

# ST PIUS X CATHOLIC PRIMARY SCHOOL P & F ASSOCIATION

P & F General Meeting - Minutes  
Tuesday 22<sup>nd</sup> February 2011

**Meeting Opened with a prayer at 7.45pm.**

**PRESENT**

Rob Romeo, Nik Hofmeester, Paul Chapman (Chairman), Dari Klein, Debbie Burke, Debbi Spencer, Karen Gonsalves, Sylvia Tamigi, Stephanie Radonich, Michelle King, Juliana Fimmel, Lisa Kennedy, Alisha Gorman, Maria Biscotto, Anna Davis, Julia Haines, Vicki Arkinstall, Jane Scanlon, Fiona Flanagan, Gina Edwards, Ainslie Berry, Mark Griffiths, Rebecca Richardson, Monique Ferrari, Claudia Kenny, Christine Bacon, Ubaldo and Cherie Salvucci, Lee Stothard, Anne Bougourd, Judy Fallens, Karen Herbert, Adam and Elly Nevin, Lisa Di Toro, Nicole Ho, Chantal Alvaro, Melissa Edmonds, Rebecca Donovan, Joanne Neates, Heather Patman, Maria Fernandes, Christina Lamb, Tabitha Lewis, Jacinta Scannell, Kirsty Burnett, Jenny Dixon, Claire Ryan, Trish Sherry, Michelle McPherson.

**APOLOGIES**

Melinda and Mike Dempsey, Kathleen and Mark Ridgwell, Mary and Mark Casey, Sonia and Paul Nolan, Doris Marenko, Jodie King, Dana McGrath, Jasmine Marinovich, Lisa Peacock, Shelley Hill, Sharon Moore, Sheree Alexander, Louise Ryan, Karin Ukich Shaaron Elliott.

**Confirmation of Previous Minutes**

*Accepted:* Debbie Burke

*Seconded:* Ubaldo Salvucci

**Business Arising**

- Rob Romeo confirmed that the outdoor power point on the library decking would be installed when the building works begin.

**Correspondence In**

- Australian Parents Council Review
- Various flyers on Fund Raising options for the School including;
  - Glowstix
  - Australian Fundraising
  - Mothers Day related gifts
  - Bamboo Jewellery

### **Correspondence In (Cont.)**

- Fundraysia
- Cadbury
- Expressions Tea Towels
- Decor/Bulbs Direct
- Mr Showbags
- Chalk Educated Toys
- Fundraising Directory
- Entertainment Book Fundraiser form seeking confirmation of our participation this year.
- Cancer Council Healthy School News
- Paul Chapman received a 'Hit Nitz 4 6' brochure which he will leave with Margaret in the office if any parents are interested.

### **Correspondence Out**

- Nil

## **REPORTS**

### **Principal's Report**

Rob Romeo presented his Principal's Report (attached).

Rob Romeo also reported that final plans for the new buildings are underway, and the Government requires that the buildings are completed prior to the year end. Building may start in Term 2 and disruption to the school will be minimised. Rob Romeo will display the final plans and dates for the building works as soon as they are available.

Rob Romeo also advised that the air conditioning has been installed in all of the classrooms, however at the moment there is not enough electrical capacity at the school to run them. The power will be upgraded with the building works, so the decision was taken to wait for the building works. This means that the government will pay for the upgrade, as opposed to the school if it was done immediately. Kirsty Burnett queried the total cost of the air conditioning installation and Rob Romeo confirmed that it was approximately \$34 000.

### **School Board**

- Nothing to Report.

## **Treasurer's Report**

Kirsty Burnett presented the Treasurer's Report (attached).

