



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Tracy Italiano

Date & time: Monday 5<sup>th</sup> February 2024, 6:02pm

Minutes taken by: Otter.io & Cat Domican

Location: Queen of Apostles Staffroom

Present: Tracy Italiano, Mark Ryan, Jennifer Anderson, Cat Domican, Rebecca Day, Aislinn Trodden, Marnie Selten, Marlene Whittaker, Kath Anthony, Liz Lofthouse-Mejias, Bianca Disilvio, Chandima Dissany, Melody Jiang, Carly Watt, Gibson Antony, Linda Alfred,

Apologies: Paulynne Farrell

Topic	Minutes
Principal report	<ul style="list-style-type: none"> <li>• <b>Welcome</b> <ul style="list-style-type: none"> <li>○ Great smooth start to the New School Year.</li> <li>○ New Teachers and New Families. All have settled in well, great vibe on the first day, first week has gone very well.</li> <li>○ It has been hot so children have been kept indoors to keep cool.</li> <li>○ Great to see new faces attending this meeting – so thank you in advance to parents and volunteers for helping in the school year ahead.</li> </ul> </li> <li>• <b>Overview of upcoming Term 1</b> <ul style="list-style-type: none"> <li>○ Welcome Liturgy tomorrow – Thank you to JA for organising. Everyone is invited and welcome to attend.</li> <li>○ Parent Information night – Wednesday evening 5.30pm &amp; 6pm sessions – sorry no creche this year.</li> <li>○ Week 3 – P&amp;F Welcome back Sundowner – looking forward to that. Welcome new families, nice start to the year.</li> <li>○ Term 1 is short - 9 weeks.</li> <li>○ Please note we have 2 Pupil Free days coming up at the end of the term Wednesday 27<sup>th</sup> March &amp; Thursday 28<sup>th</sup> March 2024 (Good Friday is the 29<sup>th</sup> March 2024).</li> <li>○ Parent / Teacher Meeting Day on Wednesday 28<sup>th</sup> March – this can be online or F2F. A booking system will be provided closer to the date. It will be 10-15 minutes feedback session.</li> <li>○ EBA – right to disconnect clause has been implemented by CEWA. So please be aware of this when communicating with teachers out of school hours.</li> </ul> </li> </ul>

<b>Chair's report</b>	<ul style="list-style-type: none"> <li>• Welcome to New and Existing Members, in advance appreciate your contributions for the year ahead</li> <li>• Handover from KA has been completed.</li> <li>• Produced a Parent Handbook – this has information, contacts and calendar of events, also volunteer forms.</li> <li>• 2024 Action Plan – has been updated and is nearly completed, once done it will be presented to the P&amp;F for approval – <b>Action MR &amp; TI</b></li> <li>• The P&amp;F Office Bearers need to complete – online Mandatory Training and police clearance – all members have been sent the information. Please complete at your earliest convenience - <b>Action TI, PF, CD, RD, AT</b></li> <li>• CEWA – P&amp;F Association night is on the 22<sup>nd</sup> February 2024 if anyone wants to attend - Location St Peters School, Inglewood.</li> <li>• Overview of P&amp;F Calendar events coming up in 2024</li> <li>• No correspondence</li> </ul>
<b>Treasurer's report</b>	<p>Provided by PF via email.</p> <p>I don't have the updated balances for January 2024, just the balances as confirmed for December 2023 as per the attached.</p> <p>As at 31 December 2023, balance is <b>\$12,422.76</b>, the Ninja playground donation was finally paid.</p> <p>Account made up of:</p> <p>\$86,746.58 as of 1 November 2023</p> <p>Income - Entertainment book and Quiz night sales/donations \$656.38</p> <p>Less expenses \$74,980.20, made up of:</p> <p>Ninja Playground - \$73,352.56</p> <p>Quiz night liquor license, morning tea reimbursements, donation to year 6 excursion lunch and P&amp;F end of year awards and gift cards - \$1,627.64</p> <p>Future expense to note - \$15,000 allocation for 2024 towards new classroom furniture.</p>
<b>Previous minutes</b>	Moved by Tracy Italiano and seconded by Rebecca Day & Marnie Selten

