

ST PIUS X CATHOLIC PRIMARY SCHOOL P & F ASSOCIATION

P & F General Meeting - Minutes

Tuesday 27th September, 2011

Meeting Opened with a prayer at 7.40pm.

PRESENT Nik Hofmeester, Mac Calisto, Paul Chapman (Chair), Claire Ryan (Minutes), Kirsty Burnett, Shelley Hill, Debbie Burke, Debbi Spencer, Lisa Peacock, Judy Fallens, Trish Sherry, Heather Patman, Julia Haines, Heidi Waldron, Jenny Dixon, Christine Bacon, Anna Davis, Karen Gonsalves.

APOLOGIES Michelle McPherson, Christina Lamb, Sylvia Tamigi, Sonia Nolan, Karen Herbert, Louise Ryan, Ubaldo Salvucci, Ainslie Berry, Melinda Dempsey, Karin Ukich.

Confirmation of Previous Minutes (23rd August 2011)

Accepted: Debbie Burke

Seconded: Kirsty Burnett

Business Arising

- Nil

Correspondence In

- Various Fundraising brochures.
- Letter from PFFWA thanking us for our affiliation with them and advising of their activities.
- School Wish List Competition from The West Australian. (As it was free to register Claire Ryan has registered as agreed by the Executive Committee).
- Hit Nitz 4 Six Fundraiser information (Information available from Margaret).
- Comments on the Constitution from Shane Patman, Shelley Hill and Kirsty Burnett.

Correspondence Out

- Trish Sherry and Michelle McPherson sent letters of thanks to Quiz Night Sponsors.
- Claire Ryan sent the remainder of letters of thanks to Quiz Night Sponsors.
- Claire Ryan sent letter to Father Thomas advising that we are donating \$538.50 to our sister parish in East Timor as per minutes 23rd August, 2011.
- Paul Chapman sent letter to all parents regarding the urgent need to fill the positions of Tuckshop Coordinator and Roster Coordinator.

REPORTS

Principal's Report

Nik Hofmeester presented the Principal's Report (attached).

Accepted: Christine Bacon

Seconded: Karen Gonsalves

Shelley Hill made a suggestion that at the sports carnival if there were only 5 children competing, it was hard to

give out 4 ribbons for the younger children, as there was only one left without a ribbon. Shelley Hill requested maybe more stickers could be provided.

School Board

- Nothing to report.

Treasurer's Report

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

Kirsty reported that there was an additional expense for a fruit basket sent to Rob Romeo. The Bunnings Sausage Sizzle had made a great profit of \$1077 and the School Faction Carnival Sausage Sizzle had made a profit of \$760, also a great result. Funds had been transferred to the Air Conditioning Reserve as per previous minutes (23rd August, 2011)

Available Cash	\$27 000(approximately)
Air Conditioning Reserve	\$15 600

Accepted: Julia Haines

Seconded: Debbi Spencer

Discussion ensued about the tuckshop fridge, which has broken down and had to be repaired twice over the previous weeks.

Tuckshop

Julia Haines reported that the tuckshop is currently closed due to the fridge having broken down. Tuckshop will reopen next term as the fridge had been repaired, but the invoice is yet to be received, so the cost of the repair is still unknown.

Julia Haines advised that the roster is completed for next term and that she will send an email to all volunteers to advise them she will roll over their same preferences from this term unless she hears from them, to allow her to complete the roster for Term 1, 2012. Julia will also seek new volunteers as more will be needed next year to cover the loss of those families leaving when their children graduate at the end of the year.

Accepted: Kirsty Burnett

Seconded: Heidi Waldron

Uniform Shop

Nothing to report.

Costume Coordinators

Debbie Spencer advised that due to building works there is still no access to the costumes, therefore there was nothing further to report.

Class Representative and Events–Trish Sherry

Trish Sherry advised that the Interschool Sports Carnival was a success and raised approximately \$400.

Paul Chapman advised that due to the building works and the lack of lighting that the end of school year picnic or disco would have to be cancelled, a similar event could be held early next year which could also incorporate a celebration of the opening of the new buildings. Other suggestions were discussed however none of them were agreed possible due to time and space constraints.

Suggestion was made to possibly have the Thanksgiving Mass on the same night as the Aquinas Carols by Candlelight as this would allow families to head there after the Mass.

Mac Callisto advised that the Learning Journey/Grandparents Morning Tea will be held on Wednesday 26th October starting with Mass and then a morning tea provided by the P&F for parents/grandparents.

