August 2011 MINUTES

St Peter and Paul’s School Parents & Friends Association Meeting
Thursday 24th August 2011

Welcome

Attendees: Tim Goodsell, Sr Ann-Maree Nicholls, Paul Sheppard, Nicole Cunningham, Terry Shaw, Ann-Maree Scafe, Ian Gray, Emily Michelletto, Sarah Roxburgh

Apologies: Megan Deldot, Lana Killian, Bronwyn Wolski, Katrina Harris, Damian Sullivan

Previous Minutes: Minutes of the Previous Meeting held in July 2011 supported by Nicole Cunningham and seconded by Terry Shaw.

Opening Prayer

Business Arising From the Previous Meeting

Pickup/Drop off Line Shades

Paul Sheppard (Vice-Principal) informed the meeting that:

- A quote has been received from Francis White Constructions ($15,000 to build the shades).
- Getting a third quote was proving difficult.
- The P&F can apply for a grant from the “Gambling Community Fund”, the next application cutoff dates are 30/8 and 30/11.
- He had been advised (by Pat Silvey) that it is better to apply for a grant totaling $25,000 - $35,000 rather than submitting grant applications for smaller amounts. Paul suggested that the P&F should combine the grant application for the Pickup/Drop off line Shades with a grant application for the Oval Grandstand Seating (see Grandstand Seating)

  It was proposed and accepted that a combined grant application should be submitted in time for the 30/11 cutoff date.

Grandstand Seating
Paul Sheppard (Vice-President) informed the meeting that he will bring a design of the “Oval Grandstand Seating” to the next P&F meeting.

**P&F Survey 2011**
Ian Gray (President) informed the meeting that the P&F Survey had now been finalised and will be sent to Sarah Roxburgh so that it can be put onto Survey Monkey.

**P&F Constitution**
Tim Goodsell (Secretary) informed the meeting that:

- A first draft of the new constitution (based on the P7F Association model constitution) will be sent to the P&F executive next week
- It was hoped that the new constitution can be approved at the next meeting in September

**Swimming Caps**
There has been no further progress

**Working Bee**
No date was set for the working bee due to delays in finishing the new school hall.

**Inward Outward Correspondence**

**Inward**
- A thank you card was received from the Finotti family (plant gift - bereavement of Linda Finotti).
- A letter from Colmslie Aquatic Centre advertising their outdoor film night. The letter was accompanied by a number of tickets which the school could sell and keep the proceeds.

  *It was decided at the meeting that, as the school is currently selling tickets for its major fund raffle then the tickets should be returned to the Aquatic Centre. Tim Goodsell (Secretary) agreed to do this.*

- An email was received from the QLD Government inviting the P&F president to a farewell gathering for Archbishop Bathersby.

  *Ian Gray (President) informed the meeting that he attended the event and that he had a very enjoyable time*

- An email was received from Di Farmers (State Member for Bulimba) office apologising for not being able to make this months P&F meeting due to the fact that she has to be in Parliament on the night.

- A thank you letter was received from St Clares School Tully (gold coin day donation – Cyclone)

**Outward**
No outward Correspondence
Principals Report

Sr Ann-Maree Nicholls (school principal) spoke about the following:

2012 Enrollments

- Still waiting for a number of parents to inform the school whether their children will be attending next year (especially Grades 4/5).
- Two new students started last week and 8 new students will start next term.

  At this point Tim Goodsell (Secretary) agreed to contact Mechelle Fury (Welcome Wagon) and the office to set up a process where the P&F are informed about new students starting, so that they can be welcomed via the school's newsletter.

Canberra Year 7 Trip

The Year 7 students had a wonderful time in Canberra, they were a pleasure to take away and received good reports about the manners and behaviour.

Year 4 Camp

The Year 4 students had a great time Tuchekoi Camp (near Gympie), feedback about the camp has been good.

Catholic Schools Music Festival

The three groups (Year 1 Choir, Senior Choir, Sts Peter and Paul’s Band) representing Sts Peter and Paul’s all did extremely well and were awarded silver for their efforts.

Other Upcoming Events:

- Book Week this week – family night tomorrow
- Athletic Carnival (Grade 3-8) on August 30th
- Mini-Olympics (PREP – Year 2 ) on September 9th

Treasurers Report

The treasurer (Ann-Maree Scafe) reported that:

- No Revenue received in July.
- Expenditure in July totalled $938. Expenses paid were
  a) $550 raffle ticket printing costs
  b) $54 printing and stationery for Dinner Dance
  c) $334 to Bulimba Florist re teacher’s family bereavements.
• The financial position at the end of July stands at approx $45,980.

