



St Francis Xavier Primary Parents and Friends Group MEETING MINUTES

Date	Tuesday 22 March 2022
Time	7.00pm
Venue	Parish Meeting Room, Catholic Centre
Address	7 Maitland Street GERALDTON WA 6530

Attendees

Ben Doyle
Tania Newey (President)
Mandy Jones (Vice President)
Chris Plunkett (Secretary)
Lara Harris
Teresa Tomlinson
Bec Swan
Kirra Giudice

Apologies

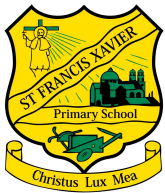
Katherine Tutt
Anita Teakle
Emma Johnston Clark
Jade Hardy

1. WELCOME & INTRODUCTION

- Attendees and Apologies (for noting)
- Acknowledgement of Country
We gather here today on this beautiful and special land traditionally cared for by the Southern Yamatji People. We recognise both their knowledge and continuing connection to land, water and community. As members of the St Francis Xavier Primary School community, we understand that we can learn from this knowledge and the Southern Yamatji culture. We pay our respects to the Southern Yamatji People, their elders past and present and to all Aboriginal and Torres Strait Islander People in Australia today
- Prayer
Dear Lord, grant us the serenity to accept the things we cannot change, courage to change the things we can, and wisdom to know the difference. Amen
- Conflict of Interest (for declaration by members)
- Acceptance of Agenda

Confirmation of Agenda dated – 22 March 2022

Accepted unanimously by show of hands.



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2. PREVIOUS MINUTES

MOTION ONE: Minutes of Meeting dated 27 April 2021 to be accepted as a true and accurate record

MOVED: Ben Doyle

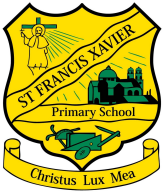
SECONDED: Tania Newey

- Business arising from Previous Minutes:

P&F Representative to attend School Advisory Council (SAC) Meeting
Feedback regarding Easter Raffle 2021
Junior Disco Organisation
Setting the Movie Night date
Postponing the Feast Day Celebrations to a Season Opener
School Website Overview
Community Mixers

- Action Item List

P&F Representative to attend SAC	Tania and Mandy Selected dates: 5:30pm via Teams
School Website Overview – Business Thread	Bec to investigate other School Policies and Practices regarding this. To be discussed at the next meeting
Community Mixers: email parents by year group to connect for mixers (Covid Restricted)	Covid restricted at this stage but Seasaw to be used as communication platform All ideas welcome as to how we can welcome parents back into School i.e P and F to fund \$2 per coffee from a coffee van
Research ideas for Parent / School community events	Ben and Chris develop a Survey for Parents and Students All keep bringing ideas to the meetings
Public Disclosure – Continue to positively promote St Francis Xavier in the wider community	All



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3. CORRESPONDENCE

- Inward
Catholic School Parents WA Membership: Tania Newey to investigate our membership status, costs and what we get from it. Will be on the Agenda for the next Meeting
- Code of Conduct and Requirements: Code of Conduct documents are on the School Website for Staff, Parents and Students. A student friendly format has been adapted from this documentation and is also on the website. Audit Requirements: The Executive and School Advisory Committee to complete yearly
- Mandatory Reporting Requirements: Ben Doyle clarified that new P and F committee members must complete it each year, starting in 2023. CEWA will remind those via email, we have been audited for this year and passed
- Outward – N/A

4. PRINCIPALS REPORT

- Principals Report: Appendix A
- Finance Report Appendix B

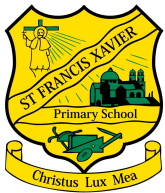
5. GENERAL BUSINESS

- Easter Raffle Finalisation
- Options for operating the P and F Meetings 2022
- Review of P and F Events for 2022
- Newsletter Communication
- Developing a simple communication database for interested parents
- P and F Group Wish List Application
- Second Hand Uniform Shop
- Other Business

6. MEETING FINALISATION

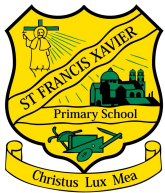
- Actions to be Taken

Agenda Item	Discussion / Administration	Action (who, what, when)
Easter Raffle Finalisation	- 23 baskets to be organised, 5 for donation to St Vinnies - sort tickets and count money prior to draw	Ben to send seasaw reminder



