Welcome

Attendees: Terry Shaw, Peter Willcox, Wayne Shearer, Leonie Flynn, Damien Sullivan, Brendan Monkton, Katherine Cullerton, Keiran Harmey, Lucy Clark, Paula Dillon, Theresa Joyce and Terry Ballentine.

Apologies: Sister Ann-Maree Nicholls, Rebecca Lawrence, Paul Sheppard, Sam de Lore and Mechelle Fury

Previous Minutes: The minutes of the previous meeting held in June 2013 was moved by Katherine Cullerton and seconded by Keiran Harmey.

Opening Prayer

Business Arising From the Previous Meeting

Shade Structures and Oval Seating

Leonie Flynn read out update email from Paul Sheppard: “I’ve met with Nick Eastman on site who will profile the slope with his bobcat (time TBA). We will then meet with Nick and the builder to measure up the exact slope. The builder will deliver a contract for signing by mid-August and this will allow him to prefabricate both the sunshades and the seating support stringers ready for installation in the September school holidays. Also asked Nick to do a little plan of how he sees the landscaping budget being spent.”

Leonie also reported that she had written to Shayne Sutton to thank her for her support in getting the development approval and for bringing the construction of the new Main Avenue footpath forward to June 2013. Shayne has also written an email in reply.

Tablets

Damien Sullivan advised that the tablets we have been advised by FAWMATT to buy (Dell Latitude 10) are not on the BCE list of recommended devices. The School will buy 2 and test in Grade 5 and 6 to make sure they are suitable and report at the next P&F meeting. If they are, the remaining 6 will be purchased, as approved at the November 2012 P&F meeting.
New Playground

Damien advised that Sureplay have done nothing since the meeting in May. He will chase them up again to progress the remedying of the playground drainage problems.

Store Room Construction/Hall furniture

Damien advised that Dennis Sherlock Constructions will install the new hall storeroom in the next week.

Terry advised that he had purchased new chair tips and arranged a working bee this weekend to remove chair tips from the purchased chairs and replace them.

Events

- Dad’s State of Origin Night – A great night but a very low turn out. Terry donated the left over food to Meals on Wheels and the parish.
- Trivia Night – arrangements going well.
- Disco – will need a lot more parent volunteers than last year to supervise the children, particularly outside of the hall. Remember – this is a P&F event and the teachers should not be expected to do the supervision.

Long Jump Pit and Water Tank Repairs

Damien reported that the new long jump pit has been installed and already used for the Senior Athletics Carnival. It needed more turf than expected, so the quote was not high enough. The invoice will come shortly with the increased amount.

Damien reported that Nick Eastman has started the work on repairing the water tank.

New Website

Damien reported that the new school website went live today! It is still a work in progress, but improvement will be made as we go. Dee French has been tasked with updating it each fortnight. The school newsletter will be delivered online from next week. About 3/4s of parents have returned the form to get the newsletter online.

A huge thank you from the School and the P&F to Rebecca Lawrence for volunteering so many hours to this project. Also many thanks to Dee French who dedicated many hours to the website outside her official School Office role in the project.

Executive Reports

Principal’s Report: Damien gave the Principal’s report (copy attached).
Terry Ballentine thanked the P&F for the funds spent on the library to provide new shelving and furniture. The children love it and have made a number of thank you posters and cards. She presented these to the P&F, along with a certificate of appreciation done as part of Catholic Education Week. Terry will put these on the P&F facebook page.

**Treasurer’s Report:** see attached.

Of the approved items: the amount for the long jump pit will need to be increased, the hall furniture store room should be $6500 (not $6000), and we won’t use all of the sports assistance fund.

There was a discussion of the un-approved items in the financial report.

- The amount of $10,000 has been set aside for oval landscaping after the seating is installed in September. It was unanimously agreed that this could be spent and that his item move to the Approved Items.
- Terry Shaw is keen to keep the Parish Workshop concept on the agenda for any remaining funds at the end of 2013.
- Damien advised that the School was funding the new LED sign as part of the new oval fence, so that can be taken off the list of items for future funding.
- Terry Shaw encouraged the new parents at the meeting to suggest ideas and be willing to run with them if they are approved (like Katherine did with the Health and Wellbeing Subcommittee).
- Keiran reported that there was not an appropriate BCC grant for the Raw Art project (already approved at $5,000.)

**Subcommittee Reports**

No report from the Social Committee (although see Events above), Sustainability Group or Care and Concern.

**Welcome Wagon:** A couple of new families attending this meeting suggested that the Welcome Wagon system is not working as well as it should. Leonie agreed to take this up with Sam and Mechele and the school office.

**Technology Group:**
- Terry Shaw noted that the P&F has already flagged allocating $50,000 in 2014 to replace laptops and other IT equipment.
- Damien explained the IT plan for 2014. There will be no Computer. Computers from the Lab will be moved to junior classrooms, but will not be repaired as they break down as they are very old. New laptops/tablets will need to be purchased throughout 2014/2015 for Prep-Year 4. Grade 5-7 have laptops already.

**Health and Wellbeing Subcommittee:** Katherine Cullerton provided an update:
• Nutrition Australia are auditing the tuckshop menu and a tuckshop allergy kit has been purchased;
• Members of the Subcommittee toured school toilet and hand washing facilities with Damien Sullivan and agreed upon minor repairs and action items to improve hygiene. These will be funded by the School. The tour also identified some more significant infrastructure repairs needed, which will be discussed at the subcommittee meeting on 31 July with a view to some recommendations being made.
• The next meeting is 31 July at 7pm. All welcome.

Inward/Outward Correspondence

Inward:
• Letter from Shayne Sutton about the Active School Travel program for 2014 (this will be actioned at the Health and Wellbeing Subcommittee Meeting next week)
• Letter from Aaron Dillaway about the change in liquor licensing laws (we noted that this will assist reduce red tape for the 2014 fete)
• Letter from Shayne Sutton about the opening of the grants program. Closing day for applications is 2 September 2013.

It was agreed that:
• the Health and Wellbeing Subcommittee will consider applying for a Health and Physical Activity Grant;
• the P&F will consider applying for a Community Development and Capacity Building Grant (for the new workshop perhaps);
• Keiran Harmey will work with Terry Shaw to progress this. They will start by meeting with Paul Sheppard and Pat Silvey (who has applied for grants on behalf of the P&F previously).

Outward: Only the letter of thanks to Shayne Sutton (referred to above).

Date of Next Meeting:
Wednesday 21 August 2013.