Profit for 2010	\$22000 (approximately)
<i>Comprised of:</i>	
Events	\$10000 (approximately)
Uniform Shop	\$ 7000 (approximately)
Tuckshop	\$ 5000 (approximately)
Air Conditioning Fund	\$15000

**Accepted:** Cherie Salvucci

**Seconded:** Jenny Dixon

## **Tuckshop**

Fiona Flanagan reported that the roster had now been filled for this term, however many people are having to do two shifts for the term, when only one should be required. Fiona had trouble filling the roster and is concerned that volunteers usually reduce as the year progresses. Fiona would like to improve the process of getting volunteers as, at the moment, it is onerous and she would like it to be easier for the person who takes over as Roster Coordinator. Paul Chapman confirmed that as the Tuckshop is also on the Agenda later (Item 9b), he would invite discussion on this topic then.

## **Uniform Shop**

Sylvia Tamigi advised that all is running smoothly and that Leavers Shirts will arrive next week.

## **Costume Coordinators**

Debbi Spencer advised that stocktake had been completed and that there was only one small item missing from last year. Many donations of costumes had been received, now storing them was an issue. Rob Romeo offered to allow the use of the old music cabinet for costumes.

Debbi also reported that the Costume Department had managed to come out with a slight profit from last year. Debbi enquired whether it would be possible to purchase some clear suit bags to store the costumes. It was generally agreed that Debbi Spencer would put a notice in the newsletter calling for donations.

**Accepted:** Dari Klein

**Seconded:** Debbie Bourke

## **Class Representative and Events– Michelle McPherson and Trish Sherry**

Michelle McPherson advised that Trish Sherry and she would go through the proposed Events as listed below.

## Fundraising and Social Events

- Kids Disco 18 March 2011, 6pm  
Michelle McPherson advised that preparations for the Kids Disco are under way. Rudy had been secured to DJ for the event. Kindy children are welcome to attend, however their parents should also stay to watch them. More details of this fun event will follow in the newsletter.
- Easter Raffle TBA  
Michelle McPherson advised tickets would go on sale approximately 4 weeks prior to Easter and more details would follow at the next meeting.
- Swimming Carnival TBA  
Michelle advised that no sausage sizzle or help from the P & F was needed.
- *Mens 'Book Club'* TBA (weekly?)  
Paul Chapman advised that he hoped to start a regular meeting for interested Dads where \$10 would be donated to Vinnies to buy books for underprivileged children and people would have the chance to meet Dads from other year groups. Manning Bowls Club would be the likely venue, and he was proposing Monday nights. Karen Gonsalves advised that Mondays were not a good night for many school dads as there was a regular sports night. Paul Chapman will provide further details soon.
- *Mothers Day* TBC  
Michelle McPherson advised that as Mothers Day falls close to school holidays, the children would be able to 'buy' a \$5 gift for their mothers. Cherie Salvucci queried whether a '\$7.50' gift might be more appropriate. It was agreed to keep the gift cost at \$5. Vicki Arkininstall enquired as to whether a 'Mothers Day' Breakfast might be possible at another time of the year, as this event had been very profitable last year, and it was a nice treat to the Mums. Trish Sherry advised that the timing was not good for Mothers Day, but it could be considered for another time of the year. Paul Chapman advised that the Proposed Fundraising and Events Schedule will be finalised and discussed at the next meeting. Vicki Arkininstall offered to help organise if this event goes ahead.
- Entertainment Books Fundraiser May/June  
It was generally agreed that the Entertainment Book fundraiser will go ahead again this year, and therefore Claire Ryan will send a confirmation of our book order to Entertainment Publications.

**Accepted:** Heather Patman

**Seconded:** Kirsty Burnett

- *Scitech Family Night* TBC
- *Bunnings Sausage Sizzle* TBA (Term 2)
- Quiz Night TBA (Term 3)  
Michelle McPherson advised that this night will be our main fundraiser in place of the Fete. It is set to be a fun night and more details will follow.
- Sports Carnival TBA
- *Fathers' Day Breakfast* 31 Aug or 1 Sep TBA
- *End of Year Family Picnic Disco* TBC (Term 4)

## **Fundraising and Social Events (Cont.)**

- *Grandparent Morning Tea/Learning Journey* TBA
- *Name Label Fundraiser* TBC(Term 4)
- *Additive Alert Talk* TBC
- *Wine Fundraiser* TBC (ongoing)

Paul Chapman advised that the P&F is able to secure Celestial Bay wine at greatly reduced prices (\$150 per carton). If any parents are interested in purchasing a carton at any stage through the year, 10% of sales will be donated to the P&F. A free wine tasting might also be arranged later in the year, possibly at the sundowner if it was desired. Paul Chapman will distribute more information and order forms.

