



St Francis Xavier Primary School Parents & Friends Committee

Meeting Minutes

Date Tuesday 20th February 2018
Time 7.00pm
Venue St Francis Xavier Primary School Library
Address 5 Maitland Street Geraldton WA 6530

Attendees	Ben Doyle Kym Morphew Mel Sorgiovanni Anita Teakle Haley Morris Penny Walker Liz McBride Mandy Jones	SFX Principal President Vice President Secretary Treasurer
Apologies	Mel Gray	

President, Kym Morphew, welcomed everyone and declares meeting open at 7.00pm

PRAYER

Ben Doyle conducted.

No Conflict of interest declared

AGENDA

Confirmation of Agenda dated – 20th February 2018 as tabled.

Accepted unanimously by show of hands.

MINUTES

Draft Minutes of the meeting dated 14th November 2017 and emailed to all members prior to the meeting and tabled.

MOTION ONE: Draft Minutes of the previous meeting held on the
14th November 2017 to be accepted as a true and accurate record.

Moved: Haley Morris Seconded: Ben Doyle

Accepted unanimously by show of hands



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BUSINESS ARISING FROM PREVIOUS MINUTES

ACTION ITEMS LIST, as tabled: Please see attached table

CORRESPONDENCE – IN

- Christmas message from PPFWA
- Karma Kups - Declined
- P&F Coles – To discuss in General Business
- CDF email from Bishops house – minute with Financial Report

CORRESPONDENCE – OUT

- Nil

PRINCIPAL'S and BOARD REPORT

- See attached Principal's report
- Board Report –

FINANCIAL REPORT

Anita Teakle presented financial statement reports for period 13th November to 19th February 2018 as emailed to members on Monday 19th February 2018 and tabled

- Total ANZ Cheque Account \$15,974.21
- Total funds available \$43,945.17
- CDF term deposit fund \$27,970.96, has been rolled for 6 months and due to expire 20th April 2018.
- Refer to attached for notes.
- Ben has gone on as a signatory for the CDF fund – a new requirement.
- Grant Russell has decided to step down as the auditor and Debra Wheeldon has been nominated (by all present at P&F meeting 20th February), requested and agreed to audit P&F books.

MOTION FOUR: Financial Reports as tabled and presented to be accepted and adopted for period 19th February 2018

Moved By: Ben Doyle

Seconded By: Haley Morris

Accepted unanimously by show of hands



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GENERAL BUSINESS

- **CURRENT ITEM 1 – Autumn Derby**
 - 10th March 2018
 - Has been advertise on facebook and Sponsorship package has been emailed
 - Class Dojo – requested to play Early bird flyer on there
 - Major Sponsor – Drennan O'Malley. Aussie, Activewest, Gray's Transport & Tyright are also sponsors.
 - We have received a Liquor Licence today.
 - Offer payment alternative

- **CURRENT ITEM 2 – Easter Raffle**
 - Organise raffle books
 - Update flyer from 2017 and send to parents
 - \$1 each – 20 tickets per book
 - Smaller flower boxes went over well (more baskets for raffle)
 - 12th March send flyers out, eggs in by 27th, package on the 28th and raffle on the 29th March.
 - Penny & Liz have offered to do up raffle books
 - Kym & Mel need to check out the P&F cupboard

- **CURRENT ITEM 3 - Junior Play Area**
 - Stage 2 has been completed over the school holidays.
 - Teachers passed on a thankyou and gratitude
 - They have also expressed that they will not need to purchase any further equipment.

- **CURRENT ITEM 4 – Kindy/PP Art Show**
 - Kirsten has approached the Kindy/PP teachers to get ball rolling
 - No charge for Artshow
 - Kym to follow up with Kirsten to set date and what kids will be completing

- **CURRENT ITEM 5 – Coles – Sports for School**
 - Voucher boxes are coming to school
 - Goes through until June
 - Big box stays at Coles and a small one at school (in the office)
 - Will add to the newsletter (or already has been added)

- **CURRENT ITEM 6 – Athletes Foot**
 - Haley spoke to Manager and they have sold heaps of shoes to SFX kids.
 - \$5/shoes to go towards to school
 - Ben to follow up with Athletes Foot

- **PENDING ITEMS**
 - **Swimming with Sharks Talk** – Kym to follow up with Mel Gray



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MEETING FINALISATION

NEXT MEETING

Date

P&F Meeting

Time

Tuesday **20th March 2018**

Venue

7.00pm

Address

St Francis Xavier Primary School Library

Time Meeting Closed

5 Maitland Street Geraldton WA

8.05pm

Kym Morphew

Chairperson

Signature

/ 03/2018
