



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Tracy Italiano

Date & time: Friday 19th September 2024, 1.45pm

Minutes taken by: Otter.io & Tracy Italiano

Location: Queen of Apostles, Staffroom

Present: Tracy Italiano, Mark Ryan, Jennifer Anderson, Rebecca Day, Koreena Cinanni and Marnie Selten

Apologies: Cat Domican, Paulynne Farrell and Carly Watt

Topic	Minutes
Principal Report	<ul style="list-style-type: none"> • Welcome • Overview Term 3 from Week 5 to Week 9 <ul style="list-style-type: none"> ○ The last meeting was in week 5 and now we are in week nine and it has been a very very busy time. This is everything that has happened; ○ One Big Voice – For the first time this year we entered the one big voice with our choir, years 3 to 6's. It was an amazing experience, Jen, I (Mark) and Cheryl all went and looked after the kids. It was a lot of work and the kids really enjoyed it. Cheryl did an amazing job. We now know what it's all about and it will be easier next year. ○ Lee-Anne - last meeting we spoke about Lee-Anne's death - funeral service was held the same week. ○ Book Week – Again this year was amazing The community absolutely amazing. Some of the costumes were absolutely fantastic and a huge effort. Dawn made the library a welcoming space and the kids love it. ○ Year 3 Assembly ○ Father's Day Breakfast ○ Tournament of the Minds – was held on Saturday two weeks ago. There was a lot of practice. ○ School Photos ○ Music Assembly ○ Kindy and Pre-Primary Races ○ Reconciliation ○ Open Night ○ Pre-Primary Assembly ○ Jumps and Throws – in the middle of it at the moment ○ First Holy Communion on this Sunday

	<ul style="list-style-type: none"> ○ Faction Carnival on Monday ○ Market Stall – this coming Thursday ○ Catholic Day – Friday which means no kids and no staff ○ As you can see, I just wanted to go through pretty much from week 5 until week 9 and week 10, how busy it has been for our staff and for our kids as well. ○ Everyone feels it, Jen, Robyn, Ross and I (the leadership group) have had conversations and there are some things that we will do a little bit differently next year. We don't want the staff to get run down as that has a flow on effect. If you have happy teachers, then they teach the kids well and the kids are happy then you get happy parents. We need to consider the teachers wellbeing and change some things around next year.
<p>Chair's report</p>	<ul style="list-style-type: none"> ● Overview of past events in Term 3 since week 5 <ul style="list-style-type: none"> ○ Paul Litherland – Surf Online Safe presentation had lots of great information about children's online use and some of the dangers they can run into. The turnout was smaller than previous years but hopefully when we run in 2 years' time numbers will increase again. ○ Father's Day Breakfast – there was a wonderful turnout with over 200 people. Thank you to Koreena, Paulyne, Orla, Maya, Karen, Chandima, Jessica, Belinda, Marnie & YC, they did a great job setting up, preparing, cooking, serving and packing away. The Father's really enjoyed having breakfast with their kids and celebrating at the school. ○ Father's Day Stall – was a great success, the students had fun selecting all their presents for their dads. A special thanks to Koreena, Orla, Maya, Christina and Paulyne.
<p>Treasurer's report</p>	<p>Provided by PF via email.</p> <ul style="list-style-type: none"> ● Opening balance 1st of August - \$ 20,557.65 Total income of \$0.00 ● Expenses: <ul style="list-style-type: none"> Footy Tipping 1st Prize -\$192.00 Footy Tipping 3rd Prize -\$32.00 Total expenses are \$224.00 ● Closing balance of \$20,333.65 ● Commitments for September <ul style="list-style-type: none"> Father's Day Breakfast Revenue \$1,235.00 Father's Day Breakfast Expenses \$804.00 Total Income \$431.00

	<p>Father's Day Stall Revenue \$1,207.00 Father's Day Stall Expenses \$1,000.20 Total Income \$206.80 Please note that we normally run these events with no profit, however we had left over gifts and products that were used up at the breakfast and stall.</p> <ul style="list-style-type: none"> • Approximate bank balance rollover to 2025 - \$15,000
Previous minutes	Moved by – Rebecca Day and Moved by Koreena Cinanni
Correspondence	<ul style="list-style-type: none"> • No correspondence

