



## St Francis Xavier Primary School Parents & Friends Committee

### Meeting Minutes

**Date** Tuesday 13<sup>th</sup> November 2018  
**Time** 7.00pm  
**Venue** St Francis Xavier Primary Staff Room  
**Address** 5 Maitland Street Geraldton WA 6530

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<b>Attendees</b>	Ben Doyle	<b>SFX Principal</b>
	Kym Morphew	<b>President</b>
	Mel Gray	<b>Vice President</b>
	Mel Sorgiovanni	<b>Secretary</b>
	Anita Teakle	<b>Treasurer</b>
	Penny Walker	
	Mandy Jones	
	Julie Hogben	
	Lee Ackland	
	Fiona Sweetman	
Tiffany Griffin		
Kathryn Crothers		
<b>Apologies</b>	Jess Royce	
	Simone Watson	
	Tara Kirby	
	Liz McBride	

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

### **PRAYER**

Ben Doyle conducted.

No Conflict of interest declared

### **AGENDA**

Confirmation of Agenda dated – 13<sup>th</sup> November 2018 as tabled.  
**Accepted unanimously by show of hands.**

### **MINUTES**

Draft Minutes of the meeting dated 16<sup>th</sup> October 2018 and emailed to all members prior to the meeting and tabled.



## St Francis Xavier Primary School Parents & Friends Committee

### Meeting Minutes

**MOTION ONE:** Draft Minutes of the previous meeting held on the  
16<sup>th</sup> October 2018 to be accepted as a true and accurate record.

**Moved: Ben Doyle**

**Seconded: Julie Hogben**

**Accepted unanimously by show of hands**

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

- Nil

#### **ACTION ITEMS LIST**, as tabled:

1. Feast Day list to Mel - Completed
2. PCYC – circus display - Pending
3. Photos from 2018 school year – for big screen at Feast day - Done
4. Bags/cups for Popcorn – Plastic & paper bags purchased by Penny and put on school account
5. Itinerary & Checklist for Bingo night (games & prizes) – Bingo cancelled due to lack of numbers.
6. Michael Patrick to be bingo caller – bingo cancelled, not required
7. Class representative initiation - Pending
8. Meet with St Johns & St Lawrence's P&F to discuss possibilities of combined fund raiser - Pending
9. School orientation day for PP Parents – Mel G, Mandy, Sophie completed
10. Contact PFFWA for more info about Councillor's position – contact made

#### Ongoing/Pending Items:

1. PFFWA Conference 2020 – ongoing
2. Co-ordination of bingo night – remove from list
3. Stock of items in the P&F Cupboard - Pending
4. Purchase of the popcorn machine - Done

- **CURRENT ITEM 1 – Feast Day**

- Popcorn Machine – Motion for Penny to find approx. 3 quotes to purchase a
- Midwest bounce and fun (Velcro Wall & Water slide)
- 2 Fairy Deb & Jo (Trying to convince Son to come to do balloons)
- Photobooth
- Fusion Gelato (waffles). Need to remind her NO NUTS
- Canteen – supplying Beef & Chicken burgers, nachos & slushies
- Popcorn & Fairy floss – Yr 6 to man (need table & power)
  - Fairy Floss cost \$1.78, sell for \$2
  - Popcorn cost \$0.27, sell for \$1
- Marianne Kitchenette (Asian)
- Meet on site beforehand – Julie, Penny & Ben (8.30am – 28<sup>th</sup> Nov)
- Agreed by Committee to action Dragon Fly media to come and take footage of Feast day to add to school promotion material. P&F happy to pay for time.



## St Francis Xavier Primary School Parents & Friends Committee

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- **CURRENT ITEM 2 – Father Bingo Night**
  - Cancelled due to lack of numbers
  - Consider completing in the first 2 terms in the future
  
- **CURRENT ITEM 3 - Discuss increase in P&F Levy**
  - Current Levy is \$34/family
  - **Motion: 2019 P&F Levy increased to \$50/family/annum.**
  - **Move:** Julie Hogben **Second:** Mel Gray
  - To be tabled and discussed at AGM.
  
- **CURRENT ITEM 4 – Class Representatives**
  - Kym did some research to find some info on what a Class Representative role would be.
  - Want to create a portfolio for the parents stepping into the role
  - Be a point of contact for school events, birthdays, social events, parent help, teacher present etc
  - Kindy – Yr 2, 1 per class, 3 – 6, 1 per year group.
  
- **CURRENT ITEM 5 – SFX P&F Open night (2019)**
  - 12<sup>th</sup> Feb 2019 – 6.00pm
  - Nice opportunity for P&F to run the even and invite parents
  - What the P&F is all about and introduce the idea of Class Representative.
  
- **CURRENT ITEM 6 – PP Orientation Day (for Parents)**
  - Should the President or SFX P&F Executive be there to promote the P&F and suggest coming along if interested in being involved.
  - Should P&F representatives wear a badge 'P&F Representative'
  
- **CURRENT ITEM 7 – P&F Roles**
  - **Treasurer** – roles has been simplified to spreadsheet worked between the office & Treasurer. School pays accounts and bills the P&F.
  - **Secretary** – Minute taking, ensuring agenda & action list and all other relevant info to be sent to committee. Documentation is kept in order.
  - **President** – Inspiration and direction for meetings. Calendar of events. Keeping the positive direction of the committee.
  - **Vice President** – Support to the President
  
- **CURRENT ITEM – School Concert**
  - Need flyer for help with Sausage sizzle – Mel
  - Running order for Concert
  - Anita & Kym to co-ordinate bread, sausage and supplies for Sausage sizzle
  
- **CURRENT ITEM – World Teachers Day**
  - P&F organised Kirsten to provide the teachers and staff with a lovely cupcake or slice as a gift from the P&F.
  
- **PENDING ITEM 1**



## St Francis Xavier Primary School Parents & Friends

### Committee

### Meeting Minutes

- Looking for a Book Club Co-ordinator starting 2019 – not P&F
- Suggestion – Consider a P&F committee member to be a media representative.

### **CORRESPONDENCE – IN**

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

### **CORRESPONDENCE – OUT**

- **NIL**

### **PRINCIPAL'S and BOARD REPORT**

- **See Attached**

### **FINANCIAL REPORT**

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

- Total Income \$23,253.60, outstanding income of \$2,064.45
- Total Expenses \$6,999.94
- Total funds available \$18,318.11
- Refer to attached for notes.
- Term Deposit – agreed to roll over for another 6 Months - 15<sup>th</sup> April 2019

**MOTION TWO:** Financial Reports as tabled and presented to be accepted and adopted for period 18<sup>th</sup> September to 15<sup>th</sup> October 2018.

**Moved By: Mel Gray**

**Seconded By: Julie Hogben**

**Accepted unanimously by show of hands**

### **MEETING FINALISATION**

#### **NEXT MEETING**

**Date** AGM  
Tuesday 27<sup>th</sup> November 2018  
**Time** 7pm to 8.00pm  
**Venue** St Francis Xavier Primary School Library  
**Address** 5 Maitland Street Geraldton WA



St Francis Xavier Primary School Parents & Friends  
Committee

Meeting Minutes

**Time Meeting Closed** 8.30pm

**Kym Morpew**  
**Chairperson**  
**Signature**  
**/ 11 / 2018**

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