• Approved projects yet to be paid total $24,400 (approx). This leaves us with a surplus of $22,500 (approx).

**General Business**

**Solar Power**
Tim Goodsell (secretary) asked Sr Ann-Maree whether the school has considered installing solar panels to reduce their electricity bills.

Sr Ann-Maree Nicholls replied that Damian Sullivan (Vice-Principal) is currently looking into the:

• Feasibility of installing solar panels in the school
• The many grants that are available to the school to fund it.

Sr Ann-Maree informed the meeting that Damian will update the P&F with his findings at the next meeting.

**Peter Gibson – Flowers**
It was agreed at the meeting that the P&F should send flowers to Peter Gibson (Grade 7 teacher) whose wife has just had a baby. Ann-Maree Scafe agreed to do this.

**Group Reports**

**Welcome Wagon:**
No report.

**Care and Concern Group Report:**

**Mini/Modified Year 7 Market Day**

Preparations continue for the Market Day. There has been wonderful support from the Year 7 parents in the classroom, and the Year 5 and 6 classes continue to make their contributions.

Clare and Peter Maylon have once again very kindly volunteered to run the Sausage Sizzle Lunch for the Year 7s, and have sourced everything needed. The Sizzle has been advertised in the last two school newsletters, and a good response has been received so far.

As in previous years, it is hoped that the Mini-market Day will receive support from parishioners by way of Jam and Relish donations. Pat Purcell has already very kindly donated his popular relish. Advertisements will be placed in the parish newsletter over the next couple of weekends.
Parish Cake Stall

The Parish Cake Stall was held on the weekend of 20 and 21 August, and raised $240.

Annual Crayon Donation

At Sts Peter and Paul’s School we have an active Care and Concern Committee, which run a number of projects each year. These projects are designed to assist the community, where possible, by involving the children at the school. One focus has been to raise awareness within the school community of ways we can provide help to others in our local and overseas communities. The Donation of Crayon and Pencils, occurs at the end of each school year where the children from all classes are asked to donate both their used and unused crayons, texta’s, pencils and other stationery.

For 2011, with the P&F and Sr Ann-Maree’s approval, we are seeking to donate these pencils to:

CityCare Brisbane

CityCare Brisbane was founded in 1995 to assist marginalised people in Brisbane. Their mission is ‘Empowering people today for a better tomorrow’ and ‘Restoring hope to broken lives’.

Part of CityCare’s vision is to:

- be a unique agency with a can-do attitude;
- supplement and compliment existing services, rather than duplicate them;
- be a safe place where people can learn new skills while addressing the issues and traumas that life can bring; and
- not just give a hand out, but offer a hand up.

Kerrie Fritzell, Manager of Operations at CityCare has identified 2 ways in which the crayons and pencils could be used:

1) We would use these for the children at the 'drawing tables' during play time at Mainly Music (a program we have weekly for mums with their kids)

2) We could bundle these and give them out to guests who come in each New Year, and cannot afford the 'back to school' packs through their school (we also find people new to the area and starting at school, often need these).

CityCare offer child/youth counseling and Domestic Violence help and have mothers and children in the centre on a regular basis.

Julie Allen, the Lourdes Hill assistant principal for faith and mission, was also contacted for suggestions. Julie identified two projects:

1) stationery packs for the Sudanese refugees at St Brendans at Moorooka. Julie Allen has contacts
2) stationery packs for the indigenous children and women utilizing the women’s spirituality centre at the Santa Teresa Mission in Santa Teresa, Alice Springs, in the Northern Territory. This year the Lourdes Hill girls are involved in an emersion program out at STAK with indigenous children. Julie said that Lourdes Hill is likely to hold the Santa Teresa emersion project each year and could take the stationery packs with them.