Business from previous minutes	
Issue	Discussion
Disco	<ul style="list-style-type: none"> • Trybooking Open, Newsletter posts have been posted the last couple of weeks, Class Representative posts to go out next week – Action TI • Not many bookings yet, hopefully we will get more over the school holidays especially with the quick turnaround at the beginning of Term 4. • Can we please put a Seesaw message out next week – Action TI • Bec is going to organize the pizza's • Bec and Aislinn are going to prepare the treat bags • The year 6's decided on no theme this year, we will put up some generic disco style decorations. • It was discussed about potentially having some year 6's help out at the junior disco and it was decided that they could help if their parent supervised them.
Blue Tree Project	<ul style="list-style-type: none"> • Koreena has found a beautiful tree/branch at Joe's parent property. It is a big branch but it is wide and has some nice spindly bits coming off it. It has been on the floor for about 15 years and is lovely and dry. It been sprayed for pests because it is close to the house. Peter and father in law happy to deliver and will have to cement into the ground at least a couple of hours before event. • Discussion held around if we could potentially cement in during the school holidays while no students around. • Discussion around placement of tree, possibly around basketball court or in the garden near the year 6 classroom. Jen suggested that we put it by the back gate where the Containers for Change is currently and everyone agreed. • To make the area special and decorative, it could have river stones around the base and the students could paint them.

P&F Budget	<ul style="list-style-type: none"> The P&F Budget was taken offline from last meeting and Paulynne put together and sent out via messenger for approval. We just need to record that it was approved and emailed to Caroline. Rebecca Day approved and Koreena Cinanni seconded.
P&F Business Directory	<ul style="list-style-type: none"> Skip this item - PF not in attendance to report
New Business	
Issue	Discussion
Sports Carnival	<ul style="list-style-type: none"> P&F are going to do Icy Pole sales for the Sports Carnival on Monday. We sent out a poster to the class reps and posted it in the newsletter. Cat is purchasing the icy poles and we will cut them and hand out to the teachers at the end of the day. All classes Kindy to Year 6 will be included Plastic lunch bags have been put in teachers pigeon holes to collect money.
2nd Hand Uniform Pop-Up Stall – Term 3	<ul style="list-style-type: none"> 18th October 2024 – 8.15am – 8.50am – Agreed & Confirmed Poster needs updating – Action CD Call out for volunteers to run the stall – Action CD Promotion in Newsletter will commence Week 10 Term 3 – Action TI
World Teachers Day	<ul style="list-style-type: none"> World Teachers Morning Tea Friday 25th October Budget \$500 - Approved by RD & KC Potential to do warm fuzzies for the teachers, print out templates of warm fuzzies to be handed out to the students and then completed at home and brought back in to give to teachers on World Teachers Day. The template has 4 spaces so students can give warm fuzzies to not just their class teacher but also specialty teachers and EA's
Wellness Week T3	<ul style="list-style-type: none"> Wednesday 6th November 2024 (Week 5) P&F Supply Icy Poles for the Children – Action CD
Christmas Raffle	<ul style="list-style-type: none"> Not on the schedule for this year but to be added in to raise extra funds Run similar to the Easter Raffle where we would send home an information sheet with raffle tickets and ask them to return money with tickets they have purchased. The year sixes to sell extra tickets at lunchtime. Contact local businesses using the quiz night fundraising letter template to see if we can get some Christmas products. E.g. approach Riverton Forum and see if we could get complimentary Santa Photos, Woolworths for some Christmas foods. Look for some places to donate an experiences as activities children could do over the school holidays.

