

# St Francis Xavier Primary Parents and Friends Group MEETING MINUTES

**Date** Tuesday 14 June 2022  
**Time** 7.00pm  
**Venue** Staff Room, St Francis Xavier Primary School  
**Address** 5 Maitland Street GERALDTON WA 6530

## Attendees

Judi Hollands  
Tania Newey (President)  
Mandy Jones (Vice President)  
Chris Plunkett (Secretary)  
Bec Swan  
Lara Harris  
Katherine Tutt (via Teams)

## Apologies

Ben Doyle  
Teresa Tomlinson  
Emma Johnston Clark  
Jade Hardy  
Kirra Guidice  
Emma Place  
Frances Mounsey  
Anita Teakle

## 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, as we begin this meeting today we bring your presence with us. We speak your peace, your grace and your mercy. Lord, we thank you for the gifts you have blessed us with. We commit to using them responsibly in your honour. Give us a fresh supply of strength to do our job. Anoint our projects, ideas, and energy so that even our smallest accomplishments may bring glory to you. May the work we do also be responsive to the needs of everyone in our community. Amen.*

- Conflict of Interest (for declaration by members)

- Acceptance of Agenda

Confirmation of Agenda dated – 14 June 2022

**Accepted unanimously by show of hands.**

## 2. PREVIOUS MINUTES

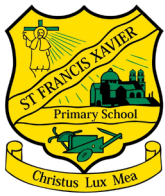
**MOTION ONE:** Minutes of Meeting dated 3 May 2022 to be accepted as a true and accurate record

**MOVED:** Mandy Jones

**SECONDED:** Chris Plunkett

- Business arising from Previous Minutes:

Table of Ideas for Parent/School/Community Events
Survey Results
School Website Overview – Business Thread
Book Club Organiser



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Bike Competition
Year 3 P & F Event 2022
Junior Disco Organisation
Parent Only Community Mixer Term 3 2022
Mothers / Fathers Day Gift Consistency

- Action Item List

Table of Ideas for Parent/School/Community Events	Chris to collate current ideas Chris to ask for ideas on the Facebook page and also in the next Newsletter (parents encouraged to use the website to provide feedback)
Survey Results	Teresa to present Mural Ideas at the next Meeting
School Website Overview – Business Thread	Discussed in General Business
Book Club Organiser	Completed Teresa and Lara have taken this on successfully
Bike Competition	To be reviewed closer to the Welcoming Night (Competition or Raffle)
Year 3 P & F Event 2022	Games Night at the Nagle Gym Date Set: Wednesday 9 <sup>th</sup> November 4:30 – 6pm (rock wall climbing, minute to win it games and multi-sports) Pizza supplied for dinner (siblings welcome but not catered for) Judi to add to the Calendar Chris to design a poster for advertising
Junior Disco Organisation	Final organisation in General Business
Parent Only Community Mixer Term 3 2022	Discussed in General Business
Mothers / Fathers Day Gift Consistency	Completed (Staff consulted) Classes in each Year Group to send the same gift home for each event

### 3. CORRESPONDENCE

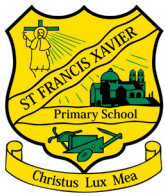
- Inward – Crazy Camel Brochure
- Outward – N/A

### 4. PRINCIPALS REPORT

- Principals Report: There will be no Principal's Report for Future P and F Meetings as per the Principal's directions
- Finance Report Appendix A

### 5. GENERAL BUSINESS

- School Website Overview – Business Thread
- Junior Disco Organisation
- Parents Community Mixer for Term 3
- Community Mixers Feedback
- Second Hand Uniform Shop



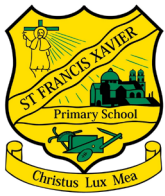
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- Sock it to Poverty
- Newsletter
- Term 3 Events
- School Annual / Keepsake Fundraiser
- Kindy T-Shirts Feedback
- Other Business

