



St Patrick's Primary School
Parents & Friends Association

Minutes



St. Patrick's Parents & Friends Association

Date:	Monday 4 September 2017
Time:	7:15 pm
Venue:	St Patrick's Community Lounge

Attendees:	Michael Bourne, Tracy Wilson, Nicole Annetts, Tracey McNeill, Tanya Sullivan, Sally Walton, Rebecca Menjou, Tracey Brincat
Apologies:	Ana Coutts, Fr Grant O'Neill, Jo Liddy, Margaux Wagner, Marta Stankiewicz, Michelle McCarthy, Rachael Kenyon, Suzanne O'Dwyer-Richards, Michelle Fusco, Tasha Phelan, Leonie Taylor, Sue Mansfield, Sally Walton, Christen Dewhirst, Marianda Marra, Tracey Connors

Opening prayer	Led by Tracey Brincat
-----------------------	------------------------------

Item	Action	Person responsible/date
Acceptance of minutes from previous meeting 7 August 2017 – accepted by Tanya Sullivan and Michael Bourne		
Principal's report – acceptance and questions The Netball club AGM was held on Friday along with the presentation night. In 2017, ninety-nine students from St Pat's participated. Staff will be undertaking professional learning for the new child safe regulations. All volunteers at the school will also need to undertake an induction.		



St Patrick's Primary School
Parents & Friends Association

Minutes



St. Patrick's Parents & Friends Association

Item	Action	Person responsible/date
<p>Feedback that the Father's Day stall went well and good feedback on ACK Father's Day breakfast.</p> <p>MB and Kate Foggarty (Principal ACK) met with Mr David Turnbull (CEO of Mitchell Shire Council). Mr Turnbull had some ideas on development for the school's in the next 3-4 years.</p> <p>During the term 3 holidays there will be renovations completed in the office, creating a new office for the Business Manager. New whiteboards will be installed in prep area. Classroom doors will be added to the remaining year 1 & 2 classrooms.</p> <p>Enrolments for 2018 are full, with waiting list in place.</p> <p>Our Lady of the Way will have three classes on site at St Patrick's. Concerns raised by committee members about parking issues in 2018 with the additional families. MB noted the concerns.</p>		
<p>Chairperson's report – open to questions, acceptance</p> <p>TW took the committee through her report. Term 4 there will be a survey circulated to families on what events they liked from the P&F during 2017 and what they'd like to see.</p> <p>Also a discussion on the new school website including how P&F can use it to communicate with parents and keep people informed of what is going on in the P&F.</p>		
<p>Treasurer's report – open to questions, acceptance</p> <p>Current bank balance of \$53,539.42 which includes \$1,600 to be banked and an expense of \$55 to be paid.</p>		



St Patrick's Primary School
Parents & Friends Association

Minutes



St. Patrick's Parents & Friends Association

Item	Action	Person responsible/date
<p>TMcN took committee through new financial compliance requirements. On advice of the school accountant the School Advisory Board resolved that the P&F committee would operate under the school for financial and audit purposes.</p> <p>TMcN met with Debbie Amodio (Business Manager of school) to go through requirements and processes for this. The P&F treasurer will need to meet with Business Manager monthly.</p> <p>There are new guidelines for financial transactions that will need to be adhered to. All amounts to be spent will need to firstly approved by the P&F committee.</p> <p>Then a Purchase Order will have to completed and authorized by Principal or deputy principal. TMcN stressed the importance of having the purchase order approved around 2 weeks before goods or services need to be ordered to ensure approval is completed.</p> <p>Purchase Orders can be obtained from Deb Amodio and there will be a P&F P&O book with Tracey.</p> <p>Tracey is happy to discuss and assist any members needing to do a purchase order. If Tracey McNeill is not available, Deb Amodio can assist.</p> <p>PLEASE READ ATTACHED DOCUMENT 'Financial Guidelines'.</p> <p>Discussion on how much money the P&F will pass over to the school for the adventure playground. It was proposed \$35,000 be paid to the school. This would leave just under \$20,000 for term 1 activities in 2018 including the country fair. Accepted by Tracey McNeill, seconded by Rebecca Menjou.</p> <p>It was also noted Father's Day stall made \$1,643 profit, Disco \$26 and Dinner Dance \$7,399.</p>		



St Patrick's Primary School
Parents & Friends Association

Minutes



St. Patrick's Parents & Friends Association

Item	Action	Person responsible/date
<p>It was decided that the Counting Machine discussed earlier in the year will not be purchased. Further research has discovered that they are unreliable and have upkeep costs to calibrate.</p> <p>Hence another use for the \$791.92 remaining in the Volunteer's grant. Ideas to be investigated include slushy machine and coffee thermos.</p>		
Planning		
<p>Working Bee</p> <p>Next working bee is 10 September from 1-3pm.</p> <p>Plan is to spread soil on the oval, continue working on the veggie gardens and weeding garden beds.</p>		
<p>Cards</p> <p>Card competition to take place in Term 4.</p>		
<p>Country Fair</p> <p>Next country fair sub-committee is Monday 11 September at 2.15pm.</p>		
<p>Term 4 planning</p> <p>P&F to assist in planning a thank you morning tea and afternoon tea for all volunteers who have assisted during the year including in classrooms, working bees, P&F events.</p>	<p>P&F member to volunteer to organise</p>	



St Patrick's Primary School
Parents & Friends Association

Minutes



St. Patrick's Parents & Friends Association

Item	Action	Person responsible/date
Adventure playground opening – Mr Bourne would like an opening ceremony/afternoon tea for the opening of the Adventure playground and a ceremonial 'handing over of a cheque' from the P&F to recognize the contribution from the P&F.	Volunteer from P&F to organise this for term 4.	
Review of events		
Adjourned to next meeting.		
Meeting closed: 8:55pm		