



St Francis Xavier Primary

P&F Agenda

Meeting Minutes

Date 16th March 2021
Time 4.30pm
Venue St Francis Xavier Primary School Staff Lounge
Address 5 Maitland Street Geraldton WA 6530

Attendees

Tania Newey (President)
Lara Harris
Liz McBride
Chris Plunkett

Apologies

Emma Johnston Clark (Secretary)
Mandy Jones (Vice President)
Julie Hogben

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 –
Accepted unanimously by show of hands.

PREVIOUS MINUTES

Previous minutes not presented.
Accepted unanimously by show of hands

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

MOVED: **SECONDED:**

Correspondence in - NONE

Correspondence out - NONE

2. BUSINESS ARISING FROM PREVIOUS MINUTES



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3. P&F Constitution (Vacant Positions including Vice President, Secretary and School Advisory Council Member)

- Tania Newey accepted position of President and endorsed
- Mandy Jones nominated and endorsed as Vice President
- Emma Johnston Clark nominated and endorsed as Secretary
- Option for P&F rep to attend the School Advisory Council (previously School Board) offered. Offer is being considered and nomination has been postponed until the next meeting.

4. PRINCIPAL'S REPORT

- Provided with feedback in general business

5. Easter Raffle

- Tickets are being organised and will be distributed to classes on Friday 19th March
- Tickets returned by Tuesday 30th March
- Raffle draw at 2:30 on Thursday 1st April
- Easter eggs will be purchased with 1 prize per year group using school account prior to the raffle. 4 baskets will be created to donate at St Vinnies.

6. Calendar of Events 2021

Junior disco to be held over two weeks.

Dates are:

- Kindy – PP Thursday 27 May 4:30 – 5:30
- Year 1 – 3 Friday 28th 4:30 – 6:00
- Booking needs to be confirmed with Parish Office: 9964 1608

- Yr 4 and 5 Movie Night Friday 29th October

Feast Day was suggested due to busy calendar to postpone for 2021 and move as a welcome school event in 2022.

GENERAL BUSINESS

Parent Feedback regarding communication:

- Term Planner direct link on school website
- Important dates in newsletter
- Wrist band explanation

MEETING FINALISATION

Actionable Items

- P&F Member to Contact Parish Office to book junior disco dates and obtain certificate of insurance: 9964 1608
- Ben to provide oldest in class numbers to Tania
- Public Disclosure – Continue to positively promote St Francis Xavier in the wider community.
- Prayer for next meeting – XXXX



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NEXT MEETING

Date Tuesday 27 April
Time 4.30pm
Venue St Francis Xavier
Address 5 Maitland Street Geraldton WA

Time Meeting Closed: 5:25

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