

**Saint Mary's Catholic College, South Burnett**  
**Parents and Friends Association**  
**Meeting Minutes**  
**21<sup>st</sup> March 2017**

**Attendees:** Claire Dennis, Sharon McFarlane, Susan Robertson, Damien Martoo, Neil Mungall, Mandy Sullivan, Alice Hauritz and Angela Myles

**Apologies:** Erin Jeffs

**Meeting Opened by President/Chairperson** – Damien Martoo at 7.30pm

**Prayer** – Angela Myles

**Previous Minutes**

It was moved that the minutes of the previous meeting be accepted without amendment.

Accepted by consensus OR

Moved: Neil Mungall

Seconded: Alice Hauritz

**Business Arising**

1. Robotics – Amy Woodruff is still working on getting the best price and items for her class.
2. Uniforms – Started exploring some new items e.g. skirts and sports shorts material. Minor uniform changes ahead.
3. Iced Coffee – Michelle Davis looked into the Iced Coffee and it has minimal amount of caffeine. It has been made available only to the Secondary students.

**Correspondence**

Correspondence inwards:

1. Email and letter from P&F Federation re payment of levy
2. Email fact sheet from Carmel Nash – “P&F associations fundraising for outside charities”
3. Invitation to P&F Council AGM – Guest speaker Madonna King, Thursday 30<sup>th</sup> March

Correspondence outwards:

1. No correspondence sent.

It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.

Accepted by consensus OR

Moved: Sharon McFarlane

Seconded: Susan Robertson

**Presidents Report**

No Presidents report.

Accepted by consensus OR

Moved:

Seconded:

## Principal's Report

1. Work on three (3) new primary classrooms is progressing well and these are due for completion early in Semester 2 2017.
2. Work is commencing on our transition to the new Senior Schooling system which will be implemented in Queensland in 2019.
3. We have welcomed a new Parish Priest, Fr Stephen Camiolo. Class liturgies in the primary are going extremely well.
4. We have engaged the services of a consultancy firm, Insoleaf to investigate energy usage at Saint Marys and to explore avenues for the efficient and cost effective installation of air-conditioning in the College. Stuart will be making his first visit to Saint Mary's in Week 10 of Term 1.

Accepted by consensus OR

Moved: Susan Robertson

Seconded: Sharon McFarlane

## Treasurers' Report

1. Account balance, Income and expenditure for the month
2. Expenditure to budget
3. Accounts for payment

## *Discussion*

- a. Reports show we have just over \$52,000 available to be spent, apart from \$22,000 still to be spent.
- b. Air Conditioning – estimate of \$29,500 to come in this year, net of \$2,000 in fundraising equalling a total on \$54,000. P&F willing to make a donation towards air conditioning.
- c. Items carried over from 2016 these donations will be reimbursed into the 2017 amount.

Accepted by consensus OR

Moved: Neil Mungall

Seconded: Sharon McFarlane

## Other Reports

1. Fundraising

## General Business

1. Trivia Night – Saturday, 22<sup>nd</sup> April
  - a. Committee meeting was held last week
  - b. Underwater World is generally willing to donate a family pass
  - c. Phone calls and visiting businesses has commenced
  - d. Letters emailed to Year 11 and Year 12 parents to support
  - e. Community noticeboard with Hit FM and Crow FM
  - f. Contact Corky at Crow FM – Table competition
  - g. Email feeder schools with the flyer
  - h. Bar – Beer, Wine, Spirits and Soft drinks available
2. Cow Horse Competition – Thursday, 27<sup>th</sup> April
  - a. Need to send out volunteer expression of interest form and recruit volunteers
  - b. Post on facebook and attach with the newsletter volunteer expression of interest form – specify what jobs they can assist with e.g. baking, time at Cow Horse etc.  
**Action:** Alice to send this out to the parents
  - c. Contact Cow Horse parents with regards to baking etc.  
**Action:** Alice to see Michelle Binding for a list of participants

- d. Food – salad rolls, hot dogs, sausage rolls etc.
- e. Seek some students that may be able to assist on the day  
**Action:** Angela and Mandy to look at student time tables to see who would be suitable to help on the day.
- 3. Insoleaf – Air Conditioning
  - a. Insoleaf is used in many BCE schools. They look over your whole energy use at the College. He has done some background research on what we have used and if we are on the best deal. Will be presenting to the College on Thursday, 30<sup>th</sup> March what we need to do to be able to afford air conditioning, control measures so it is not wasted. If we can start a process of air conditioning we need to plan over a series of years to install air conditioning units.
- 4. Marketing
  - a) A billboard sign has been organised heading out of Kingaroy towards Nanango
  - b) Relocation of banners around the Burnett
  - c) Looking at getting out video shortened by Tina Torrens for cinema advertising
  - d) Electronic sign – P&F might be able to look into it  
**Action:** Claire to contact Sheree at St Joseph's and Alice to contact Matt at Nanango for the companies they have used.
- 5. Training of the Sound and Lighting Equipment in the Maryknoll Centre
  - a. Jane and Caitlin or Amy possibly and a Year 10 student.  
**Action:** Alice to contact Behind the Scenes and organise the training and P&F will fund the training.
- 6. Early Parent Teacher Interviews
  - a. Looking at a different approach of a parent meet and greet and have a look in the classroom
  - b. Earlier in Term 1
  - c. Separate Primary and Secondary Event  
**Action:** Leadership Team to discuss

### **Funding Requests**

- 1. Funding to support Literacy work of 2017 – Celia King
  - a. \$3,792.00 worth of resources for across Primary classes e.g. Class sets of small whiteboards, books, 2 sets of chatting children etc.

P&F have approved to fund the \$3,792.00 for Primary Resources.

Accepted by consensus OR  
 Moved: Neil Mungall  
 Seconded: Damien Martoo

- 2. QISSN Support for 2017 – Bec O'Connor
  - a. \$1,000 requested from the P&F (\$100 per student)

P&F have approved to fund the \$1,000 for QISSN.

Accepted by consensus OR  
 Moved: Damien Martoo  
 Seconded: Susan Robertson

**SMCC Board – Report from Rep, Board Minutes and Education Brief**

No SMCC Board report.

Accepted by consensus OR

Moved:

Seconded:

**Meeting Closed:** 8.50pm

**Next Meeting:** Tuesday, 18<sup>th</sup> April 2017 at 7pm