	<ul style="list-style-type: none"> • Draw the raffle at the Christmas Concert after the book awards. No tickets to be sold at the Christmas Concert as too much extra effort. • It was discussed if we needed to get a permit for the raffle and if the prizes are not over \$2,000 then it is okay.
Book Awards and Spirit Award	<ul style="list-style-type: none"> • Budgeted for \$400 – Approved by RD & KC • Discussed if we include the Kindy class as they are part of the Christmas Concert and Mark said yes • Teachers can select a book up to \$30 per class for the book awards • The Spirit Award (watch) \$150 to \$200. • Last year Kath sent out a note to the teachers outlining the details, this will be updated and sent out next Term – Action TI
Year 6 Leavers Lunch	<ul style="list-style-type: none"> • Budgeted for \$400 – Approved by RD & KC • The lunch is for their last day at Adventure World. • Last year the class teacher organised Subway.
Year 6 2025 Leavers Shirts	<ul style="list-style-type: none"> • Budgeted \$600 • P&F will contribute 50% of the cost of the shirts, last year the cost of shirts were \$32 full price and the P&F contributed \$16 per shirt. The P&F will also pay for 3 teacher shirts for the full amount. • Koreena is going to be the Year 6 Graduation Committee President in 2025 – Carly has details from previous year 6's. • Bianca and Janice are organizing the shirts. Check with Mark about any potential new students for year 6 next year, as extra shirts needed to be purchased after order was placed.
EduMarking	<ul style="list-style-type: none"> • Discussion was held around if the school would be willing to make up the difference between the amount we have at the end of the year and what the price of the EduMarking would cost. However the P&F would pay the school back once we receive the P&F Levies for 2025 at the beginning of the year. This would allow for the marking to be completed over the school holidays and be ready for use in Term 1. • We should have around \$15,000 to \$18,000 in the bank account and the EduMarking will cost \$20,900 including GST • Mark said he would speak to Caroline and confirm the quote with EduMarking. • All the teachers are excited to use them. Mr B for sport lessons and great for fitness activities. It will make a big difference to how the school looks.
Future Fundraising Projects	<ul style="list-style-type: none"> • Presented some ideas for future projects that the P&F would be happy to contribute towards. • Years 3 and 4 classroom furniture, with EduMarking next year we would only be able to cover one classroom and the other would have to be the following year. • Interschool tops – yes they need updating and numbers don't change from year to year.

	<ul style="list-style-type: none"> • Choir tops – would need to think about how this would work as numbers change each year. Choir times could be changed to 8.30 to 9am so it doesn't interrupt class time next year, Mark and Jen are looking into the timetable and curriculum for next year. • Swimming Caps for interschool swimming carnival. • Library Enhancements • Outside tables and chairs to sit at during lunchtime, like parks have an all-in-one table and bench chairs. Needs further discussion around if it is what the school would like and where they would be placed. Need to look over the plan of the school and the passive and active areas.
Other Business	<ul style="list-style-type: none"> • Rustico Fundraising – they are open to suggestions. The owner mentioned that over Christmas they like to promote platters and catering events. This would be a challenge for the school due to holidays. We could promote platters at Christmas and for the Sundowner. • They stock a lot of Christmas food like Christmas cakes etc. • Baker's Delight do Fruit Mince Pies and lemon tarts but they are really expensive when Woolworths next door does them a lot cheaper.
Shade Sails Ninja Playground Suncream Hand Sanitizers	<ul style="list-style-type: none"> • No update on the Shade Sails for the Ninja Playground. It looks like Dr Jags might have a close re-election so will need to watch that space. • Question about if teachers remind students to reapply suncream at recess and lunch. Jen was going to look into it. • Question asked about if hand sanitizer is still being used in the classroom. Jen said not in the junior primary but they are required to wash hands before eating. The upper primary have hand sanitizers but not regularly told to use. Jen would talk to Mark about what the current process is around using hand sanitizers.
Year Six present to the School	<ul style="list-style-type: none"> • Marnie asked if anyone that does maintenance at the school will be around for the school holidays so they can accept delivery of 30 litre pot for the tree that the year 6's are donating this year. No, it will have to be delivered before or after the school holidays.
P&F Dinner	<ul style="list-style-type: none"> • 3 dates put forward 4th, 11th or the 25th November. Monday the 11th was chosen. Flames restaurant is closed on Mondays other ideas the Rowing Pavilion or the Windsor. Windsor was the preferred option. Will look at the menus for both and confirm. • Discussed about cancelling the P&F meeting on the 8th November since the ACM will be held on the 13th November.
Meeting close & next meeting	<p>Meeting closed: 2.46 pm</p> <p>Next meeting: Monday 14th October 2024 at 6pm.</p>

