



ST FRANCIS XAVIER PRIMARY SCHOOL
PARENTS & FRIENDS COMMITTEE MEETING Minutes - June 28, 2016

Attendee's: Haley Morris, Mel Sorgiovanni, Anita Teakle, Jacquie Warr, Liz McBride, Ben Doyle, Donna McAullife, Simone Watson.
Apologies: Tara, Kirby, Suzie Halden, Penny Walker, Kerry Jeffrey, Melissa Gray, Kym Morphew
Venue: SFX Teachers Lounge
Meeting Commenced: 7:00pm

1. **Previous Minutes**

The minutes of previous meeting May 17, 2016 were accepted as a true and accurate record:
Accepted: Anita Teakle Seconded: Donna McAullife

2. **Business Arising from the previous minutes**

- 2.1 Junior Disco – Final amount raised as \$787.77.
- 2.2 PA System – Should be completed by the end of this week. Supplier will bill SFX once completely installed.
- 2.3 Permanent screen & projector – Ben and Murray have been looking at options for the permanent screen. Will have to be a permanent fixture as the retractable screen will not work in the open area. Have looked at what St Lawrence have. Exploring options (permanent or portable) and waiting to hear back some recommendations from Judi's husband.
- 2.4 Pavement Painting – Received quote from EDU \$12,460 + GST. Would like feedback from other schools (value, wear and tear). More investigating needs to be down with what we would like to see in the undercover area and if it is possible in the quoted scope.
- 2.5 Junior Area Concepts – Need to formulate a plan with the Junior teachers of what they would like to have completed first. Look to stage the project. See if Tim and itemize what each feature requires and we can look to put a request out to SFX families for donations. Cost and supplies will restrict which projects we can do and when. **Ben** to co-ordinate meeting with Junior teachers and **Haley** to make a plan.
- 2.6 Proposed Uniform Shop – Ben met with Suzie last week and also had a meeting with Total Uniform with regards to our current agreement. Currently we would need to give Total Uniform 12 months notice and look to purchase remaining stock if we were to proceed with the school running our own uniform shop. The Board is cautious with making any long term commitment and also not sure of the financial remuneration. Total Uniform has agreed to pay \$1 for every SFX logoed piece of clothing sold, back to the school (roughly equates to \$2,500/annum). Girls dress will reduce from \$70 to \$55.

Suggestion was made that at the end of the year we send a mail out to all parents to indicate that the SFX P&F would purchase 2nd hand uniforms (at predetermined rate) to then sell at the 2nd hand uniform shop.

It was also noted that new SFX parents need to be provided with more information about what to purchase and where for when their children move from Preprimary to Year 1. Maybe a checklist or booklet of what to get, recommend how many items. This could include the 2nd hand uniform shop and what the canteen have available too.

- 2.7 K/PP Art Show – Total proceeds from the Art show \$2342.60 less expenses \$828.58 = \$1514.02. Lower numbers this year (PP numbers are down by 15 families). Concern that having to pay for an entry fee and then purchase the artwork turned families off. Future consideration would be gold coin donation as entry and then the request to purchase artwork. Also encourage a 'bring and share' for food. Will need to see if

Kirsten would be able to provide support with hand over notes and Art show plan, to another parent for future Art Shows.

- 2.8 Talking Drugs Night – Nonevent with very poor turnout. Confusion over co-ordination of event. Ideal outcome was to give all SFX parents plenty of notice to be able to attend event and become more knowledgeable about communicating with kids at the right level about drugs.

3. Reports:

3.1 Principal's Report – Ben Doyle

Ben shared PowerPoint of who is and where he has come from. Thank you Ben. Refer to Principal's report accompanying Minutes.

3.2 Treasurer's Report – Anita Teakle Refer Treasurer's report accompanying Minutes.

- CDF Balance	\$27,158.41
- ANZ Cheque Account	\$16,107.84
- Less funds committed	\$10,000.00
- Plus Funds to bank/transfer	\$ 307.23

TOTAL \$33,573.48

Term Deposit renewed and will expire 30.07.16. Will look to renew for another 3 months.

For future reference all invoices need to be given to Jane in the office for payment (to claim the GST component) and total of invoices will be deducted from P&F Levies before being banked into P&F Account.

3.3 Board Report: – Ben Doyle

Board looking at completing fencing on Cathedral Avenue which will include a gate.

Courts hairline cracks have been addressed with the people that resurfaced the courts. Due to the unknown quality of the bitumen not sure if this is going to be ongoing maintenance and at who's expense (highly likely schools).

Fading of courts edges should improve due to sprinkler head now being realigned. Additional draining being considered for where the water pool at edges of courts.

Should have designs and building scope for carpark by end of the week. Resurfacing is still a work in progress and the plan is to have all works completed by end of 2016.

Tim has planted a temporary garden in the meantime.

A new strategic plan is being discussed as the old one comes to a completed end.

3.4 Calendar of Events & Fundraisers

Term 3. No events booked in due to sport commitments

Term 4. Codes flyer for Bright Stars and Spencil

P&F fundraising goals

Pavement painting

Junior area

Permanent screen and projector for undercover area

4. Correspondence In:

Uniform Catalogue – for Suzie

Soft n Sweet letter of introductions for use of services

5. Correspondence Out:

Emailed completed PFFWA 2016 P&F Association Office Bearers to PFFWA.



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6. **General Business:**

Simone to look at deadlines with Crazy Camel Fundraiser with **Jacq** to see if viable for this year. Looking to do this for Kindy – Yr 3 kids. Need to get support from teachers to pursue the Crazy Camel Fundraiser (Calendars, diaries, cards etc.).

Look to send flyer in Term 4 with codes and info to all parents who might purchase Bright Stars Labels and/or Spencil book covers – with booklist if possible.

Sports Carnival – Donna has highlighted if at St Pats, back room is off limits due to asbestos and canteen is area is tiny. Suggested if sports day is staying there, just to do sausage sizzle.

Suggestion made to send future P&F meeting agendas to office for girls to distribute to SFX families and put on facebook.

7. **Closed:**

There being no further business to discuss the meeting closed at 8.35pm.

8. **Next Meeting:**

The next P&F meeting is scheduled for **7.00pm, Tuesday 19th July, 2016** in the teacher's lounge. **All welcome – BRING A S-F-X FRIEND!**

Minutes recorded by Melinda Sorgiovanni, Secretary