



# St Francis Xavier Primary Parents and Friends Group MEETING MINUTES

<b>Date</b>	Tuesday 6 September 2022
<b>Time</b>	7.00pm
<b>Venue</b>	Parish Meeting Room, Catholic Centre
<b>Address</b>	7 Maitland Street GERALDTON WA 6530

## **Attendees**

Tania Newey (President)  
Judi Hollands (Acting Principal)  
Chris Plunkett (Secretary)  
Lara Harris  
Teresa Tomlinson  
Bec Swan  
Kath Tutt  
Mark Lamb

## **Apologies**

Jade Hardy  
Frances Mounsey  
Anita Teakle  
Mandy Jones  
Emma Johnston Clark  
Emma Place

## **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, We ask for your presence to be with us as we meet today. May we be aware of your Lordship, that we serve you, your love and your children. Inspire our thoughts, discussions and ideas as we seek to work together to ensure that our school is your school. Amen.*
- Conflict of Interest (for declaration by members)



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- Acceptance of Agenda

Confirmation of Agenda dated – 6 September 2022  
**Accepted unanimously by show of hands.**

## 2. PREVIOUS MINUTES

**MOTION ONE:** Minutes of Meeting dated 26 July 2022 to be accepted as a true and accurate record

**MOVED:** Lara Harris

**SECONDED:**

Tania Newey

- Business arising from Previous Minutes:

School Website Overview – Business Thread
Table of Ideas for Parent Event 2023
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
Name Labels Fundraiser Term 4 2022
Year Group Parent Representatives
P and F Portfolios
P and F Display Board for Future Events
CSPWA Update
P and F Volunteer Vests

- Action Item List

<p>School Website Overview – Business Thread</p>	<p>General discussion with decision made to postpone putting out an Expression of Business Interest Form. To date there has been very little interest in Families wanting the School to advertise businesses</p> <p>Chris to include a section in the next Newsletter asking Families that are interested in having their Businesses added to a list, in which the School and the P and F could use in the future</p> <p>This list is to be shared with the school admin and to be stored electronically as well as a hard copy in the P and F Folder</p>
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<p>Table of Ideas for Parent Event 2023</p>	<p>Up to date table of Parent Mixer Ideas presented to the Group          No Parent feedback from the Newsletter and the P and F Facebook Page          Decision made to organise a Quiz Night for Term 2 2023          A mixture of friendraising and fundraising 18+ Event, Tables of 10, 8 Rounds on a Saturday night          Games run by P and F Volunteers during the night to raise funds          A plate of nibbles for each Table to be organised by the P and F          Spalding Park Golf Club (bar run by the Club) or the Geraldton Surf Club (bar run by Volunteers)          Tania to ask Jason to run the Quiz          Bec to liaise with Byron regarding availability and use of SPGC          Chris to liaise with Caroline regarding availability and use of the Surf Club          School to advertise businesses that support it in any way  <b>Everyone</b> to start collecting prizes and sponsorship – every little but helps!          Chris to advertise in the next Newsletter          To be discussed at the Next Meeting</p>
<p>Survey Results</p>	<p>General discussion and review          Consensus is that there is a lack of knowledge regarding planned works to beautify the school. The P and F would like to support the school in this area          The Group felt that advertising planned Capital Works on social media would create a better sense of community and give the Group information on how finances could support future plans (School to share any upcoming capital works where appropriate on FaceBook)          To be discussed at the Next Meeting          Plans for any Murals have been placed on hold at this stage          Judi gave an update regarding the Therapy Room in the Yr 1/2 area: paint, furniture and room design currently being organised</p>



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	<p>Question asked as to why the decking in the ECE Area was removed: Termites and problems with the tree growing and impacting on the deck. The rest of the entry to ECE is also in line for resurfacing</p> <p>Question raised as to whether the Group could look at line marking in the Undercover Area (four square games etc)</p> <p>Teresa to speak with JB regarding this</p> <p>Question raised as to whether the Group could look into adding bench seating around the perimeter of the Undercover Area</p> <p style="text-align: center;">Area</p> <p style="text-align: center;">To be discussed at the Next Meeting</p>
<p>Parent Only Community Mixer Term 3 2022 (Sweet Olive)</p>	<p style="text-align: center;">General Review</p> <p>Approximately 50 hot drinks served, most for Staff</p> <p style="text-align: center;">Timing good 8am – 9:30amish (pack up around 9am)</p> <p>Line too big on the day, parents needed to leave for work</p> <p>Needed more signage and P and F Vests to promote the P and F and encourage community conversations</p> <p style="text-align: center;">General consensus to organise 2 -3 service providers for the morning and make it a “Festival of Coffee” next year</p> <p>P and F pay for hot drinks and Providers have the opportunity to make more money on food, bought by Parents / Staff</p> <p>Providers openly told that there will be other Providers there, this may impact on who would like to participate next year</p>
<p style="text-align: center;">Second Hand Uniform Shop</p>	<p style="text-align: center;">Discussed in General Business</p>
<p style="text-align: center;">Sock it to Poverty</p>	<p style="text-align: center;">Poster approved by the Group</p> <p>Chris to send through a copy to Judi for the School to advertise</p> <p>Sock order has arrived and been sorted</p> <p>Laminated signs created and ready to go</p> <p style="text-align: center;">Website: <a href="http://www.jollysoles.com.au">www.jollysoles.com.au</a></p> <p>Chris to organise Volunteers through the Facebook Page</p>
<p>School Annual / Keepsake Fundraiser</p>	<p>General consensus was that the Yr 6 Teachers need to be involved</p> <p>Another possibility is to have P and F Group members go into the classrooms</p>



