St Peter and Paul’s School Parents & Friends Association Meeting
Thursday 16th September 2011

Welcome

Attendees: Tim Goodsell, Paul Sheppard, Terry Shaw, Ann-Maree Scafe, Ian Gray, Damian Sullivan, Bronwyn Wolski, Megan Deldot

***** A QUORUM WAS NOT PRESENT ******

Although a quorum was not present it was agreed that the meeting would continue although no financial decisions could be made.

Apologies: Sarah Roxburgh, Lana Killian, Sr Ann-Marie Nicholls, Nicole Cunningham, Mechelle Fury

Previous Minutes: Minutes of the Previous Meeting held in August 2011 accepted by Ann-Maree Scafe and seconded by Terry Shaw

Opening Prayer

Business Arising From the Previous Meeting

Pickup/Drop Off Line Shades
Paul Sheppard (Vice-President) informed the meeting that a combined grant application (funding for Pickup/Drop Off Lines and Oval Grandstand) would be submitted to the Community Gambling Benefit Fund ($25,000 - $35,000) before the end of November deadline.

Oval Grandstand
Paul Sheppard (Vice-President) informed the meeting that:

- Plans for the oval grandstand would be sent to Sr Ann-Marie Nicholls and Damian Sullivan for comment
- The grandstand will be constructed from plastic timber rather than concrete (looks better)
- It is estimated that the cost will be $10,000 - $15,000 although he will get three quotes from builders

Damian Sullivan (Vice-Principal) indicated that the seating will probably be used for after school activities and as an eating place for students during lunchtime rather than for sporting activities.

P&F Survey 2011
Tim Goodsell informed the meeting that the P&F Survey was not on Survey Monkey due to problems with using the existing Survey Monkey account. It was hoped that the survey will be up and ready by the beginning of term 4.

Swimwear
Megan Deldot informed the meeting that the HosiKozi were now stocking the new school swimwear. It was agreed that Megan would send details of the new swimwear (items, prices) to Damian Sullivan (to pass onto the class coordinators) and Tim Goodsell (to advertise the items and prices in the school newsletter).

Constitution
Tim Goodsell (Secretary) informed the meeting that since the last meeting the old constitution (unsigned) has been found and circulated to the executive committee for comment.

Because the current meeting quorum number had not been reached, Tim proposed that:

- The old constitution should be re-adopted at the next P&F meeting along with any proposed changes. (This was agreed)
- A hard copy of the constitution should be stored in P&F cupboard (This was agreed).

Welcoming New Families
Tim Goodsell (Secretary) informed the meeting that a process has been established so that when new families join the school during the year:

- The school office will email him the family details.
- He will put a message in the school newsletter welcoming the new families to the school.

Working Bee
No decision was made concerning the date of the next working bee

Inward Outward Correspondence

Inward
The following correspondence had been received:

- A letter from Talisman Energy advising that in recognition of Ian Gray’s contribution to the P&F, a grant for $500 “Talismans Investing in Our Communities Program” has been awarded to the P&F for the purchase of computer equipment and reading material.
- A thank you card was received from Peter Gibson (flowers – baby).

Outward
The following correspondence had been sent out:

- A letter to the Colmslie Aquatic Centre informing them that the P&F at this time is unable to sell tickets for their “Community Movie Night”
**Principals Report**

Damian Sullivan (school vice-principal) spoke about the following:

- **Apologies from Sr Ann-Maree for not attending the meeting**

- **Naplan Results.** The results for grades 3/5/7 were significantly above the QLD average and therefore a big pat on the back for the teachers and students. Parents will be receiving their child’s individual report during the next few weeks.

- **Mini Olympics.** This was a very successful event. Many thanks to the many parents and grade 7 students who helped out on the day.

- **National School Solar Program.** The school has submitted an application for a grant ($19,000) after being unsuccessful last year. It is hoped that the money will be spent on solar panels (2KWH) and energy efficient lighting. How much money will be saved is hard to work out as no ENERGY AUDIT has been carried out.

**Treasurers Report**

Ann-Maree Scafe (Treasurer) informed the meeting that:

- Revenue received in August totalled $5,505 (Major Raffle proceeds $4,755 and $750 Sponsorship)

- There was no Expenditure paid in August.

- The financial position at the end of August stands at approx $51,480.

- Approved projects yet to be paid total $62,280. This has increased by $37,860 since last month due to approval of the purchase of 9 starboards at an approx cost of $54,000.

