



ST FRANCIS XAVIER PRIMARY SCHOOL
PARENTS & FRIENDS COMMITTEE MEETING Minutes - May 17, 2016

Attendee's: Haley Morris, Mel Sorgiovanni, Anita Teakle, Jacquie Warr, Tara Kirby, Mark Lamb, Liz McBride, Ben Doyle, Donna McAullife, Suzie Halden.
Apologies: Melissa Gray, Kym Morphew
Venue: SFX Teachers Lounge
Meeting Commenced: 7:00pm

1. **Previous Minutes**

The minutes of previous meeting November 10, 2015 were accepted as a true and accurate record: Accepted: Liz McBride Seconded: Donna McAullife

2. **Business Arising from the previous minutes**

- 2.1 Junior Disco – Was a successful event with no negative feedback. Big thank you to Simone Watson, Neraida Browne, Hayley Casley, Renee Clark, Kathryn Crothers, Rebecca De San Miguel, Katrina Folkes-Taylor, Georgina Grimley, Suzie Halden, Kerry Jeffrey, Caroline Knowles, Liz McBride, Pamela Smeed, Anita Teakle and Donna Wilkins for their efforts in creating a great night for the kids. Had approx. 137 kids and final funds raised still to be announced.
- 2.2 PA System – Still waiting on sourcing final part for pole. Will invoice when completed.
- 2.3 Permanent screen & projector – **Ben** to follow up with Murray and source costings.
- 2.4 Pavement Painting – Ben to follow up with Murray to find out what packages included (two packages available one at \$11k & \$16k).
- 2.5 Canteen Artwork – Completed and looks great. Has been well received by all. Total cost \$1240.54.
- 2.6 Request for Footy Goals – Have two options:
1. A contact at Railways for homemade spikes in ground with PVC piping.
2. Temporary extendable poles with sand bases.
Will report back with costings and decision from Board at next meeting.
- 2.7 Junior Area Concepts – Art show proceeds to go towards Junior Area. P&F viewed concepts from Sarah from PP. Need to narrow down what equipment we will need, if it can be donated or has to be purchased. Will also need to work out how much help will be required to complete the requested works. **Ben** to follow up with Tim.
- 2.8 Proposed Uniform Shop – Suzie has now presented proposal to the Board of costings and requirements to run the shop. This will now sit with the Board for analysis and we may receive feedback in following meetings. A big thank you to Suzie for all her efforts running the current second hand shop and the time put in for the proposal delivered today.

3. **Reports:**

- 3.1 Principal's Report – Ben Doyle
Big thank you to Murray Gardiner for his efforts as the Acting Principal. A big thank you to Judi Hollands for her commitment and efforts also.
Refer to Principal's report accompanying Minutes.
- 3.3 Treasurer's Report – Anita Teakle Refer Treasurer's report accompanying Minutes.
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|-------------------------------|-------------|
| - CDF Balance | \$27,158.41 |
| - ANZ Cheque Account | \$14,286.18 |
| - Less funds committed | \$11,240.54 |
| - Plus Funds to bank/transfer | \$ 257.23 |

TOTAL **\$29,946.82**

Term Deposit renewed and will expire 30.04.16. Will renew for another 3 months.
For future reference all invoices need to be given to Jane in the office for payment (to claim the GST component) and total of invoices will be deducted from P&F Levies before being banked into P&F Account.

Jacquie – to create letter for Ben to sign to claim monies owned to school from Bright Starts Labels.

3.4 Board Report: – Ben Doyle

Resurfacing is still a work in progress and the plan is to have all works completed by end of 2016.

Uniform shop proposal was presented to board and board members have certain research to complete.

Strategic plan was reviewed.

Annual financial statement reviewed.

Capital developments – including general maintenance, up keep and the assessment of the courts (water drainage and staining).

3.5 Calendar of Events & Fundraisers

Term 2. *K/PP Art Show (May 22nd),*

*Parent Info night (June 1st) – **Ben** to follow up with Murray*

*SFX movie premier – **Mel S** to contact Anna to find out dates*

Term 3. *Bad Moms movie premier – **Mel S** to catch up with Suzie Halden about dates and book in.*

P&F fundraising goals

Footy Goals

Pavement painting

Junior area

Permanent screen and projector for undercover area

4. Correspondence In:

Invitation and forms to attend conference 20th & 21st May, Crown Casino.
Crazy Camel Fundraising Pack.

5. Correspondence Out:

Nil

6. General Business:

Ben to approach teaching staff to see if the support would be there to pursue the Crazy Camel Fundraiser (Calendars, diaries, cards etc.).

7. Closed:

There being no further business to discuss the meeting closed at 8.10pm.

8. Next Meeting:

The next P&F meeting is scheduled for **7.00pm, Tuesday May 28th June, 2016** in the teacher's lounge. **All welcome – BRING A S-F-X FRIEND!**

Minutes recorded by Melinda Sorgiovanni, Secretary