<b>Business from previous minutes</b>	
Issue	Discussion
<b>2<sup>nd</sup> Hand Uniform</b>	<ul style="list-style-type: none"> <li>• Friday 9<sup>th</sup> February 2024 at 8.15am. - Date Confirmed</li> <li>• Michelle Desker &amp; YC have volunteered – <b>Completed by CD</b></li> <li>• Volunteers to help on the day TI, KC, MC – <b>Confirmed by TI &amp; CD</b></li> <li>• CD to sort through new donations on Wednesday.</li> </ul>

	<ul style="list-style-type: none"> <li>• TI will do run sheet and send out to Volunteers &amp; reminder will go out in newsletter, fb pages and text – <b>Action TI</b></li> <li>• All is good to go for this event</li> </ul>
<b>Sundowner 2024</b>	<ul style="list-style-type: none"> <li>• Friday 16<sup>th</sup> February 2024, week 3 – Date Confirmed</li> <li>• Food <ul style="list-style-type: none"> <li>○ Sausage Sizzle and Drinks will be sold by Year 6 Graduation fundraising committee – <b>Confirmed MS</b></li> <li>○ Approval was requested to sell the excess soft drinks we have in the P&amp;F room on the night – price \$2 all funds to go to Year 6 graduation committee. <b>Approved by TI/CD/RD</b></li> <li>○ Tim’s Ice-cream van is booked – <b>Completed TI</b></li> <li>○ Year 6 must request exact float to Caroline Honeybun 7 days before the event (Tuesday) – <b>Action MS</b></li> <li>○ Attendees are still welcome to bring their own picnic and drinks.</li> </ul> </li> <li>• Communication &amp; encouraging more people to attend. <ul style="list-style-type: none"> <li>○ Print out the Calendar &amp; poster to go on junior and senior noticeboards around the school, Text message and newsletter reminder – <b>Action MR</b></li> </ul> </li> <li>• Entertainment <ul style="list-style-type: none"> <li>○ Music – no local musician, Playlist will be on speakers.</li> <li>○ Basketball competition &amp; Garden games for Kids to play on the night – <b>Action RD</b></li> </ul> </li> <li>• Lollies &amp; Small Prizes to be purchased (there is left overs in the P&amp; F Room) – <b>Action RD</b> <ul style="list-style-type: none"> <li>○ \$50 Spending - buy lollies and prizes – <b>Approved by CD/TI/KA/AT</b></li> </ul> </li> </ul>
<b>Footy Tipping</b>	<ul style="list-style-type: none"> <li>• Starts 7<sup>th</sup> March 2024</li> <li>• Rebecca Day has volunteered to run it this year - <b>Confirmed RD</b></li> <li>• Flyer to advertise it needs to be out by 22<sup>nd</sup> February – <b>Action RD</b></li> <li>• Prizes, Vouchers and Certificates will need to be organized – <b>Action RD</b></li> <li>• Tracy Italiano will do a handover with RD on the process – <b>Action TI</b></li> <li>• Weekly newsletter update – <b>Action RD</b></li> </ul>
<b>Easter Hat Parade &amp; Raffle</b>	<ul style="list-style-type: none"> <li>• Date is set Monday 25<sup>th</sup> March 2024 – Agreed</li> <li>• 3 Raffle Tickets to go out to each child - \$1.50 – Happy to do that again – <b>Agreed.</b></li> <li>• \$200 – Raffle Prize Purchasing – <b>Approved by TI/RD/KA</b></li> <li>• \$180 - Parade Prize - Canteen Voucher &amp; Easter Bunny – <b>Approved by TI/RD/KA</b></li> <li>• Volunteers confirmed for following jobs <ul style="list-style-type: none"> <li>○ Buy hamper/basket prize contents – <b>Action JS/MW/KC</b></li> <li>○ Wrap and make up the 9 x Baskets/Hampers, this is a 2-person job - <b>Action JS/MW/KC</b></li> <li>○ Buy Prizes/gift for the raffle - <b>Action JS/MW/KC</b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Sell raffle tickets – Volunteers can decide if they want to sell before and after school or are happy to leave it to Yr 6’s during breaks. – <b>Action JS/MW/ KC</b></li> <li>○ Year 6 - sell tickets during breaks – <b>Action MR/JA</b></li> <li>● Event plan will be provided and sent out to volunteers – <b>Action TI</b></li> <li>● Easter Subcommittee communication channel on Messenger will be created for further discussions – <b>Action TI/CD</b></li> <li>● Mr B to do the music – <b>Action TI</b></li> </ul>
<b>Colour Explosion</b>	<ul style="list-style-type: none"> <li>● Date has been set to Friday 26<sup>th</sup> April 2024 – Agreed</li> <li>● Kath Anthony is leading this event.</li> <li>● Event Planning Sub-Committee Needed – Roles will include: Registration officers, Promotions, design the obstacles, ordering the colours, managing volunteers, involving the local authorities to participate and possibly the mayor.</li> <li>● Promoting &amp; EOI for Volunteers will be communicated week beginning the 19<sup>th</sup> of February 2024 – <b>Action KA</b></li> <li>● Call out for Volunteers at meeting – No response.</li> <li>● An App called Sign Up is good for organizing volunteers and sub-committee – can put the role and time needed on there.</li> <li>● This is the school’s big fundraising event for 2024. We are fundraising for New Classroom furniture, Shade sail for Ninja Playground &amp; Portable Footy goals.</li> <li>● Course layout plan from last Colour Run will be provided to assist planning – <b>Action BS</b></li> <li>● Check spending has been approved – to be discussed at next meeting – <b>Action PF</b></li> </ul>
<b>URN</b>	<ul style="list-style-type: none"> <li>● 20L Hot water URN is needed for Morning Tea events. Need to be research and price presented to committee – <b>Action TI</b></li> </ul>
<b>Portable Footy Goals</b>	<ul style="list-style-type: none"> <li>● Rebecca Day – has got some quotes, need to confirm size required and material, will speak with Riverton Roo’s for some advice and come back next meeting with \$ – <b>Action RD</b></li> <li>● Need to look at budget – where we can fit it in.</li> </ul>
<b>Budget &amp; Spending Approvals</b>	<ul style="list-style-type: none"> <li>● Mother’s Day Stall (10<sup>th</sup> May 2024) Gift Ordering - \$1200 - <b>Approved by RD/CD/KA</b></li> <li>● Input Tax 2024 – 2023 we did not claim any GST on expenses and income, are we happy to proceed with the same for 2024 – <b>Approved by TI/CD/KA/MR</b> (colour run will be different – Caroline to come back on that)</li> <li>● Wellness Week – for the whole year spending \$400 total (4 weeks in total – Icey Poles &amp; Gummy Bears) – <b>Approved CD/KA/RD</b></li> </ul>