## 6. MEETING FINALISATION

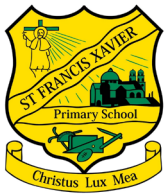
- Actions to be Taken

Agenda Item	Discussion / Administration	Action (who, what, when)
<ul style="list-style-type: none"> <li>• School Website Overview – Business Thread</li> </ul>	<ul style="list-style-type: none"> <li>- Bec has completed extensive research regarding this</li> <li>- Judi confirmed that the School has tried to promote School Family Businesses in the past using Facebook (2020) with very little interest</li> <li>- Other schools use a Parent Login Portal where businesses are visible, the School would have to manage this</li> <li>- discussion to create an Opt In Form for promoting businesses on Facebook again (decision at the next Meeting)</li> <li>- discussion on getting businesses involved in sponsoring School Events for the future (whole or part costs, for example, providing sausages for the Movie Night or DJ costs for the Junior Disco's etc)</li> <li>- Sponsors to be added to Event Posters and included in Newsletters.</li> </ul> <p>To be discussed at the next Meeting</p>	<p>Bec to continue researching other School processes regarding this</p> <p>Judi to design a Business Opt In Form (advertising on Facebook) for the next Meeting</p>
Junior Disco Organisation	<ul style="list-style-type: none"> <li>- Organisation on track</li> <li>- Set up Wednesday 22<sup>nd</sup> June 3 – 4pm (call for Volunteers to help set up)</li> <li>- Change pizza order (instead of 2 gluten free pizzas, order 1 gluten free and one vegan)</li> <li>- Check with the Catholic Centre admin that we can use the Youth Room for Parents (tea/coffee/drinks)</li> <li>- Specific roles for each Disco this year, depending on who can make it (organised through Facebook Group)</li> <li>- Allocate a photographer this year to take photos using the school camera</li> </ul>	<p>Chris to email a copy of the flyer for advertising to Judi</p> <p>Judi to advertise</p> <p>Emma or Bec to pick the key up for Set Up</p> <p>Chris to change pizza order and check with Catholic Centre admin regarding the Youth Room</p> <p>Chris to use the Facebook Group to allocate roles for each Disco</p> <p>Chris to use the Messenger Group to call for Volunteers to help set up</p>
Parents Community Mixer for Term 3	<ul style="list-style-type: none"> <li>- Discussion and decision made to collate ideas for a Parents Only Community Mixer for Term 3 <u>2023</u> (due to time constraints for bookings 2022)</li> </ul>	<p>Chris to add to next Newsletter item and</p>



