St Mary’s Beaudesert
P & F Meeting
Wednesday, 20 August 2014 at 6.30pm
Venue: St Mary’s Library, Bromelton Street, Beaudesert

Vice-President Sue Keaveny welcomed all in attendance and opened the meeting at 6.40pm.

1. **Opening Prayer**

   The Opening Prayer was led by Sue.

2. **Attendance:**

   Sue Keaveny         Vice-President
   Tonya Bonke-Greenhill Secretary
   Tracy Iselin        Treasurer
   Mark Plunkett       Maintenance Convenor
   Tim Stinson         Principal
   Scott Turner        School Community
   Jayne Heit          School Community
   Debbie Bischoff     School Community

   **Apologies:**
   Keiron Walsh        President
   Liz Gallagher       Fundraising Convenor
   Maryann Watterson   Sports Convenor
   Judith Logan        Uniform Convenor
   Fiona Tilley        Canteen Convenor
   Susan Shay          National P&F Representative
   Kath Turner         School 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 23 July 2014 be adopted as true and accurate records of the meeting.

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

4.1 2014 Goals

On-going.

4.2 Air-Conditioning Arts & Library

We received three quotes to air-condition the Library and the Performing & Visual Arts office [including After School Care office].

The quotes were received from Rhys Brown Electrical, Ryan’s Electrical and Beaudesert Electrical & Refrigeration Services for varying sizes and prices.

Scott Turner declared a conflict of interest but the meeting agreed all ok as all three companies are school families.

Sue suggested and it was agreed that she take the quotes for Peter Keaveny to analyse the quotes.  

Action : SK

4.3 Action List

Tonya didn’t have a copy of the latest Action List for the meeting but from memory:

- Item 6 : The paperwork for the Eftpos machine is with the Archdiocese.
- Item 27 : Tracy wants to talk to Susan about the WorkCover - Accident Insurance Policy Renewal.
- Item 28 : Tracy wants to talk to Susan about the WorkCover Queensland : Declaration of Wages 2014.

5. Correspondence In / Out

Incoming mail:

- MSP Photography : School Photos Brochure
6. Principal’s Report

6.1 Teacher’s Shared Learning

Tim spoke about the Visible Learning Project that he and the teachers are working on. It is about everyone using similar language in learning and it will help promote understanding of their own [students] capability of learning.

6.2 New Buildings

The building is all going well. 20 February 2015 is the official opening and Blessing.

It was discussed what to do with the verandahs on the demountable buildings when we return the buildings themselves. They could become bus shelters / put two together to become shelters on the oval or we could see if the company wants to buy them back.

7. Treasurer’s Report

This report is for August 2015 and is attached.

We have received the Levy fees.

We have also received a $19,000.00 cheque from the insurers for the uniforms lost in the fire.

A discussion ensued about uniforms and Prep Packs being ordered for next year. It was decided that a stocktake to be done now and for Judith to get a proposed order ready for 2015.  

Action: JL

Tracy will look up previous payments to see when we ordered the stock.  

Action: TI

Debbie will ring Aussie Born to see what the final date is for a 2015 order.  

Action: DB

With the $19,000.00 the following motion was carried:

**MOTION:** I move that $10,000.00 be deposited into the Investment Account and $9,696.90 into the Working Account.

**Moved:** Tracey Iselin  
**Seconded:** Jayne Heit  
**Carried**

Fiona has purchased a $198.00 microwave for the canteen. We need to check with Fiona if there are any future expenses.
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7. **Treasurer’s Report (cont’d)**

With the fundraising from the sno cones for the Canberra Trip, some monies needs to be paid back to the School. The following motion was carried:

**MOTION:** I move that $1,794.75 be reimbursed to the School for the Canberra trip.

Moved: Tracey Iselin  
Seconded: Mark Plunkett  
Carried

The following motion was carried:

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

Moved: Tracey Iselin  
Seconded: Tonya Bonke-Greenhill  
Carried

8. **Fundraising Convenor’s Report**

- The pie drive was a success and made $965.00.

- The letter asking for helpers at the Beaudesert Show is ready to be sent out.

- Tim mentioned that we will start talking about the fete in Term 4.

9. **Maintenance Convenor’s Report**

The next Working Bee will be Saturday, 11 October 2015.

Debbie suggested a job list be made available to parents that could perhaps do things during the week if they can’t make working bees.

10. **Sports Convenor’s Report**

All the latest sports news is in the current newsletter.

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

All the latest Performing Arts and Arts After School news are in the current newsletter.
12. **Uniform Convenor’s Report**

Most discussions were made during the Treasurer’s report.

13. **Canteen Convenor’s Report**

The Districts went really well. There will be approximately $3,300.00 profit.

The latest roster is in the current newsletter.

14. **General Business**

- There is a student free day on Monday, 20 October 2014.
- The Family Fun Day will be on Sunday, 12 October 2014.

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

The next meeting will be at 6.30pm, Wednesday, 17 September 2014. There being no further business the meeting closed at 8.00pm.

These minutes were confirmed and adopted as true and accurate on [date]________________________

Signed by the Vice-President, Susan Keaveny