Kirsty Burnett advised that she had researched several name label websites and found some good ones for name labels. Unless she receives any further feedback she will go ahead and arrange it with the cheaper of the two brands. Kirsty will provide details for all parents hopefully early next term to allow plenty of time for parents to purchase ready for the next school year.

The Additive Alert talk may be put off until next year, unless Claire Ryan can find a suitable date.

Paul Chapman mentioned a possible Paving Brick Fundraiser (to tie in with the new building) which could be very worthwhile in terms of raising funds and commemorating the opening of the new buildings. Heidi Waldron added that she had recently returned to her old school and found this to be a great lasting reminder of the families at the school. This fundraiser could be used to raise funds for the new climbing equipment which will be needed both in the kindy/pre-primary area and the main school area. It was agreed this would be a great idea, and most families would be keen to be involved. As time may be the main issue with this, Shelley Hill has offered to do some further research into whether the pavers could be produced in time.

Fundraising and Social Events

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| • Mens 'Book Club' | 2 nd Friday of every month |
| • Grandparent Morning Tea/Open Classrooms | Wednesday, October 26 th |
| • Name Label Fundraiser | Term 4 |
| • <i>Additive Alert Talk</i> | <i>TBC</i> |
| • Wine Fundraiser | Ongoing |
| • <i>End of Year Family Picnic Disco</i> | <i>TBC (Term 1,2012)</i> |
| • <i>Paving Brick Fundraiser</i> | <i>TBC</i> |

Accepted: Debbie Bourke

Seconded: Heather Patman

GENERAL BUSINESS

- Shelley Hill suggested a car bay fundraiser whereby a bay is reserved for the winner of a raffle. The raffle could be done every term with the winner getting a reserved bay on Ley Street for their exclusive use. As we don't have our own dedicated car park, this would involve the council. Paul Chapman will research the possibility of this in the hope of raffling tickets for Term 1, 2012 if it is able to be done.
- Heather Patman advised that she is collecting baskets on Friday for the men's refuge.
- Shelley Hill presented on the new St Pius X P & F Constitution. Shelley projected a copy of the new draft Constitution and explained the changes made thus far. Shelley advised that the significant changes were;
 - To remove the confusing term 'committee'. Now rather than having Committee (being all members), Executive (being the four office bearers) and Management Committee (all other elected P & F positions), the Constitution will refer to Association (all parents and friends), the

Executive (four office bearers) and the Executive Committee (all other elected P & F positions).

- Affiliation with the PFFWA could be considered as an inclusion. This was discussed. There was unanimous agreement by a show of hands to include this.
- Shelley clarified that in the very rare case that there would be two nominees for any P & F position and votes were equal for both nominees, then this would be decided by a drawing of lots.
- The quorum number has been changed to two Office Bearers and 10 Association Members; this number has been researched from records of the past two years attendance. It was unanimously agreed by a show of hands to include this change in the new draft Constitution.
- Shelley Hill advised that Shane Patman had made a suggestion to include further details of how funds are raised. It was agreed that this should be just kept as the more general standard version.
- The need for an independent audit of the P & F books was discussed. Shelley Hill advised that the cost of an independent audit was between \$300 to \$600. Discussion ensued about the relative cost and benefits of this, and the fact that money could still go missing even if the books were thoroughly audited due to the cash nature of the tuckshop and events. After further discussion it was voted by the majority in a show of hands to include the following (or similar) in the new draft Constitution; 'The accounts will be subject to a regular audit every 2 years'.

It was moved that the draft changes had been thoroughly discussed and agreed and that Shelley would incorporate the new changes and publish on the school website as soon as possible.

Accepted: Kirsty Burnett

Seconded: Anna Davis

- Paul Chapman advised that due to the cheesie warmer in the canteen not working effectively of late, that a new one should be purchased. He has a quote for a new warmer for \$505 for a smaller 4 drawer model or a 6 drawer model for \$685. This is a new machine and a warranty is provided. It was agreed by a show of hands that the P & F could go ahead and purchase the 6 drawer model.
- Paul Chapman is still researching a new water cooler suitable for filling bottles as the current one is faulty and often needs expensive repairs. He will continue to research and hopefully find some further information on a more suitable model.
- Anna Davis advised that she will send out the last of the Scholastic Catalogues for the year this week. Catalogues will need to be returned early next term. A 'Christmas' catalogue will not be sent out later as it was thought everyone was too busy around that time of the year.

Meeting closed with a prayer at 9.10pm