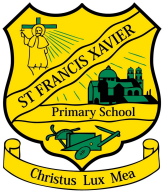
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	<ul style="list-style-type: none"> - drawn live at the Catholic Centre on 7th April 2:15pm (Mandy and Kirra) - Eggs to be collected from the Front Office (both venues to be live streamed) - Tania and Mandy happy to organise drop off for outside winners 	<p>Tania to organise baskets and cellophane Jade to buy and organise transportation of eggs to the Catholic Centre for bundling Volunteers to help bundle and pack eggs on Tuesday 5th April 9am at the Catholic Centre Ben to organise technology for the live feed</p>
<p style="text-align: center;">Options for operating the P and F Group Meetings 2022</p>	<ul style="list-style-type: none"> - Overwhelming majority want to meet in person at the Catholic Centre at 7pm (Covid restrictions permitting) - 12 people maximum at this stage - trial for Teams dial in for those that cannot make it at the next meeting as well - Agenda and Meeting Minutes to be displayed on the School Website - Seasaw reminder to be sent to Parents when these are available - Seasaw Account to be set up for the P&F Group 	<p>Ben to organise a Teams email link for those who cannot attend Ben to change the time on the Calendar to 7pm Ben to organise a seasaw reminder for the next meeting Ben to organise a Seasaw account for the P and F Group</p>
<p style="text-align: center;">Review of P and F Events for 2022</p>	<ul style="list-style-type: none"> - Feast Day temporarily suspended due to Covid Restrictions - General consensus is to plan for timetabled 2022 events at this stage - Junior Disco's: Catholic Centre temporarily booked - 23rd June: Kindy and Pre-Primary - 24th June: Years 1 and 2 - Year 3 to have their own event for 2022 - Socktober: 26th October - Year 4/5 Movie Night: 4th November - Year 6: financial contribution to School Camp - Discussion on what to use donated bike for (was for the Feast Day). Possibly 	<p style="text-align: center;">All</p> <p>Think of an Activity for Year 3's for 2022 Chris to order more socks online Chris to liaise with Mark Lamb for organisation (succession planning)</p> <p style="text-align: center;">All</p> <p>Bringing new ideas for events or fundraisers for this</p>



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	<p>running a competition for students in Years 3 to 6 for earning entry tickets by showing examples of School Values or a raffle. To be discussed in further detail at the next meeting</p> <ul style="list-style-type: none"> - discussion of Mothers and Fathers Day raffles, prizes: business donations, to be discussed in further detail at the next meeting - general discussion of event and fundraising ideas (i.e ice cream and hot cross bun drive) 	year (Covid permitting)
Newsletter Communication	<ul style="list-style-type: none"> - P and F Group to write articles for the Newsletter (deadline a week before scheduled Newsletters i.e Weeks 2, 5 and 8) - first article: broad overview (meeting information, website communication, seasaw communication, second hand uniform shop, up and coming events) 	Chris to attempt the first article for the Week 2 Newsletter (Term 2)
Developing a simple communication database for interested parents	<ul style="list-style-type: none"> - Advertise in the Newsletter methods of getting involved with P and F: website for ideas/feedback, agenda items and meeting documentation facebook page for working party/organising events - this ensures more streamlined, simple methods for running the P&F Group - (i.e no more email lists to manage) - SFX P&F Private Facebook Group to be used as a tool for organising events (minimum 3 Administrators to manage the Group) - 1TB Hard Drive purchased for Secretarial role - Online back up storage to be investigated for P&F Group (central storage, future succession). Back up at the end of each Term 	Chris to advertise how parents can get involved Mandy to set up a private P&F facebook Group Ben and Chris to investigate online back up storage for P&F Hard Drive
P and F Group Wish List Application	<ul style="list-style-type: none"> - No requirement for Staff to partake in a wish list application - General consensus to develop a Survey for Parents and another for Students/Staff to provide future direction, school improvement ideas and goals for the P&F Group (curriculum, developing community and building works focus) 	Ben and Chris to develop a Survey for Parents and a Survey for Students/Staff



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	- Budget: Set in October, run on a school year	
Second Hand Uniform Shop	<ul style="list-style-type: none"> - Teresa and Kirra to Manage. These ladies will liaise with the Front Office, tidy up, set up and manage the shop using the P and F Seasaw communication tool - Located next to Aleisha's office - Once a Term Newsletter reminder 	<p>Teresa and Kirra to tidy, set up and manage using occasional seasaw posts</p> <p>Chris to include a spiel in Newsletter Articles</p>
Other Business	- Clarification sought for the Ninja Warrior Course. Junior Primary students are allowed on the Course after school with parent supervision only	

Meeting Closed: 8:30pm

NEXT MEETING DATE – Tuesday 3rd May 2022
Parish Meeting Room, Geraldton Catholic Centre



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Appendix A Principals Report

Appendix B Finance Report

We have received \$120.00 to the end of February for 2nd hand uniform donations
P&F Levy Invoiced this year totals \$15350.00
This amount (+/- changes) gets credited to income later in the year
No expenses this year to date