President Keiron Walsh welcomed all in attendance and opened the meeting at 6.45pm.

Keiron informed the meeting that Catholic Education Week started on Sunday, 27 July and goes to Saturday, 2 August. The theme is “Come, live life in all its fullness”.

The President’s Dinner is being held at Lourdes Hill College on 28 July which Susan, Keiron, Liz, Diane McClure and Tonya are attending.

On Sunday, some of our students are attending Mass and four St Mary’s girls are singing in the Brisbane Catholic Education Choir at St Stephen’s Cathedral in Brisbane.

Susan played the Michael Mangan’s video clip “Come, Live Life” with is the Catholic Education Week song and features many schools including St Mary's!

1. **Opening Prayer**

   The Opening Prayer was led by Keiron.

2. **Attendance**: Keiron Walsh, Tonya Bonke-Greenhill, Tracy Iselin, Tim Stinson, Liz Gallagher, Fiona Tilley, Susan Shay, Maryann Watterson, Judith Logan and Debbie Bischoff.

   **Apologies**: Sue Keaveny, Mark Plunkett, Anne Mitchell and Jayne Heit.

3. **Confirmation of Previous Minutes**

   Sue minuted June’s meeting and is unwell so the minutes will need to be confirmed at our August meeting.

4. **Business Arising from Previous Minutes**

   4.1 **Convenor’s Wish List**

   Work is progressing on draft costings for convenor’s which will encapsulate their Wish List.
Minutes of Meeting
Wednesday, 23 July 2014

4. Business Arising from Previous Minutes (cont’d)

4.2 Teacher’s Shared Learning

Tim will ask teacher’s to come to our next P&F Meeting to talk about ‘shared learning’. We use the same language at school from Prep to Year Seven and would like to put this out through the whole school community.

4.3 Action List

The meeting went through the Action List:

- Item 2 : Liz will talk about P&F Fundraising note during her Fundraising report.
- Item 6 : Tracey is continuing her sourcing of the Eftpos machine for the Uniform shop.
- Item 11 : Work is progressing on draft costings for convenor’s which will encapsulate their Wish List.
- Item 20 : Susan will see if a rep from the P&F Association will join us at our September meeting.

5. Correspondence In / Out

Incoming mail [June and July 2014]:

- Chris Stewart : Thanking P&F for Hannah's Donation
- Scenic Rim Regional Council : Decision Notice - Approval (Submitters)
- Country School Photos : 2015 Brochure including Prices
- WorkCover Queensland : Accident Insurance Policy Renewal - Tracey is following this up.  **Action : TI**
- Bel Canto Music Inc : Music & Recreation Campus - June/July 2014
- Premier of Queensland : Workers’ Compensation Scheme Changes
- Class Covers : Ready Made Covers for Exercise Books
- Light Up My Life : Audio & Lighting Products
- Smart FunRaisers : Father's Day 2014 Catalogue
- Moon and Back School Gifts : Father's Day 2014 Catalogue
- Maps Fundraising : Father's Day 2014 Catalogue
- School Gifts Australia : Father's Day 2014 Catalogue
- WorkCover Queensland : Declaration of Wages 2014 – Tracey will complete this.  **Action : TI**
- Big Pumpkin : Invoice 17
- Aussie Born Pty Ltd : Invoice 3624 & 3625 – This has been paid.
- Archdiocesan Development Fund : Cheque $267.00 for Reimbursement of Uniforms
5. **Correspondence In / Out (cont’d)**

- Australian Charities & Not for Profit Commission: 2013 Annual Information Statement Reminder – This has been completed by Tracey.
- Jon Krause MP: Cheque $100.00 Donation – Tonya rang and thanked Jon Krause for his donation.
- Jon Krause MP: Queensland Education Accord EOI – Tonya to let Jon Krause’s office know that Tim and Susan would like to attend. Action: TLBG
- Maryann read out an email from Donna Thomas of Little A’s: The upgrade of the long jump pitch won’t be ready for our sports carnival or for the Districts Athletics Day. Work is commencing between 16 August and 6 September. The prep work will be done during school hours but appropriate barricades, etc will be erected. Concreting will be done over a weekend. This is costing $14,500.00 and is a basic pitch.

6. **Principal’s Report**

6.1 **New Buildings**

The winning tenderer, H&G Contractors Ipswich, is coming to the school on Friday. It is anticipated to be an 18 week building starting Monday. The tenderer has submitted a great price and best case scenario, if there is money left over, we can put this towards a new roadway and landscaping.

6.2 **Archdiocesan Levy**

We received a letter from the accountant of Catholic Education requesting that if any school had a reason to request a concession on the Archdiocesan Levy to submit this. St Mary’s fire was accepted as a reasonable request and the levy has been waived. This has saved us $50,000.00 and could go towards a new Learning Support office.

7. **Treasurer’s Report**

This report is for June 2014 and is attached.

