



St Francis Xavier Primary Parents and Friends Group MEETING MINUTES

Date	Tuesday 3 May 2022
Time	7.00pm
Venue	Parish Meeting Room, Catholic Centre
Address	7 Maitland Street GERALDTON WA 6530

Attendees

Ben Doyle
Mandy Jones (Vice President)
Chris Plunkett (Secretary)
Teresa Tomlinson
Kirra Giudice
Anita Teakle
Emma Place
Frances Mounsey

Apologies

Tania Newey
Katherine Tutt
Bec Swan
Emma Johnston Clark
Jade Hardy
Lara Harris

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
O God my father in Heaven, I offer you myself, and all I do this day. Mary, my Mother help me to love God today. Saint Francis Xavier, Pray for us; Our Lady help of Christians, Pray for us; St Mary of the Cross MacKillop, Pray for us. Amen.
- Conflict of Interest (for declaration by members)
- Acceptance of Agenda



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Confirmation of Agenda dated – 3 May 2022
Accepted unanimously by show of hands.

2. PREVIOUS MINUTES

MOTION ONE: Minutes of Meeting dated 22 March 2022 to be accepted as a true and accurate record

MOVED: Mandy Jones

SECONDED: Teresa Tomlinson

- Business arising from Previous Minutes:

P and F Representative to attend SAC Meeting
Setting the Movie Night date
Postponing Feast Day Celebrations to a Season Opener
School Website Overview – Business Thread
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

- Action Item List

P&F Representative to attend SAC	Bec to attend: 24 May 5:30pm SFX Staff Room
Setting the Movie Night date	Thursday 4 th November 6pm Mark Lamb to oversee this event P and F Members to organise and serve popcorn on the night
Postponing Feast Day Celebrations to a Season Opener	General Business
School Website Overview – Business Thread	Bec to investigate other School Policies and Practices regarding this. To be discussed at the next meeting
Easter Raffle Finalisation	Massive congratulations to everyone involved in organising, buying, sorting, creating and presenting the Raffle. An



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	excellent team effort! The live feed was also enjoyed by many due to Covid Restrictions \$3440 raised!
Options for operating the P and F Meetings 2022	<p>Unanimous decision to hold all 2022 Meetings at the Catholic Centre</p> <p>Chris to book and obtain wifi password</p> <p>Ben to change the meeting time to 7pm on the school website Calendar and Yearly Planner</p> <p>Ben to upload the Agenda onto the School Website before each Meeting</p> <p>Ben to set up a Teams link for anyone that wants to tune in and listen to the Meeting</p> <p>Ben to advertise on Seasaw a link for the next Meeting (14th June)</p> <p>Ben to investigate a Seasaw account for the P and F for event advertising</p> <p>Ben to upload the Minutes, Principal's Report and Finance Report to the School Website after each meeting</p>
Review of P and F Events for 2022	Review complete
Newsletter Communication	Chris and Tania to draft an Introduction for the next Newsletter (Week 5)
Developing a simple communication database for interested parents	<p>Completed</p> <p>Chris to advertise in the Newsletter</p> <p>All</p> <p>Add new members to the private facebook working party group (SFX P&F)</p>
P and F Group Wish List Application	No further actions
Second Hand Uniform Shop	<p>Awesome effort from Kirra and Teresa in cleaning out the P and F Uniform Shop!</p> <p>5 bags removed/donated to ECE area/St Vinnies</p> <p>Chris to update price list to reflect final year of old uniforms</p> <p>Chris to advertise on Seasaw</p>

3. CORRESPONDENCE

- Inward – N/A
- Outward – N/A



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4. PRINCIPALS REPORT

- Principals Report: Appendix A
- Finance Report Appendix B

5. GENERAL BUSINESS

- Table of Ideas for Parent / School/ Community Events
- Survey Results (What Parents and Students want – P and F Goals)
- Book Club Organiser
- Bike Competition (Yr 3 + up, poster, school values entries)
- Year 3 P & F Event for 2022
- Junior Disco Organisation
- Other Business

