



St Francis Xavier Primary School Parents & Friends

Committee

Meeting Minutes

Date Tuesday 18th September 2018 – Special Meeting
Time 7.00pm
Venue St Francis Xavier Primary Staff Room
Address 5 Maitland Street Geraldton WA 6530

Attendees	Ben Doyle	SFX Principal
	Kym Morphew	President
		Vice President
		Secretary
		Treasurer
	Anita Teakle	
	Simone Watson	
	Penny Walker	
	Donna McAuliffe	
	Liz McBride	
Jess Royce		

Apologies Mel Sorgiovanni, Mel Gray,
Simone Watson, Julie Hogben

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

PRAYER

Liz McBride conducted.

No Conflict of interest declared

AGENDA

Confirmation of Agenda dated – 18th September 2018 as tabled.

Accepted unanimously by show of hands.

MINUTES

Draft Minutes of the meeting dated 31st July 2018 and emailed to all members prior to the meeting and tabled.



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MOTION ONE: Draft Minutes of the previous meeting held on the 31st July 2018 to be accepted as a true and accurate record.

Moved: Ben Doyle

Seconded: Penny Walker

Accepted unanimously by show of hands

BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

ACTION ITEMS LIST, as tabled:

- **CURRENT ITEM 1 – Feast Day**
 - Feast Day – 5 – 7pm
 - Penny to send list to Mel, All tentatively booked.
 - Year 6 to help out, Ben ask year 6's for ideas of stands they can be involved in, Fairy Floss and Popcorn.
 - School has booked Phil Doncon and Bike will be raffled
- **CURRENT ITEM 2 – Father Bingo Night**
 - Flyer completed, follow up with Mel Gray. Will require helpers on the night.
- **CURRENT ITEM 3 - Lego & Mats**
 - School would like P&F to assist with purchasing lego, Ben to get quotes, \$1500 – agreed by Kym Morphew and 2nd by Anita Teakle
- **CURRENT ITEM 4 – Class Representatives**
 - Class Representatives for 2019 to be put on Agenda for next meeting.
- **PENDING ITEM 1**
 - Looking for a Book Club Co-ordinator starting 2019 – not P&F

CORRESPONDENCE – IN

- **SDERA Brochure**

CORRESPONDENCE – OUT

- **NIL**

PRINCIPAL'S and BOARD REPORT



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- **See Attached**

FINANCIAL REPORT

Anita Teakle presented financial statement reports for period 30th July to 17th September 2018 as emailed to members on Monday 17th September 2018 and tabled

- Total Income \$11,623.05k, outstanding income of \$1,915.45
- Total Expenses \$2,192.99
- Total funds available \$19,628.83
- Refer to attached for notes.
- Term Deposit – agreed to roll over for another 6 Months.

MOTION TWO: Financial Reports as tabled and presented to be accepted and adopted for period 30th July to 17th September 2018.

Moved By: Penny Walker

Seconded By: Liz McBride

Accepted unanimously by show of hands

SPECIAL MEETING BUSINESS

- Update of the SFX P&F constitution to comply with the Department of Mines, Industry Regulations and Safety Consumer Protection.
- Constitution reviewed and agreed it looks good.
- Unfortunately not enough current quorum members to confirm and accept changes.
- Moved to complete process at the next meeting on the 16th October, 2018

MOTION THREE: The new and updated Constitution for St Francis Xavier Parents and Friends Association as tabled and presented to be accepted and adopted from 18th September 2018.

Please sign the attached requisition.

MEETING FINALISATION

NEXT MEETING	Management Meeting
Date	Tuesday 16 th October 2018
Time	7pm to 8.00pm
Venue	St Francis Xavier Primary School Library
Address	5 Maitland Street Geraldton WA



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Time Meeting Closed 8.30pm

Kym Morpew
Chairperson
Signature
/ 09 / 2018
