



# St Francis Xavier Primary Parents and Friends Group MEETING MINUTES

<b>Date</b>	Tuesday 26 July 2022
<b>Time</b>	7.00pm
<b>Venue</b>	Parish Meeting Room, Catholic Centre
<b>Address</b>	7 Maitland Street GERALDTON WA 6530

## **Attendees**

Judi Hollands (Acting Principal)  
Tania Newey (President)  
Chris Plunkett (Secretary)  
Lara Harris  
Teresa Tomlinson

## **Apologies**

Kath Tutt  
Jade Hardy  
Mandy Jones  
Bec Swan  
Frances Mounsey  
Emma Place  
Emma Johnston Clark  
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, Look kindly on this group that trusts in you. During this gathering as we discuss and reflect on important issues, help us to hear the voice of your spirit and receive your word in faith. Give us wisdom in discernment, prudence in judgement, firmness in decision and wisdom in planning. May diversity of views come together in common goals. May we always act with true concern for both the present and the future, respecting our tradition but attentive to the signs of the time. We ask this through Christ our Lord. Amen.*
- Conflict of Interest (for declaration by members)



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- Acceptance of Agenda

Confirmation of Agenda dated – 26 July 2022

**Accepted unanimously by show of hands.**

## 2. PREVIOUS MINUTES

**MOTION ONE:** Minutes of Meeting dated 14 June 2022 to be accepted as a true and accurate record

**MOVED:** Tania Newey

**SECONDED:** Lara Harris

- Business arising from Previous Minutes:

School Website Overview – Business Thread
Table of Ideas for Parent/School/Community Events
Survey Results
Parent Only Community Mixer Term 3 2022
Second Hand Uniform Shop
Sock it to Poverty
School Annual / Keepsake Fundraiser
Kindy T-Shirts Update
Square Reader for P and F Events
Managing Finances (P and F Levy Breakdown)
Name Labels Fundraiser Term 4 2022

- Action Item List

School Website Overview – Business Thread	Discussed in General Business
Table of Ideas for Parent/School/Community Events	Up to date table of Parent Mixer Ideas presented to the Group Waiting on any Parent feedback from the Newsletter and the P and F Facebook Page (to be presented at the next Meeting) Decision required as to what type of 2023 Event to organise at the next Meeting
Survey Results	Teresa to present Mural Ideas at the next Meeting General discussion on what space to use around the School. All present at the Meeting agreed the mural required



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	<p>student input, otherwise it won't be appreciated. A Class Competition could be set up to pique interest and generate ideas.</p> <p>Decision required for a theme or educational purpose at the next Meeting (i.e bullying, Second Steps focus) ALL keep their eyes open for a suitable space to use</p> <p>Judi informed the Group of the creation of a Gratitude Room (a quiet, interesting, harmonious space for students to use during School) The P&amp;F were invited to do something in there as well. Judi to bring more information about this Room to the next Meeting</p>
Parent Only Community Mixer Term 3 2022	<p>Sweet Olive organised and ready to go. 7am set up, 9:30am pack up. Set up on the grass outside the ECE Area. Unanimous decision made to include Staff (regarding a free hot drink) Chris to message Kirsten regarding this. Decision made to use an A Frame chalkboard sign from the Front Office to advertise the Event and remind Parents before they leave the grounds</p>
Second Hand Uniform Shop	Discussed in General Business
Sock it to Poverty	<p>Dates for selling socks approved and added to the Year Planner Mandy and Chris to finalise online order Chris to organise Volunteers to help sell socks (\$5 a pair) Chris to design a Poster for the Newsletter and Seasaw</p>
School Annual / Keepsake Fundraiser	<p>Tania to continue researching To be discussed at the next Meeting</p>
Kindy T-Shirts Update	<p>Design with suggested changes from the previous Meeting to be presented at the next Meeting by Judi</p>
Square Reader for P and F Events	<p>Completed Information regarding obtaining, use and cost of a Square Reader from the Finance Officer discussed. Unanimous decision made to use the Office Eftpos Machine instead of a Square Reader for future Events</p>



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Managing Finances (P and F Levy Breakdown)	Latest figures suggest that everything to date has been fundraised The P and F Levy is relatively untouched Tania discussed a CSPWA Webinar she was involved in regarding “Catholic School P and F Groups and Managing Finances” More information in General Business
Name Labels Fundraiser Term 4 2022	To be discussed at the next Meeting Mandy to investigate Name Label sources

### 3. CORRESPONDENCE

- Inward – CSPWA Webinar Attended by Tania.  
Discussed in General Business
- Outward – N/A

### 4. SAC REPORT

- SAC Report: Nothing to Report (No SAC Meeting between P and F Meetings)
- Finance Report Appendix A

### 5. GENERAL BUSINESS

- Junior Disco Reflection
- Year Group Parent Representatives
- P and F Portfolios
- P and F Display Board for Future Events
- Uniform Shop (moving into the future)
- School Website Overview – Business Thread
- Other Business

