P & F Meeting Minutes
14 October 2013

Meeting opened: 7.05pm

Opening Prayer: Liz Pashen

Attendance/Apologies: Attendances: as per attendance register
                  Apologies: Peter Hehir, Sonia Catalano

Previous Minutes from 9th September 2013 were read and accepted

Moved: Janet Smith
Seconded: Jo Harris

Discussion arising from Previous Minutes:

Item 1-02: Dishwasher for MPH
The dishwasher for the MPH has been installed. John Noble (President) thanked the Bryant family for their assistance with its installation. Leanne Bryant (Vice President) will organise a user manual to be printed off and laminated. It will need to be kept or attached somehow in the kitchen where the dishwasher is located as it is operated differently to a domestic dishwasher!

Item 1-04: Robinson Road – need for path (wheelchair) access to the school
Janet Smith indicated that the addition of wheelchair access/path from Robinson Road would be at least a couple of years away.

Item 5-02: Ramp access near the Prep Sandpit
Signage has been installed near the sandpit ramp, directing people to the correct gradient ramp 45 metres along. Information has also been included in the first newsletter for Term 4. Janet noted that she is looking at having the whole area developed, in order to cater for the increase in student numbers in the lower year levels. This is expected to happen over the next 12 to 24 months, and the school would be looking to a gaming grant and/or P&F support to assist with the funding of the project.

Item 6-02: List of all Fair “winners”
This has not yet been published. Tracey Price is yet to provide a list for inclusion in the newsletter and on the website. This needs to be followed up as soon as possible.
Electronic Sign (Robinson Road)
The power for this has been done, and the sign should arrive and be in place by mid to late November. The project cost is about $20,000 all up, $8,000 of which is the cost of the electrics. Refer to General Business for the P&F’s funding support to cover the electrical work costs.

Social Committee Update:
October Night Markets
Only about 20 stalls are confirmed so far. The Social committee is hoping to get this to over 30 by the night.
Melbourne Cup Function
The social committee plans to “outsource” some of the food preparation, but is considering doing some food in-house (e.g. quiches). For food storage, Rod Bird advised that the school has plenty of “7-day rated” eskies in the MPH. The issue of the cleaning of the toilets was also discussed. Janet noted that these are cleaned daily and the issues from last year can be avoided by including an extra bin for the paper towels on the day.

Correspondence (Incoming):
• Various fundraising letters
• Bank statements for EFTPOS machine fees (includes annual service fee)
• Tax invoices for Fair consumables
• From the Social Sub-committee: Copy of email and registration information form for October Night Markets
• Copy of Email to Liz Diggles, from Michael Blomer (Tennis Qld), regarding cost to repair tennis courts.

Correspondence (Outgoing):
• None

President’s Report: As per attached report

Treasurer’s Report:
- General Account $1,232.46
- On Call Account $94,963.41
- Fete Account $6,978.10
- Clothing Account $1,044.53

Moved by: Jason Aquilina
Seconded by: Rod Bird

Principal’s Report: as attached

Discussion arising from Principal’s Report:
P&F President, John Noble, will attend the 2014 Prep Parent Information Night (Wed 23 October) to provide a short overview on the P&F.
General Business:

**Funding Priorities**

*Student Information Technology* – P&F had earlier committed $10,000 per year for 3 years, from 2014.

*Mower for Ground Staff* – Rod provided a quote of $9195 (inc GST) if purchased and paid for by end October.

*Hoodies 2014* – Year 7 and Year 6 – expected cost around $7,000

*Electrics for new school sign* – Approximately $8,000

Janet Smith also spoke about the need for furniture for the fourth Year 1 classroom, new carpet for 4 classrooms, and additional funds for maintenance planned for the Christmas break. Also, educational resources (e.g. readers) need to be purchased.

(An aside – the funds for the Yr 7 graduation are provided by the P&F, from the sale of the Entertainment Books. $2,000 is available.)

*After plenty of discussion, the meeting voted YES to providing the school with a grant of $60,000 to cover the above flagged priorities.* (By providing a grant, GST is avoided.)

*The P&F requested that Janet Smith (Principal) provide the P&F with a summary of the allocation of the monies from the grant.*

Refer to Item 7-01, Summary of Items Requiring Further Action or Follow-Up.

**Sporting Representatives – P&F Support**

The meeting discussed the level of P&F support for individuals selected for sporting trials.

The meeting voted that, starting in 2014, the P&F will “sponsor” individuals selected to attend State trials (or higher). The P&F will provide those individuals with a cheque for $200 (flat rate, regardless of location of the trials), with a card of “congratulations and good luck” from the P&F.

Similar sponsorships are to be provided to children attending competitions/trials at an equivalent level in other disciplines (e.g. music, academic etc).

**Social committee – request to purchase champagne flutes**

The social committee would like to purchase glass champagne flutes, for the Melbourne Cup function and other future events. It was stated that IKEA sell these for 50c each.

The P&F gave the go ahead to spend up to $200 on glasses, noting that this cost will be recouped by the Melbourne Cup event.
(Proceeds from the Night Markets will be put towards the purchase of additional trestle tables.)
Next meeting:   AGM - Monday 11<sup>th</sup> November 2013

Meeting closed:  8.06pm

### Summary of Items Requiring Further Action or Follow-up

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Person responsible</th>
<th>Status</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1-02</td>
<td>Dishwasher for MPH – Purchased and installed</td>
<td>Leanne Bryant</td>
<td>Open</td>
<td>N/a</td>
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<td></td>
<td>User manual to be printed off, laminated and left in obvious place in MPH kitchen.</td>
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<td>1-04</td>
<td>Robinson Road – need for path (wheelchair) access to the school</td>
<td>Janet Smith (to liaise with Fr Gabriel and the Parish Council)</td>
<td>Open</td>
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<td>1-08</td>
<td>Directory of school family services and/or This project has been held over until a later date.</td>
<td>Tracey Price</td>
<td>Open</td>
<td>N/a</td>
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<tr>
<td>5-01</td>
<td>Tuckshop</td>
<td>Peter Hehir</td>
<td>Open</td>
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<td>(1) Online ordering system – check if this is viable</td>
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<td>(2) Sushi/Subway days – discuss idea with convenors</td>
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<td>5-02</td>
<td>Ramp access near the Prep Sandpit – dangerous/slippery surface.</td>
<td>Peter Hehir and school admin team</td>
<td>CLOSED</td>
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<tr>
<td>6-01</td>
<td>Invite OHSC Coordinator to P&amp;F meetings.</td>
<td>John Noble/Cathy Kingston</td>
<td>CLOSED</td>
<td>Before Oct Meeting</td>
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<td>Cathy visited Christine, and introduced herself and extended the invitation.</td>
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<td>6-02</td>
<td>List of all Fair “winners” to be included on the school website/newsletter.</td>
<td>Tracey Price</td>
<td>Open</td>
<td>ASAP</td>
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<tr>
<td>7-01</td>
<td>P&amp;F Grant of $60,000 to School</td>
<td>Jo Harris and Janet Smith</td>
<td>NEW</td>
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<td>Jo Harris (Treasurer) to arrange grant/cheque</td>
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<td>Janet Smith (Principal) to provide P&amp;F with summary of allocation of the funds.</td>
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