



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Tracy Italiano

Date & time: Friday 7th June 2024, 9.00am

Minutes taken by: Otter.io & Cat Domican

Location: Queen of Apostles, Staffroom

Present: Tracy Italiano, Mark Ryan, Jennifer Anderson, Cat Domican, Aislinn Trodden, Koreena Cinanni, Marnie Selten, Les Oakley.

Apologies: Paulynne Farrell, Rebecca Day, Carly Watt, YC, Isabelle Carter

| Topic | Minutes |
|------------------|--|
| Principal Report | <ul style="list-style-type: none"> • Welcome - Great to see a new face attending this morning. • Overview Term 2 – Catholic Identity <ul style="list-style-type: none"> ○ Mother's Day mass held on May 7th led by Year 3 class. Did a great job, unfortunately Miss Moro was sick. Great parents turn out, was a special morning. ○ Feast Day - May 16th is a special day with Year 4 mass and activities for the children. We reflect on QOA's history and special aspects of the school, especially its founders, the Schoenstatt Sisters. It's a great learning day for the children ○ Confirmation Mass – May 19th for 13 Year 6 students. Thank you to Mrs Maloney for preparing the children. It was a special day with lots of people attending. ○ Grandparents' Mass & Morning Tea on the 28th of May. Approximately 100 attendees, unfortunately the weather was wet. But everyone still had a good time in the undercover area and in the classrooms. Thank you to the P&F for organizing the Morning Tea – it is always a fantastic success for the grandparents and special significant others. ○ Lifelink Launch – 3 x Year 6 SJ committee attended along with staff at Newman college Wednesday 5th June. This promoted the work of the social/community service we do in our school. The children listened to guest speakers. Special event to take the leaders to. ○ Religious Assessment is coming up in Term 3 for Year 3 & 5. The teachers are preparing the children for that now. • Education & Community <ul style="list-style-type: none"> ○ Pupil Free Day/Staff PD Day - 4th June. All teaching staff attended the Berry Street Education Model Professional development day. Focus was on learning classroom |

strategies and practical ideas to increase engagement of all students. It's about relationships and wellbeing. This was day 1 of 4 which will be completed over the year.

- Behaviour Management Strategy – we have focused on this across the school from all teaching staff. This has involved being clear with our students regarding expectations and consequences. We are working on things like lining up, correct uniform, following rules and general behaviour and manners. Teachers are reporting that it is working well, they are getting more time for teaching and less interruptions.
- Edu Dance Concert – next week. 2 sessions to accommodate numbers in hall. All info will be in newsletter, always a great afternoon for kids and parents.
- Year 1 Assembly was a few weeks ago. Year 5 Assembly coming up. Well done those classes
- Cross Country Interschool - 17th May great event and results. Our school did well, great experience for our kids
- Reports – 26th June – Staff are currently preparing them and will be available on SEQTA for year PP-6, kindy will have a paper hard copy.
- Mother's Day Breakfast & Stall – Friday 10th May we had dedicated Dads and Mums cooking breakfast and running the stall. It was a great success and the children and community really enjoy both events. Thank you to all involved.
- P&F Meeting – First Daytime meeting this year. Great to offer different time options to encourage more attendance. Everyone is welcome, it really benefits our community.

- **Stewardship**

- Capital Development Plan – has been submitted to redevelop the administration building. This is to improve access and open the front of the school up. Meetings and proposals are pending – the SAC are working with MR on this. If all goes to plan work will start next year 2026. The P&F and community will be kept updated.
- Education Assistant Vacancy – Liz Kingston moved on and has been replaced by Mel Reed. Mel has worked at QOA before and will be with the Year 1 & 2's. Welcome back Mel.
- Walkway by Hall – This has been completed and has been approved in terms of regulations and compliance. It looks much better and is safer for all.
- Enrolments – We are full for Kindy 2025 (30) Kindy 2026 (15), 14 for Pre-Kindy 2025 take up to 20 children – so 6 spots left. We have waitlists now. Word of mouth is our best marketing, and everything we offer at the school including our great P&F community. So, thank you to all that contribute, it all plays a part and it shows in our enrolments.

