



St Francis Xavier Primary

P&F Agenda

Meeting Minutes

Date 27 April 2021
Time 4.30pm
Venue St Francis Xavier Primary School Staff Lounge
Address 5 Maitland Street Geraldton WA 6530

Attendees

Tania Newey (President)
Mandy Jones (Vice President)
Emma Johnston Clark (Secretary)
Lara Harris
Chris Plunkett

Apologies

Bec Swan

Absent

1. WELCOME & INTRODUCTION

- Attendees and Apologies (for noting)
- Acknowledgement to Country
- Prayer
- Conflict of Interest (for declaration by members)
- Acceptance of Agenda

AGENDA

Confirmation of Agenda dated – 19 April 2021
Accepted unanimously by show of hands.

PREVIOUS MINUTES

Accepted unanimously by show of hands

MOTION ONE: Minutes of meeting dated 16 March 2021 to be accepted as a true and accurate record.

MOVED: Chris Plunkett **SECONDED:** Mandy Jones

Correspondence in - NONE

Correspondence out - NONE

2. BUSINESS ARISING FROM PREVIOUS MINUTES

- Email/SMS
- Tab, Agenda, Minutes, Website



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3. P&F Constitution

- P&F representative to attend the School Advisory Council (previously School Board). Nomination and acceptance for Mandy Jones.

4. PRINCIPAL'S REPORT

- Provided with feedback in general business

5. Easter Raffle

Reflection on Easter Raffle held in Term 1.

Considerations include –

- Moving the raffle to Feast Day Term 1, 2022 (on the day sales, part of the event)
- Earlier advertising for the event.
- System for checking returns, identifying books by number to monitor returns.
- School draw on final day of term - Winner to be present, collect on the day, encourages students to attend.
- Raffle drawn by year group or as whole school event (whole school easier to facilitate, some winners are non-attendees to SFX)

6. Junior Disco

Junior disco to be held over two days in Week 7.

Details are:

- Kindy – PP Thursday 3 June 2021 4:30 – 5:30
- Year 1 – 3 Friday 4 June 2021 4:30 – 6:00
- PJ Party Theme.
- Sub committee to be formed, Bec Swan assisting.
- Simone Watson (previous Disco committee) to assist with historical information on event)
- Design tickets, fliers, Facebook and newsletter advertising.
- Show bags for attending children
- Venue – accessible lunchtime June 3 – evening June 4 (Clean-up/Tear down).
- Source catering, DJ, Sound systems, Risk Management.
- Medical – Parents to stay.
- Identify - Working with children, Volunteers.

7. Calendar of Events

- Yr 4 and 5 Movie Night Friday 29th October
- Feast Day moved as a welcome school event in 2022.

GENERAL BUSINESS

- Website – Overview is user friendly - P&F Link, suggestion box, calendar, business thread?
- Community mixers – coffee van (Sweet Olive, Sweet design) by front lawn catered by year group for parents, Big Softee ice-cream, email parents by year group to connect for mixers.



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MEETING FINALISATION

Actionable Items

- Research ideas for Parent/School community events.
- Public Disclosure – Continue to positively promote St Francis Xavier in the wider community.
- Prayer for next meeting – XXXX

NEXT MEETING

Date Tuesday 25 May 2021
Time 4.30pm
Venue St Francis Xavier
Address 5 Maitland Street Geraldton WA

Time Meeting Closed: 5:25

Draft