



St Francis Xavier Primary School Parents & Friends

Committee

Meeting Minutes

Date	Tuesday 16 th October 2018
Time	7.00pm
Venue	St Francis Xavier Primary Staff Room
Address	5 Maitland Street Geraldton WA 6530

Attendees	Ben Doyle	SFX Principal
	Kym Morpew	President
	Mel Gray	Vice President
	Mel Sorgiovanni	Secretary
	Anita Teakle	Treasurer
	Simone Watson	
	Penny Walker	
	Liz McBride	
	Mandy Jones	
	Tara Kirby	
	Julie Hogben	

Apologies	Jess Royce
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Chair, Kym Morpew, welcomed everyone and declares at 7.00pm.

PRAYER

Ben Doyle conducted.

No Conflict of interest declared

AGENDA

Confirmation of Agenda dated – 16th October 2018 as tabled.

Accepted unanimously by show of hands.

MINUTES

Draft Minutes of the meeting dated 18th September 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 18th September 2018 to be accepted as a true and accurate record.

Moved: Liz McBride

Seconded: Penny Walker

Accepted unanimously by show of hands

BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

ACTION ITEMS LIST, as tabled:

1. Co-ordinate Bingo Night Eg: Decorations, Bingo cards, Sausage sizzle – Ongoing
2. Follow up on Yr 6 Feast Day Activities – Completed
3. Lego Mat & quote – Lego price \$2684.04 (above original \$1500.00 commitment) All present Motion to approve increase. Moved: Mel Gray Second: Kym Morphey.
4. Brett (Grounds Man) to make footy handball – Completed
5. Stock of items in P&F Cupboard – Ongoing
6. Feast day list to Mel – Ongoing
7. Purchase of Fairy Floss & Popcorn – Ongoing
8. Feast Day Flyer – Ongoing

Ongoing/Pending Items:

1. PFFWA Conference 2020 – ongoing
2. Swimming with Sharks – booking fee \$330 – All agreed to remove from list.

- **CURRENT ITEM 1 – Feast Day**

- Popcorn Machine – Motion for Penny to find approx. 3 quotes to purchase a popcorn machine for the school, liaise with the Executive committee via email and seek approval for final purchase. Moved: Kym Morphey Second: Julie Hogben.
- Fairy Floss – Simone to order in buckets of fairy floss to divide into smaller bags to sell at Feast Day (prices just to cover costs). Use ziplock bags for bags.
- Popcorn Bags/cups – Mel to go to Cleanpak to see what is available.
- 2 food stalls – Fusion & Asian Kitchen.
- Canteen – Beef & Chicken Burgers, Nachos & Slushies for sale.
- Midwest Bounce & Fun, 2 Face painters, Red Booth photobooth.
- PCYC – Still in talks with them about showcasing circus skills – Anita to follow up with cousin.
- Football handball comp – Chocolates as prizes.
- Ben to collate photos of the year to display on the big screen.
- Phil Doncon to perform and create artwork, that he will keep.
- 2 x bikes to give as lucky door prizes (No cost, ticket on arrival, must be there to receive prize or will be redrawn) – Notify people of time of draw.



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- **CURRENT ITEM 2 – Father Bingo Night**
 - Class Dojo reminder sent out to promote 4/5 Father/child bingo night.
 - Mel & Kym – to complete itinerary and checklist for the evening.
 - **Reminder to P&F committee to help setup on the 26th Oct in undercover area (if available).**
 - Request Michael Patrick to be Bingo caller for the evening – Ben.
 - Mel has supplies of cards, counters and bingo.
 - May need whiteboard to write numbers up.
 - Suggested that helpers go around to confirm winning card.
 - Chocolates as prizes.
 - Footy handball board might be available to use at Bingo night.

- **CURRENT ITEM 3 - Lego & Mats**
 - Purchase of lego has been made. Lego price \$2684.04 (above original \$1500.00 commitment) All present Motion to approve increase. Moved: Mel Gray Second: Kym Morphew.

- **CURRENT ITEM 4 – Class Representatives**
 - Class Representatives for 2019 - for Kindy – Yr2 classes.
 - Look to seek expressions of interest or attempt to plant the seed for interest for 2019 in last few weeks of term.

- **CURRENT ITEM 5 – Crazy Camel feedback**
 - Last minute online ability made it a bit messy.
 - Chasing artwork that wasn't sent back to school
 - Made same \$s as last time.
 - Prices were a little more expensive.
 - Some feedback – parents didn't like artwork and would have like it have been more personalised from the child.
 - Very few orders from Yr4.
 - Feedback from Crazy Camel is that we are one of their biggest fund raisers.
 - Suggestions 2020 – Include contact details of co-ordinator on form and create a generic template for children to fill in eg: TV screen with a picture of themselves on it.

- **CURRENT ITEM 6 – PP Orientation Day (for Parents)**
 - Mel Gray & Ben to sort date to hold sessions (Mandy Jones to be notified to come along – to learn the ropes).
 - Suggested, one during school hours and one after.

- **PENDING ITEM 1**
 - Looking for a Book Club Co-ordinator starting 2019 – not P&F

CORRESPONDENCE – IN

- **Email from PPFWA – chasing a Federation Councillor – Mel to seek more information.**



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CORRESPONDENCE – OUT

- **NIL**

PRINCIPAL'S and BOARD REPORT

- **See Attached**

FINANCIAL REPORT

Anita Teakle presented financial statement reports for period 18th September to 15th October 2018 as emailed to members on Monday 16th October 2018 and tabled

- Total Income \$11,625.05k, outstanding income of \$3,265.00
- Total Expenses \$2,684.04
- Total funds available \$20,359.34
- 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 18th September to 15th October 2018.

Moved By: Julie Hogben

Seconded By: Ben Doyle

Accepted unanimously by show of hands

MEETING FINALISATION

NEXT MEETING	Management Meeting
Date	Tuesday 13 th November 2018
Time	7pm to 8.00pm
Venue	St Francis Xavier Primary School Library
Address	5 Maitland Street Geraldton WA

Time Meeting Closed 8.23pm

Kym Morpew
Chairperson
Signature
/ 10 / 2018