| | |
|----------------------------------|---|
| <p>Chair's report</p> | <ul style="list-style-type: none"> • Welcome to New and Existing Members – our first Friday meeting. • Term 2 Overview <ul style="list-style-type: none"> ○ 2nd Hand Uniform Stall – ran on Friday 19th April. Thank you to YC, Jess Stevens, Tina Lee, Sophie Probett and Karen Joyce – Sold 55 items and made \$275. The stall sells better if there is a gathering – so need to plan around those dates. We didn't promote it as much this time, so need to ensure we do that better and give more notice for donations. It's always a nice offering/service for the community and helping the sustainability goals. So, we will continue to do a pop-up stall each term if possible. ○ Colour Explosion/Run – 26th April. Huge success, thank you to Kath Anthony, Kate Connelly, Cat Domican and Christina Tan Who did most of the of the organizing and preparation and clean up. Also thank you to all the volunteers on the day, who helped set up the course, spray powder and water. We had a huge turn out of spectators. It was a great day. Thank you to Dr Jags and Beyond Skate for donations and prizes and Chris White from running works for his loan of the arch. After all expenses we raised \$7,290.75. This goes towards Furniture for Yr 5 & Yr 6 classrooms and towards Edu marking for the playgrounds. ○ Mother's Day Breakfast 10th May. 199 breakfasts were sold. Great to see so many Mums and children enjoying their breakfasts together. The food was delicious. Thank you to Jeremy Selten, Ryan Italiano, Samir Paranjape, Jeremy Willans, Rob Parkes, Belinda Fabling, Mark, Robin and Tracy for helping on the day. The free Raffle went well. ○ Mother's Day Stall – 9th & 10th May. Great success, nearly sold out of everything. Children had lots of gifts options to choose from at different price points. Thank you to Carly, YC, Jess T, Jess S, Koreena, Paulyne, Tina, Cat who helped run the stall. ○ Grandparents Mass & Morning Tea 28th May. Thank you to Aislinn Trodden for organizing the morning tea and to her helpers Kerry, Karen & Orla. Thank you to all the families who baked and donated goods. It was a great morning and enjoyed by all. |
| <p>Treasurer's report</p> | <p>Provided by PF via email.</p> <ul style="list-style-type: none"> • Opening balance 1st of April - \$ 30,593.55 Income: Colour Explosion of \$9659.18 Uniform Sales \$282 Mother's Day \$1183.50 Mother's Day Breakfast \$1226 Entertainment Book - \$10 Total income of \$12,360.68 |

| | |
|-------------------------|---|
| | <ul style="list-style-type: none"> Expenses: <ul style="list-style-type: none"> Returned Levies -\$2280 Colour Explosion Supplies & Prizes approx. \$2368.43 Mother's Day Groceries \$751.35 Icey Poles \$90.50 Total expenses are \$3438.28 Closing balance of \$39,515.95 Commitments for the rest of the year <ul style="list-style-type: none"> Year 5 & 6's Furniture \$18,000 Year 6 Leavers lunch P&F Book Awards for end of year Teachers Day Morning Tea and some other small items Total Commitments of \$23,600. <p>That doesn't include the disco and the Father's Day breakfast but usually they break about even.</p> <ul style="list-style-type: none"> Approximate bank balance rollover to 2025 - \$15,000 <p>Go towards - Welcome Back Sundowner and other small things. We need to discuss what we want to spend that on for next year. On the list is furniture for Year 3 & 4 classrooms and Edu-marking for the playground.</p> |
| Previous minutes | Moved by – Not actioned - Added into the agenda for next meeting |
| Correspondence | <ul style="list-style-type: none"> 1 x Volunteer Form Father's Day Gift Catalogue |

| Business from previous minutes | |
|--|--|
| Issue | Discussion |
| Shade Sail – Ninja Playground | <ul style="list-style-type: none"> Dr Jags and Mark Fay have offered to assist us regarding this fundraising goal for the P&F. Quotes have been received and will be submitted to Dr Jags office to apply for the grant/fund they have to support these types of activities in their constituency. An update on progress will be provided at the next meeting |
| Colour Explosion – Post event /Feedback | <ul style="list-style-type: none"> Fundraising/Payment Platform <ul style="list-style-type: none"> 2/3 people reported an issue with Try booking platform, the fees and suggested returning to Australian fundraising. We raised approximately \$1500 more than we did last time. In a comparison discussion it was of the general opinion that Australian Fundraising involved more admin work, such as setting up profiles for each child and handling toy orders after the event. |

| | |
|---|---|
| | <ul style="list-style-type: none"> ○ Try Booking was preferred for its simplicity and lack of post-event admin work, making it easier for both organizers and participants. ○ It was suggested to make the options on the digital platform clearer and to highlight further to parents if the technology is problematic, cash donation is always accepted. ○ The Information Pack handed out to families could be simplified to enhance the user experience with donations ○ Look at other payment platforms to see if we can lower costs. ● The new self-ran model was praised for its environmental impact. Such as the use of reusable bottles and no plastic prizes. These sustainable practices were highlighted as a positive aspect which the school and P&F are proud of and will keep adopting at future colour explosion events. ● Overall, the event’s focus was to streamline processes, save time, raise more money, reduce admin burdens both for volunteers and teaching staff. With all the practices put into place, the P&F collectively agree that this was achieved in many aspects of both pre, during and post event. Many examples were offered in discussion ● A suggestion for 3rd Place prize for the next time we run this event, and an overall review of the fundraising incentives should take place. As it was felt \$30 gift voucher on \$100 raised impacted our profits. ● It was suggested to invite our Pre-Kindy class to participate in the event next time on the condition that a parent participates too. The P&F are happy to review this closer to the time. ● Pizza Party – the Class that raised the highest total enjoyed a Pizza party and this year it was Kindy’s. They had a great time. ● Parent Complaint about no access to children during event. Due to duty of care and from a class control point of view, parents must respect the rules set by the School’s Management. Parents can volunteer to help with the event to be closer to their children next time |
| Mother’s Day Breakfast & Stall | <ul style="list-style-type: none"> ● Both events were a huge success. ● Next year try to get some more Dads on board. |
| Grandparents Morning Tea | <ul style="list-style-type: none"> ● Great success, lots of positive comments. ● Plenty of food – lots left over. ● Small Urn didn’t work, but the volunteers worked around it. ● Long lines went down quickly – so everyone got a drink and food much quicker than previous years. |
| CSPWA – 70th Anniversary Celebration & Awards | <ul style="list-style-type: none"> ● The event is tonight 7th June. ● 2 Nominations for QOA ● TI & KA attending ● Results announced at next meeting |
| P&F Business Directory | <ul style="list-style-type: none"> ● Skip this item - PF not in attendance to report |

