

St Vincent's Primary School P&F Association Committee Meeting Minutes

27th May 2014. Chairperson – J Benton, P&F President

Meeting opened at 6:00pm.

Attendance.

As per attendance register. Apologies: S. Griffiths, C. Tootell, N. van Leeuwestyn

1. **Welcome** - Jakki Benton.
2. **Opening prayer** – Kerry Rowlands
3. **Previous minutes** (4th March 2014) - motion to accept: J. Benton, 2nd A. Bleakley
4. **Business arising.**
Date change for Term 3 Committee and General Meetings. Now to be held 5th August 2014 at 6pm and 7pm respectively. (Original date 19th)
5. **Principal's Report.**
 - Second hand uniform sale. 18th June at 7:30am and 2:30pm
 - Online Parent Portal.
6. **President's Report.**
 - *Friendly Families* booklet. Motion to purchase copies for school community (J. Benton) approx. \$5000 – unanimous.
 - Pacific Fair Community Fund grant up to \$10,000 to be further Investigated (J. Benton)
 - Term 1 events:
 - Girls Night Out – feedback received all positive, thank you notes sent, great attendance, rebook venue?
 - Easter Fun Night – great feedback from families, successful despite the rain, file update. Suggestions for next year: better lighting on grassed area for smaller children and book one less face painter for an additional balloon artist.
 - Term 2 events:
 - Mother's Day stall – Alina to continue this forward with Sonia Mackay and Deb Thompson.

Trivia Night – Amanda advises 6 tables booked already, and organization well underway. Discussion re selling raffle tickets prior to school events. General consensus is to avoid doing so, exception being larger fundraising efforts such as St Vincent's Night.

Father's Day stall and Breakfast – proposed dates Thursday 28th August for Father's Day Breakfast and 1st/2nd September for stall.

Rosies' – current fundraising is focused on students' action and efforts for greater impact.

- Term 3 events:

Campout – change of date 7th November to avoid Halloween.

St Vincent's Night – all is going extremely well with organization to date. Smaller sub committees and meeting schedule/reporting structure is very effective. Donation request letter has been sent to all families. Discussion re external stallholders at St V Night. Decision against this proposal. Display frames to be purchased.

Meeting closed 7pm.

Next Committee Meeting 6th August 6pm, followed by General Meeting 7pm

St Vincent's Primary School P&F Association General Meeting Minutes

27th May 2014. Chairperson – J Benton, P&F President

Meeting opened at 7:00pm.

Welcome – J Benton

Attendance

As per attendance register

Apologies

S Griffiths, C Tootell, N van Leeuwestyn, Geraldine Nut

1. **Principal's Report and Information Session.**

K. Rowlands presented a power point presentation. Please see attached.

- **Parent Portal.**

This has been discussed for some years and is now ready to roll out during Term 2 and 3. Designed and authorised by Catholic Education Office. The portal will allow families to access (password entry) school information, calendar, messages, directory and newsletters.

- **Skool Bag App.**

Application called Skool Bag to push important messages out to school community. Free service, independent company, both android and iPhone versions.

- **Laptops to Year 4.**

New process – school will purchase laptops and pay all associated costs. Parents to pay 10x equal payments and at end of Year 6 families will then own the laptop. Final check with Brisbane Catholic Education re any legal issues.

- **BCE Sexuality Project.**

Brisbane Catholic Education embarked on a two-year project seeking to strengthen the capacity to deliver quality evidence based sexuality education within a Catholic Christian perspective. Implementation 2014 onwards.

- **Special Guest Speaker – Brett Lee.**

Renowned speaker, Brett Lee, will present an information session on Cyber Safety June 10th at 6pm Media Room.

2. **Treasurer's Report – R Perry**
Please see attached. Profit and loss statement (Jan-April 2014) reflects a current profit of \$11,000, due mainly to timing difference of levies received. Current balance of \$26,500 with no liabilities.

3. **St Vincent's Night Procedure Manual & System Update – E Roberts**
 - Huge thanks to Edwina Roberts for her mammoth effort compiling the procedure manual to assist convenors and ensure smooth succession in the future. The manual outlines the 22 positions that need to be in place each year the event is held, as well as general information, FAQ and protocols to pass on. Both digital and hard copies.
 - P&F shed update: thanks to P Guest for refurbishing 3x BBQs. E Roberts has generously supplied vacuum, and sourced stepladder and flat trolley.

4. **St Vincent's Night Update – S Arnold**
 - Fair convenor, Nicole van Leeuwestyn meets weekly with committee, and organisation is going extremely well to date. Timeline in place for donation call outs.
 - Donation and sponsorship requests include Kool Kids, Bank West, Bruce Lynton. Various experience offers/prizes etc.
 - Seeking major raffle/Chocolate Wheel/Cent Auction prizes
 - Small team targeting sponsorships. Coordinating with L Anderson.

Meeting closed at 8:30pm.

Next General Meeting will be held Tuesday 5th August 2014 at 7pm

Meetings are held in St Vincent's staff room – everyone is most welcome.