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	<p>and facilitate the Keepsake Activity in the future</p> <p>Idea to fund a Family Breakfast Event in the week that Yr 6 students have their Day Activities for 2022</p> <p>Judi to discuss with the Yr 6 Teachers for feedback</p> <p>To be discussed at the Next Meeting</p>
Kindy T-Shirts Update	<p>Judi presented a t-shirt design update</p> <p>All agreed the shirt looks fabulous</p> <p>The shirt will be green for both Kindy and Pre-Primary (no faction colours)</p> <p>Not compulsory but available for parents to buy from 2023</p>
Name Labels Fundraiser Term 4 2022	<p>Discussion on research completed regarding running an online Name Labels Fundraiser for the School</p> <p>Decision made to go with an Australian website: <a href="http://www.stuckonyou.com.au">www.stuckonyou.com.au</a></p> <p>All orders gain a 20% commission deposited into the School Account</p> <p>Kath to set up, advertise and run the Fundraiser in time for the Kindy Orientation in Term 4</p> <p>Chris to put it in the Newsletter</p>
Year Group Parent Representatives	<p>General discussion of the role of a Year Group Parent Rep: will help with P and F member succession planning, (currently mostly Yr 2 parents attend Meetings) will help with providing feedback on events and ideas specific to Year Groups, will also encourage engagement with other Year Groups by giving them a voice</p> <p>Tania to write a short spiel for the Newsletter</p> <p>Talk of possibly creating an advertisement (video including images and short interviews) of the benefits of being a part of the P and F Group</p> <p>To be discussed at the Next Meeting</p>
P and F Portfolios	<p>Table of Portfolios presented and approved for 2023</p> <p>Some Group Members have volunteered to take on a couple of Portfolios for next year</p> <p>Chris to advertise on the P and F Group facebook Page to fill vacancies</p>



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	<p>General discussion on Group Communication requirements          Judi to investigate setting up a P and F email account in which all communications get sent to (including the School website Contact Form) and whereby all current Office Bearers have access to          Update to be presented at the Next Meeting</p>
<p>P and F Display Board for Future Events</p>	<p>General discussion on what type of display board the Group could use and the information to be printed on it          Tania to liaise with Judi on display boards the school may have that could be re-covered and what information will go on them          All agreed an orange high vis strip needed to be on the display board to familiarise parents with the vests that P and F Volunteers will wear at Events (branding and familiarisation)          Update to be presented at the Next Meeting          P and F Group Information Brochure for Enrolment Packs discussed          Research completed and Chris to email an example of wording (including the new Terms of Reference) to Judi for design          Update to be presented at the Next Meeting</p>
<p>CSPWA Update</p>	<p>New Terms of Reference discussed          Chris to advertise on the P and F Facebook Group Page          All to read and come to the next meeting with any questions          To be discussed at the Next Meeting</p>
<p>P and F Volunteer Vests</p>	<p>Vests not ready for viewing          Total Uniforms have assured the Group that they will be ready by the next Meeting (18<sup>th</sup> October)</p>

### 3. CORRESPONDENCE



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- Inward – MEYN Children’s Week Family Fun Day email  
An Event the School is usually involved in. SFX sets up a stall with activities for children (0-5) and their parents to explore. Can be a tool for promoting Playgroup and School Enrolments. Playgroup (Lara) and Early Childhood Teachers will organise the equipment required. P and F to have a presence as well. Teresa, Lara, Tania and Kath attending  
Wednesday 19<sup>th</sup> October 9am – 11:30am (set up from 8am, pack down by 12:30pm). Location to be advised (usually held at the Geraldton Foreshore)
- Outward – N/A

## 4. SAC REPORT

- SAC Report: No report due to Member absence
- Finance Report Appendix A

## 5. GENERAL BUSINESS

- International Food Festival Organisation
- Year 4/5 Movie Night
- Year 3 Games Night
- End of Year Concert Fundraiser (sausage sizzle)
- Uniform Shop (moving into the future)
- Other Business

## 6. MEETING FINALISATION

- Actions to be Taken

Agenda Item	Discussion / Administration	Action (who, what, when)
International Food Festival Organisation	- 23 <sup>rd</sup> October 10am – 2pm, held at SFX - 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) - 50% of profits will be donated to support the Parish - Teresa is on top of organising the raffles and popcorn supplies	Chris to advertise on the facebook page for any Volunteers





