



## St Francis Xavier Primary School Parents & Friends

### Committee

### Meeting Minutes

**Date** Tuesday 25<sup>th</sup> July 2017  
**Time** 7.00pm  
**Venue** St Francis Xavier Primary School Library  
**Address** 5 Maitland Street Geraldton WA 6530

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<b>Attendees</b>	Ben Doyle	<b>SFX Principal</b>
	Haley Morris	<b>President</b>
	Mel Sorgiovanni	<b>Secretary</b>
	Anita Teakle	<b>Treasurer</b>
	Penny Walker	Donna McAullife

**Apologies**

Tara Kirby  
Jacquie Warr  
Simone Watson  
Kym Morphew  
Melissa Gray  
Sophie Dyson  
Suzie Halden  
Tara Kirby

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President, Haley Morris, welcomed everyone and declares meeting open at 7.04pm.

#### **PRAYER**

Ben Doyle conducted.

No Conflict of interest declared

#### **AGENDA**

Confirmation of Agenda dated – 25<sup>th</sup> July 2017 as tabled.

**Accepted unanimously by show of hands.**

#### **MINUTES**

Draft Minutes of the meeting dated 16<sup>th</sup> May 2017 and emailed to all members prior to the meeting and tabled.



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### Meeting Minutes

**MOTION ONE:** Draft Minutes of the previous meeting held on the 16<sup>th</sup> May 2017 to be accepted as a true and accurate record.

**Moved:** Haley Morris

**Seconded:** Donna McAullife

Accepted unanimously by show of hands

### BUSINESS ARISING FROM PREVIOUS MINUTES

**ACTION ITEMS LIST**, as tabled: Please see attached table

- **CURRENT ITEM 1**
  - Cua Colour Run
- **CURRENT ITEM 2**
  - Junior Play Area
- **PENDING ITEM 1**
  - Athlete's Foot Flyer

### PRINCIPAL'S and BOARD REPORT

- See attached Principal's report
- Verbal update given of Board meeting

### FINANCIAL REPORT

Anita Teakle presented financial statement reports for period 16<sup>th</sup> May to 24<sup>th</sup> July 2017 as emailed to members on Monday 24<sup>th</sup> July 2017 and tabled

- Total Income \$8,327.97, outstanding income of \$Nil
- Total Expenses \$20,741.08
- Total funds available \$33,056.57
- Currently waiting on P&F Levies – Received \$8,327.97 15<sup>th</sup> June 2017
- Agreed to roll CDF fund for another 3 months
- Refer to attached for notes.

**MOTION FOUR:** Financial Reports as tabled and presented to be accepted and adopted for period 16<sup>th</sup> May 2017 to 24<sup>th</sup> July 2017

**Moved By:** Mel Sorgiovanni

**Seconded By:** Haley Morris



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Accepted unanimously by show of hands

#### CORRESPONDENCE – IN

- APC Review Magazine
- Tupperware Fundraising opportunity - declined
- Netball Fundraising opportunity - declined
- CUA – Fun Run Information Kit
- Quotes emailed from Ben Doyle for playground
- Ian Blayney – Offer of bike
- PPFWA invoice – received and paid
- Australian Charities Not for Profit

#### CORRESPONDENCE – OUT

- Nil

#### GENERAL BUSINESS

- Cua Colour Run – Agreed to book in on the 1<sup>st</sup> August to coincide with the Feast Day. Anita, Ben & Mel S to meet to action plan to implement steps for fundraising. Meeting next week.
- Junior Area
  - Quotes reviewed and discussed
  - Seek advice from Tim with regards to 'Stage 2' site work
  - 'Stage 3' to include purchase of necessary equipment
- A Frame sign – has been ordered
- Movie Night & Quiz Night
  - Need to find out which event to book in and when
  - Email to be sent to Jacquie, Kym & Mel G to find out what event they would like to move forward with as a replacement for 4/5 Father child campout.
- Communication Policy SFX Primary School, tabled and asked for feedback for next meeting

#### MEETING FINALISATION

Actions to be taken	By
Letter to Ian Blayney – acceptance of offer of bike	Ben Doyle
Quiz/movie night – email to Jacquie, Mel G & Kym to find out what they would like to organise	Mel Sorg
Australian Business Register – Follow up if P&F does have an ABN and if we do, check the currency	Ben Doyle



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Letter to Bright Stars to chase up monies owed (should have copy of previously sent letters)	Ben Doyle
Follow up on invoice from l'Italiano's for Junior disco pizzas	Anita Teakle
Speak with Tim with regards to possible 'Stage 2' site works and time frames for Junior area.	Ben Doyle
Book meeting with Ben, Anita & Mel S for Cua Colour Run preparations	Ben Doyle
Athlete's Foot Flyer – needs to be done by school (Pending from previous meeting)	Ben Doyle

**NEXT MEETING** Management Meeting  
**Date** Tuesday 15<sup>th</sup> August 2017  
**Time** 7pm to 8.00pm  
**Venue** St Francis Xavier Primary School Library  
**Address** 5 Maitland Street Geraldton WA

**Time Meeting Closed** 8.35pm

**Haley Morris**  
**Chairperson**  
**Signature**  
/ 08 / 2017

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