**Social Group Report:**

1. Fundraising

1.1. Revenue Breakdown

Revenue as agreed and discussed in previous P&F Meetings. The Revenue Breakdown (see Revenue Breakdown), this outlines the fundraising targets and the line item revenue targets *(Sponsorship updated since last meeting)*

Previous Dinner Dances profit was $31,000

1.2. Raffle

Raffle Tickets have been successfully distributed to families on time and as expected.
- Families have received 1 book of 10 tickets at $5.00 each ($50 book)
- Incentives have been advertised and appear to be working well
- Ticket collection due dates have been communicated, Due Friday 9th of September
- Goal is collect 3600 tickets by close of Term 3. To Date 4331 tickets have been distributed. Collection is yet to close however books are being collected
- Additional 660 to be sold. The Bulimba Festival Stall (120 location - out the front off Coffee Club) is organised for Sunday 28th August. The team will reassess ticket sales and collection by 9th Sept and if required organise a Saturday morning/s at Woollies’ Bulimba

1.3. Dinner Dance

Date booked for the Gabba: **TERM 4 Friday 28th October**

Final costing as per Quote for Members Dining Room at $95.00 per head, Tickets are being sold at $110 per head. **Try Booking launched this week, will report on ticket sales in September**

Capacity available is 140, revised down from 160 due to Member Dining Room configuration not able to hold the same capacity as the Legends Room

Sponsorship is progressing and Donations Items are still being sought
- Dinner Dance Donations highlight this month is a Team signed Brisbane Lions Block Mount Poster (ready to hang)
- Sponsorship is still available; to date we have had a slow uptake on the Sponsorship Packages. A big Thank You to Sonya Strutton who has been working on Sponsorship within the local area.

- **Naming Rights:** Place – Cathy Richards

- **Gold:** De Luca Corporation, MCG Group
- **Silver BOQ Bulimba, Downtown Toyota**
- **Table Sponsorship:** Pompidou, Bayside Pro Installs

**Helping Hand** will be providing Main Auction Items, the goods are on consignment. The team will be reviewing the Auction items and reserving them for our event. SAMPLE ITEMS INCLUDE:

- **Muhammad Ali** signed 11x14 inch photograph. A double photo piece, Muhammad Ali is fast refusing any further signings - a must to pick up, before his health degenerates any further. **COST $850.00** **RESERVE: $1200.00**

- Australian cricket - **Signed One Day International shirt from season 2007** - Featuring 12 signatures from our golden era, including: Gilchrist, Hayden, Ponting, Hussey, Brett Lee, Symonds, and Clarke. **COST: $850.00** **RESERVE: 1200.00**

- **Casey Stoner** - signed and framed multi photo MotoGP collectable. Australia's own 2007 MotoGP World Champ. Always a title threat and 2011 looks to be the year for Casey's second Championship! Bound to appreciate in value as he continues to win **COST: $450** **RESERVE: $600.00**

- 7 nights at the incomparable **Sanctuary, Port Douglas, Queensland**! Better than 5-star Luxury, featuring 3 full Bedroom suites and your own Private Plunge Pool. A Golf Hole and a private Golf Buggy is provided for your entire stay. Access to the Beach, Lagoon Pools and 18-hole Championship Golf Course (Green fees apply), is provided by Sheraton Mirage. Enjoy the wonders of Australia's Great Barrier Reef and Tropical Rain forest on your doorstep! Subject to Availability with a 12 month travel validity. You have 2 months to make contact and secure your travel dates. Other Terms/Conditions apply, please refer to Holiday promotional display **COST: $2750.00** **RESERVE: $3550.00**

- **Newsletter Flyer** went out to local families regarding donations and sponsorship with little response, this will be resent again early September

- Donation Register is being updated regularly and Social Committee has approached the local School Business Register, records of business contacted have been documented. Wider Business groups are also being approached

- To date approx $8000 dollars in donations received. Our target is $12,000 so this is fantastic progress. There is another 2 months (9 weeks) until the Dinner Dance which allows enough time to firm up

**1.4. Actions since last report**
- Items to Action since last update:

<table>
<thead>
<tr>
<th>Band</th>
<th>Owner: Social Comm</th>
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<tr>
<td>Midnight Groove</td>
<td>COMPLETED</td>
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<table>
<thead>
<tr>
<th>Dinner Dance Tickets</th>
<th>Owner: Social Comm</th>
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<tbody>
<tr>
<td>Agreed $110 per ticket at last meeting</td>
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</table>
### Theme
**Owner:** Social Comm
*Cocktail with a splash of sports*

