

Meeting Agenda – 16 August 2016
Saint Mary’s Catholic College South Burnett
Parents & Friends Association

Attendees: Kelley Crane, Susan Robertson, Damo Martoo, Pam Radcliffe, and Sharon McFarlane.

Apologies: Claire Dennis, Neil and Suzanne Mungall, Kelly Zischke

Item	Topic	Discussion	Decision / Action	Person/s Responsible
	Meeting Opened by President/Chairperson	7.05pm		
	Prayer	Pam		
1	Previous Minutes	<p>It was moved that the minutes of the previous meeting be accepted without amendment.</p> <p>Damo noted time is wrong - need to change commencement time to 7.05</p> <p>Accepted by consensus</p>	Change time on previous minutes	Sharon
2.	Business arising	<ul style="list-style-type: none"> • Father’s Day Stall <p>No one else has volunteered to organize it, so Suzanne will do it, but can only do Monday and Tuesday. Sharon to check if canteen available. Susan said if we haven’t sold everything she could probably do Wed and Thursday. Arrive at 10.00/10.15 for littlies. Suzanne needs ideas for gifts - Susan will contact Suzanne if she has a supplier, maybe things like Best Dad mugs etc. Supa cheap may have some things.</p> <p>Preppies first up Mon morning at 10.15, Year 1 Tues morning tea and rest come in morning tea break.</p> <ul style="list-style-type: none"> • Rock on stage – Neil is away, but Suzanne said similar amount raised as last year, should donate \$2000 to Bacalod Kindy. Pam said it went well with \$2 donation at the door. Agreed it was run really well this year and excellent performances. Damo said only criticism is that many prep 	Sharon to check if Canteen available. Susan to check on gifts with Suzanne.	Sharon, Susan and Suzanne

		<p>parents left after performances, and we feel as a respectful thing, they should wait till interval. Need to let them know for next time that they should please wait till interval to leave. Pam discussed the idea of going back to their class group to sit down after each performance.</p> <ul style="list-style-type: none"> • Equestrian event feedback – Kelley said it went really well. They did bacon and egg muffins which were all sold by 10.00am. Lunches went really well also, ran out of spag bol which was popular. <p>Sharon said that it's difficult to get volunteers in the day time. She ended up going out there to help out. School may need to send a paid person to help and not just depend on volunteers in the day time. Kel will not be doing it next year. We need others to come on board to help. Last year we had a focus that if you need money you need to contribute and help.</p> <p>Susan said that form needs to go out that if you volunteer to help you can get a refund of the P&F levy – if you work 10 hours. Need to advertise that, if you want P&F to help you, then parents needs to be volunteering.</p> <p>P&F Volunteer register – going in the enrolment pack but not out to every single family. Maybe the Secretary of P&F can have access to the email addresses. Pam said years ago there was a “Key Parent” for every class who contacted the other parents to pass on information. Shannon Cridge is doing a great job with Prep to Yr?</p>		
3.	Correspondence	<p>Correspondence inwards:</p> <ul style="list-style-type: none"> • P&F Bank statement • Fundraising brochures • Good Sams Foundation 		

		<p>Correspondence outwards:</p> <ul style="list-style-type: none"> No correspondence sent. <p>Accepted by consensus</p>		
4.	President's Report	<p>Discussed as part of General Business.</p> <p>Accepted by consensus</p>		
5.	Principal's Report	<p>Pam representing Angela. No formal report, Pam took notes to pass onto Angela.</p> <p>Accepted by consensus</p>		
6.	<p>Treasurers' report</p> <ol style="list-style-type: none"> A/c balance, Income & expenditure for month Expenditure to budget Accounts for Payment 	<p>Neil away so no report tonight. Discussed based on previous figures. Damo said can we make the audio system a priority. Angela was to look into putting in a proposal for that based on the whole school benefiting from it. Other issues are the paving out the front and a possibly needing a concrete footpath to the Mary Knoll. Air conditioning for classrooms was also to be a priority, Angela dealing with BCE. We would still like this to be a priority. Do we need the Board to look at a "Responsible use of air-con policy" to get the ball rolling on this?</p> <p>Accepted by consensus</p>	<p>Discuss with Angela at next meeting. Sharon to put issues on next Agenda.</p>	<p>Sharon</p>
7.	<p>Other Reports</p> <ol style="list-style-type: none"> Fundraising 			
8	General Business	<ul style="list-style-type: none"> Shade Tents – email from Angela/Kym. Need more info from Angela about these tents and how much money is needed to repair them. Sharon looked at the link from Jane for volunteers grant but there's no suitable grant at the moment. A funding proposal needs to be submitted. Laptop for P&F – discussed purchasing a laptop for sole use of the P&F. Stays with the Secretary and can be handed over to new people as needed. Pam said would it be cheaper to get it through the school. Agreed to do this and get a couple of 	<p>More information needed about cost to replace shade tents and funding proposal to be submitted.</p> <p>Pam to ask Angela if it's cheaper to purchase a laptop through the school.</p>	<p>Angela</p> <p>Pam</p>

		<p>USB's to use as back up. Pam to ask Angela. Damo proposed this and Susan seconded.</p> <ul style="list-style-type: none"> • Trivia night on 10 Sept. (NB. There won't be another meeting before the Trivia night unless we have one early e.g. Tues 6 Sept, school hols are from Mon 22 Sept). Damo said early meeting probably not necessary. They need 10 people to help out (Kel and Susan will be there), to man the bar and collect money for raffle tickets etc. Damo is talking to Ace Bleney about liquor licence and talking to Kingsley Grove re wine. P&F doing spirits and beer and cash for raffle tickets. No students there because of alcohol. Damo will get onto as many Year 12 parents as possible to help. How many people are they expecting? Damo knows that a lot of tables have been sold through school. Need to know numbers for alcohol. Susan may do RSA, to be reimbursed by P&F for the cost. Damo to ask about Cold room from South Burnett Hire or ask Fritz the butcher. • Damo asked Pam to put in her notes to remind Angela that we can help out needy families for Year 12 formal assistance. • Buddy system – Sharon discussed Suzanne's idea of a buddy system for new prep parents. One idea for next year is that "old" existing parents are buddied up with a new parent at the Prep orientation session. <p>Pam said it will be Prep A on one day and Prep B another day and then the following week the same thing. Suzanne will have a prep child next year. Her plan is that we invite the "old" existing parents to the orientation meeting to meet new parents, might be at the 2nd session that they exchange phone numbers etc. Damo used to do a chat/presentation at the Prep orientation sessions, Susan said someone (maybe her?) could do that. Volunteer form could be handed out at that session too. Susan organized over 300 copies to be sent home but we're not sure if they went? Pam said could be sent home</p>	<p>Susan to investigate doing RSA course and Damo to find out about a cold room.</p>	<p>Susan and Damo</p>
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	Funding requests	<ul style="list-style-type: none"> • John Dalton submitted a request on behalf of Jayde Novak for state and national Equestrian titles. Sharon discussed with Susan and Neil. Approved \$150 donation. 		
	SMCC Board – Report from Rep, Board Minutes & education Brief			
	Meeting closed	8.55pm		
	Next meeting	18 October 2016		