### 6. MEETING FINALISATION

- Actions to be Taken



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<b>Agenda Item</b>	<b>Discussion / Administration</b>	<b>Action</b> (who, what, when)
Junior Disco Reflection	<ul style="list-style-type: none"> <li>- Disco's were very well attended</li> <li>- P and F Volunteers did an amazing job supporting and running both Events!</li> <li>- DJ was fantastic and well worth the money</li> <li>- Set up with the Youth Room available was excellent</li> <li>- Mixed reviews for the Theme (PJ's). Was thought to be simple and cost effective for Parents but will require Parent and Student input next year. Suggestions from the Meeting included crazy hair or a best dressed theme.</li> <li>- Games were mostly a success. Specifically handing out prizes for winners didn't work. Next year, we will organise 20 random prizes for handing out during more generic games such as the air guitar and dance off competitions</li> <li>- Honesty system for handing out pizzas (using stamps on hands didn't work)</li> </ul>	Chris to update all Disco documentation for next year
Year Group Parent Representatives	<ul style="list-style-type: none"> <li>- General discussion on whether event and succession planning could be enhanced through the appointment of a Year Group Parent Representative</li> <li>- This role would include assisting with themes for events, ideas for events and direct feedback to the P and F. The purpose of this role needs to be clearly defined before volunteers are sought</li> <li>- Possible focus on lower school to begin with and then build up to the rest of the school</li> <li>- Needs to be promoted well for it to work</li> <li>- There are pro's and con's for having this and it needs further discussion at the next Meeting</li> </ul>	To be discussed at the next Meeting
P and F Portfolios	<ul style="list-style-type: none"> <li>- This needs to be considered for next year as the role of the P and F at our School is increasing</li> <li>- The idea is for future events/ideas/activities to be assigned to a committee member at the last Meeting of</li> </ul>	Chris to design a P and F Portfolios Document template for the next Meeting



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	<p>the year. This way everyone is involved in coordinating something and reporting back to the Group with how they are going. This essentially divides the workload up.</p> <ul style="list-style-type: none"> <li>- Popcorn Portfolio to be added to the list to get the most out of the machine, Book Club Organiser, Uniform Shop Manager etc</li> <li>-To be discussed at the next Meeting</li> </ul>	
P and F Display Board for Future Events	<ul style="list-style-type: none"> <li>- All agreed the Group need a board of information on that can be displayed at future events (possibly an A frame board)</li> <li>- A brochure with the same information on will also be designed and placed into Enrolment Packs and Orientation paperwork given to Parents (trifold A4)</li> <li>- Information such as aims, mission or purpose, contact information, meeting information, photos etc to be included</li> <li>- CSPWA have templates we may be able to use</li> <li>- Judi has professional photos that can be used</li> </ul>	Chris to start collating information and looking at templates. Any information is to be sent to Judi for the next step in the design process
Uniform Shop (moving into the future)	<ul style="list-style-type: none"> <li>- Waiting on feedback from Parents (Newsletter)</li> <li>- Different models discussed; Consignment (Parents set their own price)</li> <li>Shop Manager setting prices and refunding Parents when items get sold</li> <li>Standard prices set.</li> <li>Does a certain percentage of sale get donated to the P and F for spending?</li> <li>Moving with the times – managed facebook page?</li> <li>- To be discussed at the next Meeting</li> </ul>	ALL to think about the future direction of the Uniform Shop
School Website Overview – Business Thread	<ul style="list-style-type: none"> <li>- Decision made to send out an expression of interest to Parents who own a Business. The idea is to advertise these on the School Facebook Account to drum up community support for the remainder of 2022</li> <li>- Response to be discussed at a future Meeting</li> </ul>	Judi to create and send out an expression of Business Interest Form this Term



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<p>Other Business</p>	<ul style="list-style-type: none"> <li>- CSPWA Webinar - Attended by Tania; Tania gave an overview of the Meeting and how this will affect the P and F moving forward. Generally, the CSPWA are updating their Terms of Reference and this will apply to us in the future. (This will be finalised at the School AGM in November). As a group, we are generally compliant with the new Terms of Reference with only minor changes to occur. "Fundraising and Friendraising" specific to our school will become a large focus of the Group with particular attention paid to planning for spending each calendar year. A powerpoint presentation of information will be circulated for reading</li> <li>- To be discussed at the next Meeting</li> <li>- Decision made to support the Faction Athletics Carnival (Friday 2<sup>nd</sup> September) with a Fathers Day Raffle, sausage sizzle and cool drink stall</li> <li>- Sausages \$2.50, Cool drink \$2, Raffle tickets \$2</li> <li>- Funds raised will go towards future spending by the P and F Group</li> <li>- Decision made to organise 12 high vis vests for P and F Volunteers to wear at future events. Vests to be embroidered with the school logo on the front and Parents and Friends Volunteer on the back</li> <li>- Decision made to support the International Food Festival, 23<sup>rd</sup> October 2022, 10am – 2pm, to be held at SFX</li> <li>- SFX P and F will do bags of popcorn for sale, a \$100 Scratchie board raffle and two \$100 note raffles (guess the last two serial numbers on the note)</li> <li>- 50% of profits will be donated to support the Parish</li> <li>- Book Club benefits for the School to be advertised in the next Newsletter</li> </ul>	<p>Tania to circulate the SCSPWA Powerpoint Presentation</p> <p>Tania to look more closely at the CSPWA website and facebook pages and report findings at the next Meeting (i.e award nominations, Terms of Reference for P and F Groups)</p> <p>Chris to liaise with the School Staff to organise equipment for the Sausage Sizzle (bbq etc)</p> <p>ALL to organise a Fathers Day Hamper for the raffle</p> <p>Chris to design a Poster for the Raffle and to advertise Sponsors</p> <p>Chris to buy a large esky for future events managed by the P and F (111L Dometic Icebox \$359 from BCF)</p> <p>Chris to liaise with Jane and organise embroidery on 12 high vis vests for future events</p> <p>Teresa to organise and liaise with the P and F regarding the International Food Festival</p> <p>Teresa to organise the Raffles and a Roster for manning the Popcorn for the Event</p> <p>Teresa to liaise with IGA regarding a bulk</p>
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		popcorn order for this Event Lara to liaise with Judi regarding advertising Book Club and benefits to the School in the next Newsletter
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Meeting Closed: 8:57pm

**NEXT MEETING DATE – Tuesday 6<sup>th</sup> September 2022**  
**Parish Meeting Room, Catholic Centre**