Minutes for Term 2 P&F Meeting  
Wednesday 24th August 2016

MEETING OPENED: 7:10pm

Opening Prayer: All, led by Michelle Perry

Record of Attendances: Angela Stitt, Michelle Perry, Cheryl Walsh, Sharon Bevan, Rachael Brady, John Malicki, Michelle Cormack, Rachael Playle, Crystal D’Anastasi, Patti Gox, Nicole Patrick

Apologies: Sarah Conroy, Annabel Cockerton, Julia Conroy

Correspondence: Broken Bay Catholic Schools Office’s Annual Report 2015
Combined Primary & High School Canteen Network Meeting Invitation
Principles of Catholic Social Teaching – what advisory boards should be based on
Men’s Alive Parish Invitation

Previous Minutes Accepted: Angela Stitt, 2nd by Rachael Playle

PRINCIPAL’S REPORT

Infants Playground

• Thank you to the P&F for funding the infants playground
• The damage to the grass has now been repaired
• Looking into the flow of water near the drain with the leaves stopping the water flow, this may be due to the slop of the playground
• The new playground has been great advertisement for the school with lots of positive feedback from the community and schools in the area

PA System Installation

• The Infants side is mostly complete, with testing of the bells currently taking place
• A wireless mic will be now be available to use out on the stage as well as speakers have been installed
• Waterproof iPod docs have also been installed in the stage area
• Primary side installation will commence the week of the 24th August
• More speakers will be installed on the Primary side so that the volume can be reduced so our neighbours are not inconveniences
• Once all speakers are installed the work will begin on connecting the two sites

Catholic Schools Office (CSO) – Maintenance Report

• Cheryl recently had a meeting with the head of finance and head of maintenance at the CSO to address some concerns raised in the recent school maintenance report
• The CSO has agreed to provide funding to the school to address Work Health and Safety first with the below jobs to be completed by the end of 2016.
  o Installation of the PA system
  o Primary side playground retaining wall fence
  o Installation of lockable gates and video link/time lock for the Primary side
  o Repairs to the ceiling, bench top and floor tips in the Primary side canteen
  o The P&F have agreed to fund the repairs in the Primary side canteen
• Replacement of glass in classroom to safety glass may lead to expending the width of some classrooms on the primary side
• General electrical & plumping issues due to the age of the school

• Great news! The maintenance report has confirmed we have enough electrical wiring capacity to install air conditioning units

Fundraising for Classroom Air Conditioning
• There are a number of fundraising initiatives that will take place between now and the end of the year to assist with the purchase and installation of Air Conditioning
• The P&F have agreed to contribute to the cost
• There are 9 units required on the Primary side
• There are 8 units required on the Infants side
• Air Conditioning installation to start on the Primary side, hopefully by Term 4, 2016
• Infants side installation to start Term 2, 2017

Parenting Sessions
• These sessions are going well
• The invitation was open to all schools
• Majority of attendees are outside of St Patrick’s community

School Concert – Wednesday 7th September 2016
• It is a requirement for all students to attend
• The door fee is necessary to cover the cost of the concert eg. Hall hire, AV

PARISH REPORT
• Men Alive: Please see flyer and registration form attached
• Parish retreat is taking place on the 5th – 7th September 2016 after 9am Mass
• Reconciliation is held on Wednesday 14th September 2016

P&F PRESIDENT’S REPORT
• Infants playground opening was a great success
• Need to organise plaque to commemorate the occasion.
• Trivia Night a great success – best profit we have ever made. Thanks to Ange and Rachael for organising of the prizes.

P&F TREASURE’S REPORT
• Trivia night 25th June 2016 – profit made was $2,966.50
• Infants Garden – completely paid for $63,290.00 funds all came from P & F Account.
• Purchasing gifts for Father’s Day stall ‘$1,624.00
• Balance of P & F Account 23/8/2016 = $10,054.21

Canteen
• Canteen Balance 23/8/2016 $8,974.42
• No outstanding invoices
GENERAL BUSINESS