| New Business | |
|--|---|
| Issue | Discussion |
| Volunteer / Event Management | <ul style="list-style-type: none"> • Suggestion was made to improve volunteer management by using digital sign-ups for specific duties and ensuring clear communication about expectations. • Platform suggested is called Sign up • This will be looked for use for future events - school disco and Father's Day – Action TI |
| Dad/Father Volunteering | <ul style="list-style-type: none"> • Ideas were discussed to better involve fathers in school events, such as organizing dads' nights or specific activities for dads and kids • Frog stalk was suggested as previous successful activity, needs further investigation. - • It was suggested that Class reps organise an event for their class. • P&F will come back with ideas and discuss running an event next year. |
| 2nd Hand Uniform Pop-Up Stall – Term 3 | <ul style="list-style-type: none"> • 26th July 2024 – 8.15am – 8.50am – Agreed & Confirmed • KC volunteered to run – Action KC • More volunteers needed. Contact previous helpers – Action CD • Poster needs updating – Completed CD • Donations call out - give lots of time for them to come in, call out can go through class reps Week 11/1 – Action TI • Promotion in Newsletter will commence Week 10 Term 2 – Action TI |
| Surf Online Safe Event | <ul style="list-style-type: none"> • Tuesday 13th August Evening Parent Event/Talk • Try booking will need setting up for attendance numbers – Action JA • Nothing required from P&F |
| Father's Day Breakfast | <ul style="list-style-type: none"> • Friday 30th August 2024 • Budget \$1000 - Approved by CD & KC • KC will assist TI with coordinating pre-event stuff – Action KC&TI • More volunteers needed, review volunteers EOI – Action TI • Event briefing and meetings to be arranged – Action TI |
| Father's Day Stall | <ul style="list-style-type: none"> • 29th August 2024 – PK & 30th August 2024 K-6 • Budget \$1100 – Approved by CD & KC • Volunteers needed for the day, review volunteer EOI – Action TI • Gift ordering needs to be done asap – Action TI & AT |
| Wellness Week T3 | <ul style="list-style-type: none"> • Wednesday 14th August 2024 (Week 5) • P&F Supply Gummy Bears for the Children – Action CD |
| School Disco | <ul style="list-style-type: none"> • Date changed due to Hall not being available • New date is now Friday 11th October. MR to confirm with Fr Paul – Action MR • Co-ordinator and volunteers needed for the events – Junior and Senior, review EOI - Action TI |

| | |
|---|---|
| | <ul style="list-style-type: none"> • DJ needs to be booked – Action TI • Theme & Decorations. Ask Year 6 for suggestions/vote on theme, ie: movie star, rock star,etc... – Action TI? • Need to communicate ticket sales strictly close off on the 9th October at 5pm, ensure this is on poster too – Action TI • Food – ensure there are more Pizzas ordered this year. Juniors - 2 slices per child. Seniors - 3 or 4 slices per child. • Budget - \$1000 - Approved by CD & KC |
| Budget & Spending Approvals | <ul style="list-style-type: none"> • Father's Day Breakfast – (30th August 2024) \$1000 - Approved by KC/CD/TI • Father's Day Stall – (29th & 30th August 2024) \$1100 - Approved by KC/CD/TI • School Disco – (11th October 2024) \$1000 - Approved by KC/CD/TI |
| Other Business | <ul style="list-style-type: none"> • Cross Country Feedback – concerning change of dates and why the whole school did not come out to the oval to support the event. This was due to events beyond the control of School management – weather, staff sickness and timetabling. Clear communication was made, and a certain level of support and understanding is expected from parents and the community. No further discussion needed. |
| | Previous actions |
| Next meeting Agenda Items | <ul style="list-style-type: none"> • Credit Card – Can we look at getting a pre-loaded card for approved spending amounts? MR to talk to Caroline Honeybun about options – Action MR - Outstanding |
| Meeting close & next meeting | <p>Meeting closed: 10.35 am</p> <p>Next meeting: Monday 12th August 2024 at 6pm.</p> |