## **GENERAL BUSINESS**

- Rob Romeo advised that the Board is setting up two sub-committees. The first would be the Building Sub-Committee with the purpose of providing better communications about the progress of building works. Neighbours would need to be updated, as well as parents. Two parents are asked to nominate for this position to join two Board Members.

The second sub-committee to be set up is the I.T. Sub-Committee. This sub-committee's purpose will be to investigate the one-on-one computer needs of the school. Investigation would need to be made into having a bank of laptops or personal laptops (leased or bought). Anne Bougourd queried whether this included the desk top computers in the school, but Rob Romeo advised that there are sufficient desktop computers, it was primarily the one-on-one laptops, especially for year 6, that needed to be investigated. Sub-Committees would probably meet once or twice a term. Rebecca Donovan expressed interest in volunteering for the IT sub-committee. Rob Romeo needs two parents for each sub-committee and asked people to see Margaret if they wished to nominate for these positions.

Paul Chapman suggested that as the school has building funds available, that maybe the school should use their own capital for the air conditioning and the P&F could focus on computers for now and into the future. Paul Chapman will raise this possibility at the next Board Meeting.

- Paul Chapman explained that the Tuckshop cannot continue to run at present with the very low number of volunteers. He explained the options which need to be voted on, as outlined in the attachment to the Agenda.

*Option One:* Unfortunately not enough volunteers had come forth before the meeting, to allow the roster to be filled without many people having to do extra shifts this term.

*Option Two:* This option involves the canteen closing either Monday or Friday every week. Jane Scanlon advised that this is not viable, as we are a small school and we do struggle to make minimum orders in many items and halving our turnover would mean that the menu would need to be heavily reduced. Jane Scanlon also advised that it could be considered to outsource lunches, however

## **GENERAL BUSINESS (Cont.)**

the local lunch bar would charge \$1.50 for a plain roll and up to \$8.80 for a filled roll, therefore this would be very expensive to consider.

*Option Three:* This involves rostering every family for one compulsory long tuckshop shift per year, and getting volunteers to do the short shifts.

Much discussion ensued and many suggestions were made including;

- Christina Lamb suggested we pay for a Tuckshop Coordinator. Rob Romeo confirmed it was not possible for the P&F to do this, it would have to be the school that employed the person and there simply were not enough funds available for this purpose.
- Rebecca Donovan queried whether shorter split shifts might make it easier to volunteer, as the long shifts seemed to be the issue. Fiona Flanagan confirmed that she has tried this on several occasions and it seems to add confusion.
- Debbi Spencer expressed that it would be a big shame to close the tuckshop as she felt that it not only just offers food, but a valuable learning experience for the children.
- Kirsty Burnett, Christina Lamb and Claire Ryan voiced their concern that forced volunteering was not in the Catholic community spirit that we encouraged in our school.
- Heather Patman thought that compulsory volunteering was necessary as the same thing keeps happening every year.
- Sylvia Tamigi suggested that if volunteering was compulsory, and someone could not make a shift, then maybe a fee could be paid to the P&F or the person taking over the shift.
- Lisa Di Toro queried whether it would be possible to do two short shifts instead of the one long shift as some Mums with small children or who are breast feeding may find it difficult to do a long shift. Fiona Flanagan replied that the details of a compulsory roster had not yet been finalised and details such as that would need to be considered.
- Anna Davis enquired as to what other schools of our size do in this situation and Rob Romeo replied that they close the canteen.
- Ubaldo Salvucci said that whilst many parents do give of their time in many different ways, he felt that one shift per year should not be too hard for any family.
- Kirsty Burnett asked for Rob Romeo's thoughts on this issue and Rob confirmed that he would prefer that the canteen closed down than having to have compulsory volunteering, however he added that it was not his area and that this was a matter for the P&F.

