has been completed for $10,000.00.

   Aussie Born has had another price increase for the culottes.

   There was concern that we are paying a high price and receiving no quality.

   We will have a separate meeting regarding where our future orders should come from.

   Keiron would like a profitability worked out on the uniforms.  
   
   **Action:** TI / JL

13. **Canteen Convenor's Report**

   Tonight's agenda was shortened to allow for Carmel's presentation, tour of Chisholm Building and also taking into account of Learning Support Discussion tomorrow night.

   *This will be discussed at next meeting.*
14. **General Business**

14.1 **Tour of Chisholm Building**

The meeting inspected the completed building to come up with ideas of how to best utilise this building and what else it needs. Some suggestions were:

- Use it as a Parents' Room
- Provide toys and baby change area
- Put a screen door on
- Outdoor furniture
- Laptop for uniform shop
- Printer
- Phone and phone line
- Security alarm
- Piano lessons if floor will take the heaviness of the piano
- Locked uniform stock
- Notice board
- Desktop computer that could be used for students to do homework whilst waiting for bus
- Guest network so students can use their own laptop

14.2 **Sno Cone Machine**

Tonya asked the meeting on behalf of Evette if the Grade 6 and 7's could use the Sno Cone machine for their disco.

There is no problem at all with this and Fiona will speak with Evette to see if they need the flavouring, etc.  

**Action:** FT

14.3 **Christmas Concert**

We need to discuss what the P&F will be doing this night.  

**Note**
15. **Next Meeting / Close of Meeting**

The next meeting will be at 6.30pm, Wednesday, 19 November 2014. There being no further business the meeting closed at 8.41pm.

These minutes were confirmed and adopted as true and accurate on ________________

[|date|

Signed by the President, Keiron Walsh