<b>Wellness Weeks</b>	<ul style="list-style-type: none"> <li>• P&amp;F will donate Icey Poles to school Term 1 &amp; 4 (Week 5) and Gummy Bears Term 2 &amp; 3 (Week 5) – <b>Action CD</b></li> </ul>
<b>Other Business</b>	<ul style="list-style-type: none"> <li>• Kindy Class Rep – <b>Confirmed as BS &amp; AC (Alisha Carter)</b></li> <li>• Handbook – Overview and Feedback (Shown on screen) – Hard copy will go home with eldest child. Spelling to be fixed. PDF version to go on website – <b>Action TI &amp; MR</b></li> <li>• Harmony Day – is there any events or do we need to help. MR confirmed the school will be doing something, still in planning stage atm – <b>Action MR</b></li> <li>• Credit Card – Can we look at getting a Pre-loaded card for approved spending amounts? MR to talk to Caroline Honeybun about options – <b>Action MR</b></li> <li>• Event Ideas discussed. <ul style="list-style-type: none"> <li>○ Frog Hunt &amp; Fathers Day Camp – To be looked at closer to the time (T3)</li> </ul> </li> </ul>
	<b>Previous actions</b>
P&F Business Directory	<ul style="list-style-type: none"> <li>• Paulynne to put a reminder out to the class reps to ask families about promoting their family business - <b>Outstanding Action – PF to confirm if closed</b></li> </ul>
End of school year gifts	<ul style="list-style-type: none"> <li>• \$350 P&amp;F awards plus \$200 for Father Paul and Sharon for 2023 – <b>Was this actioned last year? – look at spend - Action PF</b></li> </ul>
<b>Meeting close &amp; next meeting</b>	<p>Meeting closed: 7.26pm</p> <ul style="list-style-type: none"> <li>• <b>Next meeting: Monday 15<sup>th</sup> April 2024 at 6pm.</b></li> </ul>