After further discussion Jane Scanlon suggested that it might be easier to amend Option One, so that the canteen will stay open as long as there are volunteers each term. This would mean that the Roster Coordinator would place all the willing volunteers on the roster and rather than having to chase people, the canteen would simply close after the date until which the roster is filled. (ie if the volunteers filled the roster to Week 6, the canteen would operate as normal until week 6 and then be closed for the remaining weeks of term).

## **GENERAL BUSINESS (Cont.)**

Paul Chapman clarified the Options to vote on again;

- Option 1      To keep the canteen open each term for only as long as there are volunteers.
- Option 2      Closing either Monday or Friday throughout the term.
- Option 3      Placing every school family on the roster to do one compulsory long shift per year.

Votes were made by a show of hands and counted along with the proxy votes as follows;

*Option 1      29 votes*  
*Option 2      3 votes*  
*Option 3      21 votes*

Paul Chapman confirmed that compulsory rostering would not take place at this stage, however he reiterated that he hoped more volunteers would come forward to make Fiona Flanagan's job easier. He would place the results of the vote in the newsletter. There would be a two week cooling off period to allow more volunteers to come forward and for the roster.

Heather Patman requested that this information be sent out to parents via every child in the school, on paper.

- Paul Chapman reiterated that Fiona Flanagan's position is still vacant. Julia Haines volunteered to do the Tuckshop Coordinator job for the rest of this year; this was met with a round of applause.
- Paul Chapman advised that there was now a P&F suggestion box in Margaret's office if anyone has any suggestions for the P&F.
- Claire Ryan queried the state of the water fountains for the children and Rob Romeo advised that they are cleaned regularly by the cleaners and that they are in good working order.
- Jo Neates raised the possibility of a Kiss and Drive, but Rob Romeo confirmed that a full investigation into this had been conducted with the Council, and that it is simply not possible. Parents are welcome to use the Kiss and Drive at Manning Primary.

**Meeting closed with a prayer at 9.30pm**

**Principal's Report to the Parents and Friends Meeting**  
**Tuesday 22nd February 2011**

The beginning of the new school year has been very smooth and teachers and students have resumed routines quickly and easily. It is pleasing to note the enthusiasm of the students and their receptiveness in engaging in learning.

Our focus areas this year continue in the areas of Numeracy and Literacy. In Numeracy we focus on the attributes of shapes. In Literacy we consider writing with special emphasis on grammar and punctuation. These are focus areas connected to the National Partnerships Project for which we receive some funding. This year to more Key teachers will receive training and we have 5 teachers continuing training into the second year. Key teachers assist others with their expertise, knowledge and support.

Whilst we have certain areas we need to focus on we still maintain our strong stance in delivering a balanced curriculum so that all students have an opportunity to develop an awareness of all aspects of personal and academic development. We will be familiarising ourselves with the subject areas in the National Curriculum that have been released for implementation. We hope to trial aspects that are appropriate.

The Leadership Team has drawn up a five year overview of the Quality Catholic Schooling components that we will review each year. This year we hope to review Teaching Practices and Student Achievement in semester one and Student and Staff Well Being, Pastoral Care and Catering for Students with Special Needs in semester two.

As these unfold we will be communicating regularly with parents as well as asking them to participate in some form. The whole parent body may not be involved in all components as it is more appropriate to have a random group for some e.g. Parents who have special needs students in the school- for that particular component.

We strive to continue to nurture the strong partnership we have with home and school and we will continue to encourage parents to become fully involved in the education of their children as well as the education of all in the school community.

The reporting format will change this year as the reporting level will be based on an A\_E scale. The report format however will be slightly different from the one used previously. Parents will be fully informed and acquainted to the format as it becomes available.

We look forward to yet another challenging, rewarding and fruitful year.

I thank all P and F Committee Members for their commitment to the school and for offering your services for the benefit of all in the community and parents for your continued support.

Rob Romeo  
**Principal**