  Funding of this will be:  
  - $31,000 Dinner Dance and Major Raffle  
  - $15,000 IT Future Fund  
  - $1,140 2009 IT Equipment excess  
  - $6,860 2011 P&F Budget  
  - $54,000  

This leaves us in a deficit position of $10,800 (approx), we will return to a surplus situation as all Raffle Monies and Sponsorship monies are receipted.

**General Business**

**Old School Uniforms**

Megan Deldot to ask HoziKosi whether they would be prepared to sell the remaining old school uniforms (which they have in stock) for a low price to the school community in order that they can be donated to an overseas school.

**AGM**
Tim Goodsell (Secretary) informed the meeting that the P&F AGM will be held in November rather than October due to the fact that the dinner dance is being held in October and therefore it didn’t seem appropriate to handover to a new committee before then.

**Tuckshop**
Leo Wallin to investigate whether the tuckshop cooking appliances need to be upgraded to cater for large functions in the new school hall.

**Group Reports**

**Welcome Wagon:**
No report.

**Care and Concern Group Report:**

Mini/Modified Year 7 Market Day – Thursday 8 September
The Care and Concern Group supported the Mini-market day by way of Cake, and Jam and Relish donations. All in all, a successful day which was very much enjoyed by the children.

Parish Cake Stall
The next Parish Cake Stall dates have changed, and will now be held on the weekend of 15 and 16 October.

Starlight Foundation Fundraiser - Crazy Hair Day
Crazy Hair Day has been postponed until Friday 18 November. Mel Ivanhoe (Sassi from Year 7’s mum) has been in touch with the Foundation and has a number of Starlight Foundation items for the children e.g. drink bottles etc. At this stage these items will be given out, for example, as prizes for craziest hair in each grade.

Mel has kindly offered to coordinate this project with Sheree.

**Good Sam Melbourne Cup Day Lunch Fundraiser – Tuesday 1 November**

We have met with Sr Mary in regard to what help she would like from the Care and Concern Group for the Lunch.

Our support will include:

- Emailing the school community to let them know about the lunch and hopefully attract some “younger” people;
- Organising a donation of wine/champagne for the lunch;
- Selling Raffle Tickets at the masses (Sat 6pm, Sun 8am and Sun 6pm) on the weekends of 22 and 23 October, and 29 and 30 October. As the Care and Concern Group doesn’t have enough members to cover all masses across both weekends, we have contacted and received support from members of the school community to assist us with this activity;
• Assisting with the set up on Monday 31 October in the School Hall (from 4.30pm);
• Assisting with the clean up following the lunch on Tuesday 1 November; and
• Organising a high-tea style dessert for the lunch.

**Update: Book Week Project – for 2012**

Unfortunately we were unable to run a Book Week project this year; however Terry Ballentine and I have a couple of projects in the pipeline that we have run by Sr Ann-Maree for Book Week next year (in the “Year of Reading”). We are keeping in mind that the St P&Ps fete is on next year – which will limit the projects that we can run until Term 3.

Raising money for the Indigenous Literacy Foundation, we will:

- organise a gold coin Book Swap for the children;
- have a meet the author and parent information night on children’s literacy; and
- have a Book Fair (during Book Week) – still determining which supplier to use.

**Grade 6 meeting – for next year’s Care and Concern SRC**

The meeting with the Grade 6’s to introduce them to the Care and Concern Group will occur in approximately Week 2 of Term 4 during the children’s lunchtime. Heather Mazlin has kindly agreed to be our contact this year.

Traditionally the Grade 6’s take on responsibility for the SVDP Christmas Hamper, and Crayon Collections.

**Social Group Report:**

1. **Fundraising**

1.1. **Revenue Breakdown**

Revenue as agreed and discussed in previous P&F Meetings. The Revenue Breakdown is Available in Appendix 1, this outlines the fundraising targets and the line item revenue targets (Sponsorship and estimated revenue updated since last meeting)

Previous Dinner Dances profit was $31, 000

1.2. **Raffle**

**Raffle Tickets** are being collected. The due date was Friday the 9th and to date approx 50% collected. There were

- 500 books printed and school families have received 1 book of 10 tickets at $5.00 each ($50 book)
- 386 books distributed to school families, the remaining 114 have been sold through the incentive program and Bulimba Festival
- **Incentives** have worked well, the current leaders being Tara McCarthy, Ali Gray, Georgia Fenton and Oscar DiVencenzo. There will be a presentation on Wednesday 14th at Assembly to the prize winners
• The **Raffle Register** is being updated. Once the final books are returned this week we can assess the need for a stall at Woolworths Oxford St Term 4 to sell the unsold books from families