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

**Moved:** Tracey Iselin  **Seconded:** Liz Gallagher  **Carried**
8. **Fundraising Convenor’s Report**

- Liz brought a Pie Drive Note to the meeting to see if we should still go ahead with this. It was agreed that we should. The note needs to add that the pies are family size and fresh, that there is a Pie Drive box in the office for the orders and to put the money in a sealed envelope. We hope to make $2.00 per pie. Liz will organise a box in the office to collect the orders.  
  
  **Action : LG**

- Liz all brought a note to the meeting that will go to the school community with the Pie Drive Note outlining what the P&F is/does and also a list of items that the P&F fundraising along with the P&F levy have purchased and/or contributed to the school.  
  
  **Action : LG**

- The next big fundraiser will be the Beaudesert Show on 5 and 6 September. Debbie informed the meeting that we may have to ask for the extra space again if we wanted it as it probably isn’t a given for St Mary’s just to have it.  
  
  **Note**

9. **Maintenance Convenor’s Report**

There was a group of six who managed to:

- Repair the basketball hoops.
- Removed the old computer bench from the Steele building.
- Clean up and repair the cricket nets.

The cricket nets will be finished in a couple of weeks. It was suggested that the cricket club may be interested in hiring these for their games. Keiron will enquire if they are.  

**Action : KW**

Maryann suggested they will come in handy for the girls’ vigoro team she is starting. They are going to play against Boonah when the boys’ cricket teams play.

Tonya suggested having working bees on a Sunday to enable more people to attend as Saturdays are sport and/or work busy. It was thought it could be done after Mass as the parish do working bees after Mass.

Debbie suggested that we give Ces something extra for all the work he does. Tim informed the meeting that Ces has completed everything on the maintenance list and that he has spent hours on covering books. Tim informed the meeting that Ces is appreciated for all his hard work.

Tim is interested in starting a bush tucker track around the school.

Tonya asked the meeting if we were aware that there is ‘grass’ growing in some buildings’ gutters. We need to organise this.
10. **Sports Convenor’s Report**

- Our sports carnival is on 28 and 29 July. Fiona is ready to run the canteen on Tuesday. The programme will go to parents tomorrow.
- The Districts Athletics is on 14 and 15 August. We expect there will be about 400 competitors. Maryann informed the meeting that the staff [40 No] have requested Subway for lunch. Fiona suggested that she will organise a menu for the day that Maryann can pass on to see if they would rather order from our canteen. Fiona also suggested that we find out what times they would prefer lunch. Fiona will need 10 to 12 people per day to help out and a note will go to parents requesting their help.  
  **Action:** FT / MW
- Maryann informed the meeting that the regional sports have realigned their areas and Beaudesert is now included in the Beenleigh District.

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

Anne wasn’t present at the meeting but had given Tonya an outline of her ‘Wish List’.

Tonya went through this list with the meeting and a motion was put to the meeting that the P&F would make a donation of $1,270.00 to the school to contribute towards the purchase of:

- Costuming and Set Construction for Year 7 Play.

A motion was put to the meeting and carried that the P&F would make a donation to the school to contribute to the cost associated with a purchase of reverse cycle air conditioning for the Art Classroom. Three quotes to be tabled at next P&F meeting and amount to be agreed.

Tonya will let Anne know of the above.  
  **Action:** TLBG

Discussions ensued regarding funding for other departments:

- The library to be air conditioned.
- Maryann to work out a cost for Action Based Learning and Gross Motor Programmes that she is intended to implement.  
  **Action:** MW
- A motion was put to the meeting and carried that the P&F would make a donation to the school to contribute to the cost associated with Home Readers in the amount of $978.00.

12. **Uniform Convenor’s Report**

We will review how the uniform shop is performing at the next meeting.

The shop is now open one afternoon per week. We will arrange a small working bee to move the stock to the new location.  
  **Note**
13. **Canteen Convenor's Report**

As we will be catering for the District Athletics, we won’t have tuckshop on the Friday. We will however have a sausage sizzle on the Wednesday.

We will be having helpers from the high school on both days.

We will need two BBQ's and the children will work the sno cone machine.

A note similar to the Hibernian Race Day will be issued to parents asking for volunteers to help on either day or to do baking.  

*Action : FT*

14. **General Business**

* Keiron informed the meeting that Energex has an “Energex School Safety Programme” for schools. Energex attend the school and talk to students about electrical safety. It was agreed that this would be constructive for St Mary’s students. Keiron will organise this.  

*Action : KW*

* Tonya asked the meeting if there was a hard copy of the Constitution. Susan informed the meeting that St Mary's P&F adopted the Model Rules of the P&F Federation which are currently being updated. Tonya will search for the current hard copy.  

*Action : TLBG*

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

The next meeting will be at 6.30pm, Wednesday, 20 August 2014. There being no further business the meeting closed at 8.40pm.

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

[date]

__________________________  ______________________

Signed by the President, Keiron Walsh