### MC
**Owner:** Social Comm
*Victoria Carthew 4BC*

### Raffle Tickets
**Owner:** Social Comm
*Distributed and managed via record of tickets sold*

### Run Sheet for night
**Owner:** Social Comm

### 1.5. Revenue Breakdown

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<tr>
<th><strong>TARGET</strong></th>
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<tbody>
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<tr>
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<td><strong>Total</strong></td>
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<th><strong>Sponsorship</strong></th>
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<th><strong>Subtotal</strong></th>
<th><strong>Cumulative total</strong></th>
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<tr>
<td>$2,000.00</td>
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<td>$2,000.00</td>
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<td><strong>Total</strong></td>
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<td><strong>$10,750.00</strong></td>
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<table>
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<th><strong>Raffle</strong></th>
<th><strong># Gifts req.</strong></th>
<th><strong>Subtotal</strong></th>
<th><strong>Cumulative total</strong></th>
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<td><strong>Total</strong></td>
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<td><strong>14,800.00</strong></td>
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Technology Report:

Terry Shaw (Technology Group) spoke about the following:

Current inventory (outside admin - teaching / student resources):

- 30 student laptops (purchased in 2009)
- 27 desktops in the classrooms (purchased in 2009)
- 30 desktop PC’s in computer lab (all new in 2010)
- 14 desktop PC’s in library (12 in general use, 2 for library catalogue. 6 new in 2010)
- 12 electronic whiteboards – Hitachi CP-A52 Starboards (years 3 to 7 covered, 10 rooms to go, prep to year 2)

All this inventory is capitalised over 5 years and has been funded by the P&F

Catholic Education provide 2 onsite servers and administration IT systems

Library also has:

- 6 ipads (using educational apps and e-books. Moderately booked)
- 6 Cisco flip video cameras (used by students to create multimedia presentations)

Current Support Arrangements

Limited support 6 hours a week from Catholic Education recommended IT service provider, Fawmatt. Break/fix on IT assets

Terry Ballantine is maintaining the whiteboards – require regular light maintenance.

Potential replacement costs and schedule

At this stage it would appear that most IT equipment is less than two years old, and we could probably expect to get at least another two years usage out of existing equipment.

In 2013 we would require the replacement of 30 laptops (estimate $800 each, $24,000 total)

In 2014 we would require the replace of 71 desktops (estimate $600 each, $42,600 total)

Hitachi generally provide hardware support for their products for 5 years after they are withdrawn from sale. As such the starboards would have an expected life of probably 6 - 8 years, before replacement parts/ repair would likely become uneconomical. More investigation on specific models in use required to determine when starboards may begin to require replacement, but it is at least 5 years away.
Currently have $15,000 in the future fund for equipment replacement. Would need to fund an additional $40,000 (approximately) into this fund by 2014 in order to replace existing equipment.

Opportunities and Ideas

Generally need a clear picture of the school’s ICT plan to help decide where P&F funds should go, but current priority is to continue rollout of Starboards to all classrooms. This equipment is definitely enhancing the learning experience in the classroom, and allowing teachers to present to students in a much more interactive way. Strongly recommend continued support of this program by the P&F.

At this point that it was agreed that the P&F should fund 9 Interactive Whiteboards, with the money coming from

- The Sinking Fund established in 2010 ($15,000)
- Profits from the Mega Raffle and the Gala Dinner
- The 2011 P&F Levy

Catholic Education grant being used to provide laptops to teachers and expand wireless network coverage. Wireless network infrastructure is only deployed in limited areas throughout the school. A proposal is being developed for greater wireless coverage. Difficulty covering the full wireless expansion with the Catholic Education grant. Shortfall of maybe $30K. Could P&F funds help? Expect rollout of greater wireless coverage either end of this year or early next year.

The computer lab is very heavily booked. More laptops would allow more computer based education in the classroom and lessen demand on the lab, however, there is a dependency on greater wireless coverage.

At this point it was discussed whether the school should be providing students (grades 5 -7) with their own individual laptop. It was agreed at the meeting that Terry Shaw should investigate (with the help of Sara Roxburgh) what other schools have done in this space (laptop/student schemes).

Professional training for teachers on whiteboards to further enhance optimal use of the technology

Whiteboards can be expanded in functionality - Elmo document cameras

“Green Room” – a multimedia centre where students can use IT to create presentations, website, video segments / podcasts.

Bee-Bots – introduction to programming and robotics

iPads need protective covers and possibly docking stations for charging if number is expanded

Could parents be involved in basic maintenance of IT equipment and would this help the school? Eg. Help clean starboard’s and filters.

At this pint in the meeting it was agreed that Terry Shaw will speak to Terry Ballantyne concerning establishing a regular cleaning schedule.
Atomic Learning from Catholic Education. Online tutorials for parents.

**Close of Meeting:**
9:20pm

**Date of Next Meeting:**
No date was set. Sr Ann-Maree Nicholls (Secretary) to inform the secretary concerning the date of the next meeting.