• **Reminder letters will go to individual families Week 1 of Term 4**

### 1.3. Dinner Dance

**Deposit** is being paid for the Gabba this week: **TERM 4 Friday 28th October**

**Try Booking** launched and working well. To date we have 7 tables booked, and 6 tables reserved w/o payment

**Sponsorship** is progressing and **Donations Items** are still being sought

Dinner Dance **Donations** highlight this month are $2200 in vouchers from **Chris Hall Photography** (3 x $400 portrait voucher and 1 x $1000 Designer portrait session voucher). Also $150 Voucher from the **New Wardrobe Boutique** on Oxford Street and $150 Voucher from **Creative Memories**

To date the **Donation Register** is up to date and we have approximately **$11,500 in donations**. There will be a final push for donations throughout September

Items have been reserved through **Helping Hand** for our **Main Auction**, some items became available this week and have been secured which include:

- **The WALLABIES** - Signed OFFICIAL 2011 World Cup jersey! Mounted on a custom designed matboard and signed by the complete team of stars, incl. Genia, Cooper, Horwill, Ioane, Beale, Elsom, and Pocock!

- **DARREN LOCKYER** - Rugby League's superstar, hand signed & 3-D box framed Football Boot. AGAIN led QLD to its 6th series win in a row in 2011! Over 350 games for the Broncos and 55 Test Caps for the Kangaroos. A true ambassador of the game.

- **CADEL EVANS** - Winner of the 2011 Tour de France Yellow Jersey! Australia's first ever Champion in this 98 year old classic. Hand Signed 8x10 photo framed with an extra picture. This will sell out extremely fast...

**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 and Donations within the local area**

**Naming Rights**: Place – Cathy Richards

**Gold**: De Luca Corporation, MCG Group, Raptis Fish Markets

**Silver** BOQ Bulimba, Downtown Toyota, Rycon Constructions

**Table Sponsorship**: Pompidou, Bayside Pro Installs

**Newsletter Flyer** distributed to local families regarding donations and sponsorship with a fair response, this will be sent out again Week 1, Term 4
1.4. Actions since last report

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<tr>
<td>Band</td>
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<td>Completed</td>
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<tr>
<td>Dinner Dance Tickets</td>
<td>Owner: Social Comm&lt;br&gt;Flyer distributed with trybooking details&lt;br&gt;7 tables booked/paid and another 6 reserved w/o payment (110 guests to date)&lt;br&gt;&lt;b&gt;Only 3 tables left after reservations&lt;/b&gt;</td>
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<td>Owner: Social Comm&lt;br&gt;Victoria Carthew 4BC&lt;br&gt;Run Sheet to be sent to Victoria</td>
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<tr>
<td>Raffle Tickets</td>
<td>Owner: Social Comm&lt;br&gt;Distributed and managed via record of tickets sold&lt;br&gt;Approx 198 families are yet to return raffle tickets&lt;br&gt;Now in profit approx 5K</td>
<td>WIP</td>
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<tr>
<td>Run Sheet for night</td>
<td>Owner: Social Comm&lt;br&gt;Program, Silent Auction, Main Auction, Band, Entertainment, Scoreboard presentation&lt;br&gt;&lt;b&gt;DRAFT PROGRAM&lt;/b&gt; and bid sheets, guidelines created. Will need a quote to print</td>
<td>WIP</td>
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**Technology Report:**

Terry Shaw spoke about the following:

- **Interactive Whiteboards** – The whiteboards will need to be cleaned twice a year, Terry will organise a team of four people to do this. It will probably take about an hour to clean the whiteboards.
- **Laptop for Students** - Sarah Roxburgh has done some investigative work and sent through some information concerning schemes currently operating in other schools. At the Guardian Angels School (Ashmore) the parents only pay a yearly insurance fee ($150). St Martins (Carina) is also operating a scheme next year (Terry is going to find out more information about this scheme).
- **Laptop Batteries** - There are some battery issues with some of the schools laptops.
**Close of Meeting:**
9:15pm

**Date of Next Meeting:**

No date was set. Tim Goodsell to contact Sr Ann-Maree Nicholls regarding the date of the next meeting.