School Advisory Team 2017
- Please see correspondence: Principles of Catholic Social Teaching – what advisory boards should be based on
- To be in place by the start of Term 1, 2017
- The team will require the following members:
  - 1 x Assistant Principal OR Principal
  - 1 x Parish council member
  - 1 x P&F executive member
  - 2 x Parents
  - 2 x Teachers (not on the executive team)
- The advisory team will be required to meet twice per term for an approximately 1 hour meeting
- Advisory team members can hold 1, 2 or 3 year duration positions. After that time new members are required
- It was agreed that that the School Advisory Team will be run separate to the P&F
- A notice will be sent out to the school asking parents/family members/friends to register their interest
- A short list will be made, with interviews to take place thereafter
- A decision will be made by the end of Term 4, 2016 on the Advisory Team members
- Any questions please email Cheryl Walsh or Michelle Perry: speg@dbb.org.au

Diocese Parent Council - Meeting
- Attended by Angela Stitt
- Was held on the 26th July with parent representation from five primary schools across the diocese
- St Patrick’s is doing really well in terms of P&F initiatives and committee
- There has been a lot of focus in schools recently in regards to social media and website communication
- Discussed the role of Class Parents, St Patrick’s could improve the communication around expectations required of being a Class Parent eg. Class parents must attend P&F meetings
- Cheryl to put a notice out regarding Class Parents for 2017

Canteen Volunteers – Term 4
- Ange Stitt will take over rosters
- Rosters need to be filled for term 4 by the end of term 3
- If volunteers cannot be found the canteen will close that day

FUNDRAISING & UPCOMING EVENTS

Footy Finals Day – Last Day Term 3
- When: Friday 23rd September
- What: For a gold donation student wear their favourite sporting clothing and/or sporting colours
- A canteen meal deal will be available
- Information to be sent home over the coming weeks

Walk-a-thon
- Fundraiser for classroom air conditioning
- When: Morning of Friday 21st October 2016 (tentative date)
- Where: Hilton Moore Oval, East Gosford
- Children to walk as many laps as possible for time
• No pets allowed
• Sponsorship cards to be sent home before end of Term 3, 2016
• There will be a prize for the class who raises the most money
• There will be a prize for the class who returns their sponsorship money the quickest
• A meal deal will be available for purchase that day
• Please email your suggestions, or register to help volunteer on the day to Michelle Perry: speg@dbb.org.au

School Disco – Term 4
• When: Friday 11th November
• Gold coin donation
• Snack packs will be available for purchase
• No younger children to be in attendance with volunteers

Joint Parish / School Christmas Carols
• Fr Tadeusz to discuss carols with the Parish council
• When: Thursday 15th December (tentative date)
• Time: 5:00pm for 5:30pm start (tbc)
• Where: Infants side
• Carols to be led by Parish choirs, St Patrick’s school choir, Students
• Sausage sizzle will be available to purchase
• Coffee/Tea/Cake/Slice items will be available to purchase
• Glow sticks / Glow candles will be available to purchase
• A visit from Santa
• Please email your suggestions, or register to help volunteer to Cheryl Walsh or Michelle Perry: speg@dbb.org.au

Christmas Raffle
• To be drawn at the joint Parish / School carols
• $2 a ticket or $10 book per family
• Prize to be any voucher of the winners choice
• Prize value to be confirmed
• Also looking into the possibility of having Christmas Hams as a prize

Car Boot Sale
• Funds raised to go towards air conditioning
• To be held monthly or bi-monthly in the Primary side playground
• Saturdays, 8:00am – 1:00pm
• Fr Tadeusz to discuss this initiative with the Parish council. We will need their approval before proceeding
• Car space purchase open to all
• Invite local buskers to provide music (for a small fee)
• Need to confirm: Insurance requirements, clean up schedule
• Please email your suggestions to Cheryl Walsh or Michelle Perry: speg@dbb.org.au
SUMMARY UPCOMING EVENTS

- Footy Finals Day & Canteen Meal Deal: Term 3, Friday 23rd September
- Walk-a-Thon & Canteen Meal Deal: Term 4, Friday 21st October
- School Disco: Term 4, Friday 11th November
- Joint Parish / School Christmas Carols: Term 4, Thursday 15th December
- Christmas Raffle: Term 4, drawn Thursday 15th December

Questions & Comments

- Thank you to Rachael Playle and Crystal D’Anastasi for all your fundraising ideas
- If you have a suggestion or feedback for the P&F please email: speg@dbb.org.au

Next P&F Meeting: Term 4, week 6 (date and time TBC)
P&F Executive Meeting: Term 4, Monday 14th November (TBC)

CLOSE: 9:00pm