6. MEETING FINALISATION

- Actions to be Taken

Agenda Item	Discussion / Administration	Action (who, what, when)
Table of Ideas for Parent / School/ Community Events	<ul style="list-style-type: none"> - No reschedule date for the Feast Day yet. General consensus to hold it early 2023 and rename it the “Welcome Evening” - Community Mixers for Term 2 2022: Two Year Groups at a time to meet 3 – 4pm on a Friday in the Undercover Area for a cupcake/ice cream/donut (paid for by P and F and subject to Vendor availability) - Coffee Van available for Parents to purchase drinks (subject to availability) - Esky’s with assorted drinks to be supplied by the P and F if Vendors are not available - Siblings welcome to attend - Proposed dates and Year Group levels: 26th May Kindy and Pre-Primary, 3rd June Years 3 and 4, 10th June Years 5 and 6, 17th June Years 1 and 2 	<p>Mandy, Emma and Chris to source Vendors for Community Mixers Chris to alert Ben with final dates of Mixers for advertising on Seasaw</p>



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	<ul style="list-style-type: none"> - School sports equipment will be available for students to play with - Tables and chairs set up for Parents to sit at - Reschedule and advertise via Seasaw if the weather is terrible 	
Survey Results (What Parents and Students want – P and F Goals)	<ul style="list-style-type: none"> - General discussion regarding the results - General consensus regarding goals for this year revolve around bringing the school community together (i.e parents meeting parents) as opposed to fundraising activities 	Teresa to research ideas for murals
Book Club Organiser	<ul style="list-style-type: none"> - New Organiser/s required to take over the roll 	Teresa and Lara to take on this role Tania Clifton to handover the role to Teresa and Lara when the next order comes in (after the 13 th of May)
Bike Competition (Yr 3 + up, poster, school values entries)	<ul style="list-style-type: none"> - Decision made to hold onto the current donated bike and use it for the “Welcome Evening” 2023 - If there is a second bike donated next year, there will be both male and female bike prizes 	Ben to organise current donated bike storage
Year 3 P & F Event for 2022	<ul style="list-style-type: none"> - General consensus to create a Yr 3 Event rather than include them in the Disco (too old) or Movie Night (too young) for 2022 Only 32 students in Yr 3 2022 - Ideas: Dad’s and Daughters Dance + Mum’s and Son’s Tabloid Games Games Night at Nagle Catholic College Gym (rockwall climbing, minute to win it games and multisports) 4:30pm – 6pm Sausage sizzle or pizza supplied Parents to stay and help supervise 	Chris to investigate use of the Nagle Gym and the help of its staff members (SFX Parents) for a Games Night
Junior Disco Organisation	<ul style="list-style-type: none"> - Week 9 - Thursday 23rd June: Kindy and Pre-Primary 4:30pm - 5:45pm Theme: PJ Party - Friday 24th June: Years 1 and 2 4:30pm - 6:00pm Theme: PJ Party - DJ to run both Disco’s this year 	Emma to ask 65Thirty to DJ the Disco’s Chris to oversee and organise with the help of a subgroup from the SFX P and F Facebook page



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	<ul style="list-style-type: none"> - advertise for Parents to stay but possibly set up chairs and water/soft drink (esky) outside for them (weather dependant) - \$5 entry (includes a piece of pizza, a lolly bag, glowsticks and a juice pop top) 	<p>Chris to send P and F Volunteers Working with Children Check Cards to Ben</p> <p>All volunteers to help with lolly bag filling closer to the date</p>
Other Business	<ul style="list-style-type: none"> - The P and F would like to organise a Parent Only Community Mixer for Term 3 2022 - Mothers Day and Fathers Day <p>Concern that there is no consistency with organising/preparing a gift/card for Parents on these special days</p>	<p>All to bring ideas to the next Meeting</p> <p>Ben to consult with Staff on having a consistent approach to organising/completing Mothers and Fathers Day gifts/cards for Parents</p>

Meeting Closed: 8:52pm

NEXT MEETING DATE – Tuesday 14th June 2022
St Francis Xavier Primary School Staff Room