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	<ul style="list-style-type: none"> <li>- Having postponed this for 2022, the P and F will organise a coffee van to be on site in Term 3 for a free coffee for Parents Wednesday 27<sup>th</sup> July 8 – 9am</li> <li>- Parent Mixer Ideas so far: Use the Catholic Centre or the Multi-Purpose Room Paint and prosecco night, don't drink the paint, use the Armstrong Room at the Murchison Hotel for a gathering, book club – beer and books, Friday night footy, footy tipping competition for 2023, pubquiz, use the simulator at the Spalding Golf Club and they can cater, tent at the Turf Club, quiz night, possibly have two events: one for upper and one for lower school parents</li> </ul>	<p>Facebook Page suggestions for ideas (parents to respond on the website) Chris to collate a table of ideas for Events Chris to book a coffee van for Term 3 Bec to investigate events at the Murchison Hotel</p>
Community Mixers Feedback	<ul style="list-style-type: none"> <li>- Generally considered a success! Need to ensure they are on the Calendar for next year for parents</li> <li>- need to have a P and F Representative out and about mixing with Parents to gain a sense of how the event is going, take photos and to provide information about the P and F (use of a high vis jacket)</li> <li>- Look to creating a P and F display board for future events. (mission, aims, contacts, pictures of past events etc).</li> </ul> <p>This will be discussed at the next Meeting</p>	Judi to update the Calendar so dates are reviewed next year
Second Hand Uniform Shop	<ul style="list-style-type: none"> <li>- General discussion on how to run the Uniform Shop in the future</li> <li>- Ideas include giving everything to St Vinnies to manage, keeping the current processes or having an online presence</li> <li>- All of these come with varying pro's and con's</li> <li>- Will be discussed at the next Meeting after some thought and a review of feedback received by parents</li> </ul>	<p>Judi to advertise the Uniform Sale in the Week 8 Newsletter and ask for donations Judi to put a call out to Parents for ideas on how to run the Uniform Shop in the future</p>
Sock it to Poverty	<ul style="list-style-type: none"> <li>- Wednesday 26<sup>th</sup> October (Term 4 Week 3)</li> <li>- Sock sell dates and times: Thursday 20<sup>th</sup> October 2:45 – 3pm Monday 24<sup>th</sup> October 2:45 – 3pm Wednesday 26<sup>th</sup> October 8 - 8:30pm</li> <li>- \$5 a pair, eftpos available (call for volunteers to help sell socks)</li> </ul>	<p>Judi to change the title (P &amp; F Socktober) on the Calendar to Sock it to Poverty Chris to design a Poster for advertising Chris to complete a stock take Mandy to order more socks from Jolly Socks (online) for this year's event</p>
Newsletter	<ul style="list-style-type: none"> <li>- Question asked as to why the Newsletter article written for the Week 5 Newsletter wasn't included, only the Posters</li> <li>- Clearer instructions given on submitting P and F Newsletter articles for the future</li> <li>- Discussion on what should go in the next Newsletter</li> </ul>	Chris to provide Judi with a Newsletter item for Week 1 (Term 3)
Term 3 Events	<ul style="list-style-type: none"> <li>- Decision made to hold a Parents Only Community Mixer for Term 3 as there are no other P and F Events scheduled</li> <li>- Wednesday 27<sup>th</sup> July 8 – 9am</li> </ul>	<p>Judi to add to the Calendar Chris to book a van</p>



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	- Coffee Van onsite for Parents to pick up a free coffee	Chris to design a Poster for advertising
School Annual / Keepsake Fundraiser	<ul style="list-style-type: none"> <li>- Discussion on the Crazy Camel keepsake fundraiser</li> <li>- Decision made to research other keepsake ideas available to the School</li> <li>- Decision to investigate a keepsake gift for the Year 6's 2022</li> <li>- Leftover keepsake tea towels in storage to be gifted to Sharon (Canteen)</li> </ul>	<p>Tania to take on research/investigation for other Keepsake Fundraisers and a gift for the Year 6's</p> <p>Chris to liaise with Sharon regarding leftover tea towels</p>
Kindy T Shirts Feedback	<ul style="list-style-type: none"> <li>- All agreed that the shirts are a fantastic idea. Not compulsory for Kindy or Pre-Primary, but available in Faction Colours</li> <li>- Collared shirt with buttons, fully sublimated, (same texture and printing as the school's sports shirt) school logo on the front, black animation and printing on the back of the shirt</li> </ul>	Judi to report feedback to Total Uniforms for a new demo design
Other Business	<ul style="list-style-type: none"> <li>- Bec to represent the P and F at the SAC Meeting and report to the P and F any information relevant (instead of the Principal's Report)</li> <li>- Suggestion to investigate getting a Square Reader for P and F Events rather than the eftpos machine</li> <li>- Suggestion that we look into a Fundraiser for Name Labels in Term 4 (ready for the new school year)</li> <li>- Questions raised regarding Finance. (What has been committed to by the School, how much can the P and F Group commit to community events, how will this impact on what the Group want to achieve, transparency to parents, budgeting decisions and when they need to occur and planning for the future)</li> </ul> <p>To be discussed at the next Meeting</p>	<p>Chris to change the Principal's Report in future Agenda's to SAC Report</p> <p>Chris to liaise with the School Finance Officer regarding a Square Reader</p> <p>Mandy to investigate Name Labels for a Fundraiser Term 4 2022</p> <p>Judi to provide a better understanding of Managing Finances at the next Meeting (Levy Break Down from the Finance Officer)</p>

Meeting Closed: 8:59pm

**NEXT MEETING DATE – Tuesday 26<sup>th</sup> July 2022**  
**Parish Meeting Room, Catholic Centre**