



St Francis Xavier Primary School Parents & Friends Committee

Meeting Minutes

,Date Tuesday 15th May 2018
Time 7.00pm
Venue St Francis Xavier Primary School Library
Address 5 Maitland Street Geraldton WA 6530

Attendees	Ben Doyle	SFX Principal
	Mel Gray	President
	Mel Sorgiovanni	Vice President
	Anita Teakle	Secretary
	Penny Walker	Treasurer
	Liz McBride	

Apologies Kym Morphew, Simone Watson,
Mandy Jones, Haley Morris

Vice President, Mel Gray, welcomed everyone and declares meeting open at 7.05pm

PRAYER

Ben Doyle conducted.

No Conflict of interest declared

AGENDA

Confirmation of Agenda dated – 15th May 2018 as tabled.

Accepted unanimously by show of hands.

MINUTES

Draft Minutes of the meeting dated 20th March 2018 and emailed to all members prior to the meeting and tabled.

MOTION ONE: Draft Minutes of the previous meeting held on the
20th March 2018 to be accepted as a true and accurate record.

Moved: Penny Walker Seconded: Liz McBride

Accepted unanimously by show of hands



St Francis Xavier Primary School Parents & Friends Committee

Meeting Minutes

BUSINESS ARISING FROM PREVIOUS MINUTES

ACTION ITEMS LIST, as tabled: Please see attached table

CORRESPONDENCE – IN

- Email PFFWA – Newsletter
- Catholic Education Commission of Western Australia Strategic Directions 2019 – 2021 survey letter
- Picture products
- Crazy Camel

CORRESPONDENCE – OUT

- Nil

PRINCIPAL'S and BOARD REPORT

- See attached Principal's report
- Board Report – Boat's getting fixed, fence is being replaced on Durlacher.

FINANCIAL REPORT

Anita Teakle presented financial statement reports for period 20th March to 15th May 2018 as emailed to members on Monday 14th May 2018 and tabled

- CDF term deposit fund \$8,281.32, will mature on 17th October 2018.
- Total funds available \$17,106.69.
- Refer to attached for more detail.

Accepted unanimously by show of hands

MOTION FOR: Financial Reports as tabled and presented to be accepted and adopted for period 15th May 2018

Moved By: Penny Walker

Seconded By: Ben Doyle



St Francis Xavier Primary School Parents & Friends Committee

Meeting Minutes

GENERAL BUSINESS

- **CURRENT ITEM 1 – Kindy/PP Art Show**
 - Waiting on liquor licence approval
 - Sarah D’Mello offered to work as the RSA
 - If Linda comes, that will be a bonus
 - Alcohol will see Justin at Queens Celebrations – Ben
 - Soft drinks & Juice boxes
 - Music will be done by Nagle students
 - Food is sorted by Donna
 - P&F will purchase movie tickets to give as thank you gifts for the Nagle students
 - SFX will purchase remaining if we have to buy a book of tickets

- **CURRENT ITEM 2 – Coles – Sports for School**
 - We collected a total of 20735 vouchers.

- **CURRENT ITEM 3 – Athletes Foot**
 - Ben following up on cheque

- **CURRENT ITEM 4 – Disco**
 - 22nd June is the same as the Yr 6 confirmation
 - Going to check with Ben (secretary of the Parish) if the room is available for the week before 15th June for the Yr 1-3 disco (5 – 6.30pm)
 - PJ party - \$5 entry (pizza, drink, glow stick)
 - Simone has a sub committee organised with a listed agenda for the event

- **CURRENT ITEM 5 – PFFWA Conference – 25th & 26th May**
 - Request from Haley for her Chef & wife would like to attend PFFWA conference on the P&F behalf.
 - Would like to support in 2019 and feel that it should attended by an active member of the P&F.
 - Would like to hear PFFWA committee about the details prior to the event.

- **CURRENT ITEM 6 – Crazy Camel & Picture on a Plate**
 - Picture plate – cost price \$22, sell price \$28 – too expensive
 - Crazy camel – Get back to them and get paperwork here and put it in the calendar for term 3 – may even be a Friday afternoon school event.

- **CURRENT ITEM 7 – Future Easter Raffle**
 - Future P&F purchase eggs, reduce the amount of hampers
 - Keep tickets at 20 tickets for \$1 each

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



St Francis Xavier Primary School Parents & Friends

Committee

Meeting Minutes

Fundraising Goals

- Seek advice from the staff as to what they would like from P&F fund raising – could create an invested interested

MEETING FINALISATION

NEXT MEETING

Date

Time

Venue

Address

Time Meeting Closed

P&F Meeting

Tuesday **19th June 2018**

7.00pm

St Francis Xavier Primary School Library

5 Maitland Street Geraldton WA

8.00pm

Kym Morphew

Chairperson

Signature

/ 05/2018