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	<ul style="list-style-type: none"> <li>- The following people have put their hands up to run the stall on the day: Tania, Chris, Lara, Kath (maybe)</li> <li>- Judi will run and organise the Fairy Floss Machine next to the P and F Stall</li> </ul>	
Year 4/5 Movie Night	<ul style="list-style-type: none"> <li>- Mark gave the Group a run down of how the Night works</li> <li>- 5:45pm arrival for 6pm start in the Undercover Area, Use the Canteen for popcorn, 3-4 ladies required to make up 80 bags and clean the popcorn machine down, Mark will organise the bbq</li> <li>- cater for 100 (sausages and juice boxes) popcorn as required</li> <li>- P and F to organise ½ a dozen chocolate blocks for Mark to use as prizes on the night</li> <li>- Judi has offered to add books to use as prizes as well</li> <li>- Mark will give Ben a list of G rated Movies to choose from (discussion of what he currently has on his list)</li> <li>- Poster approved and ready to hand out to Year 4 /5 students</li> <li>- No real financial report from past Movie Night's, \$5 cover fee agreed that this should be enough to cover costs and the P and F are happy to cover the rest</li> <li>- Late arrivals who haven't paid usually give Mark their money and he hands in to the Office the following day</li> </ul>	<p>Chris to organise ½ a dozen chocolate blocks for prizes Chris to print Posters for handing out (print A5) Chris to liaise with Teresa regarding popcorn supplies Mark and Ben to finalise the Movie choice</p>
Year 3 Games Night	<ul style="list-style-type: none"> <li>- Wednesday 9<sup>th</sup> November 4:30 – 6pm</li> <li>- General discussion on organisation: cater for 64 people (32 students, 32 adults) so 8 pizzas in total, no cost to students for the event, esky with drinks (juice box each and cool drink for Parents)</li> <li>- P and F Group to come up with 4 Minute to Win it Games and equipment for the night</li> </ul>	<p>Chris to finish Poster and send to Judi for photos and advertising next Term All to come up with 4 Minute to Win it Games and organise equipment required Chris to advertise on the facebook page for any Volunteers</p>
End of Year Concert Fundraiser	<ul style="list-style-type: none"> <li>- General discussion on whether the Group will run a sausage sizzle for the Concert</li> </ul>	<p>Judi, Ben and Sharon to discuss and get back to the Group at the next Meeting</p>





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	<ul style="list-style-type: none"> <li>- Judi, Ben and Sharon will discuss and get back to the Group for the next Meeting</li> <li>- Discussion as to whether the Group could support the Concert by organising Box Platters for the night which could be pre-ordered. Questions raised to as whether IGA could do them and then they are picked up and handed out for the night</li> <li>- To be discussed at the next Meeting</li> </ul>	<p>Bec to investigate and liaise with IGA regarding process and quote for Box Platters</p>
<p style="text-align: center;">Uniform Shop (moving into the future)</p>	<ul style="list-style-type: none"> <li>- General discussion</li> <li>- Decision made to keep the Shop functioning as is with anyone who would like to donate uniforms and a Uniform Shop Portfolio Volunteer to manage stock</li> <li>- Half of the Shop will be converted to a P and F Group Storeroom. Judi, Teresa and Lara to re-design the room. As there is a lot of stuff in the PE Office, these ladies will clean and organise a transfer of equipment to the new Storeroom as well</li> <li>- To bring the Uniform Shop into the future, a decision has been made to investigate starting a Second Hand Uniform Facebook Page for Parents to sell uniforms. General consensus is to run it through the current P and F Group facebook page</li> <li>- The Volunteer who takes on the Uniform Shop Portfolio will also be responsible for managing the Page and posting updates of what stock is in the Shop</li> <li>- Bec and Tania will investigate the legalities and best practice of this and update the Group at the next Meeting</li> <li>- Lara was approached by a Parent at the last Community Mixer who said they would be happy to take this role on</li> <li>- Update to be provided at the Next Meeting</li> </ul>	<p>Judi, Teresa and Lara to re-design the Uniform Shop to include a P and F Store Room</p> <p>Tania and Bec to investigate Uniform Facebook Page and report to the next Meeting</p> <p>Lara to liaise with the Parent who approached her about taking on the Uniform Shop Portfolio</p>
<p style="text-align: center;">Other Business</p>	<ul style="list-style-type: none"> <li>- With a focus on friendraising and an increase in Community Mixers a decision was made to invest in a Fridge/Freezer</li> </ul>	<p>Bec to liaise with Judi, Teresa and Lara regarding fridge/freezer size</p>



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	<p>where leftovers (sausages and drinks) could be stored in the P and F Storeroom</p> <ul style="list-style-type: none"><li>- Decision made to purchase 10 black BBQ Aprons for Community Mixers</li><li>- Kath volunteered to cricut them with the School logo, a catchy slogan and P and F Volunteer branding</li><li>- Bec volunteered to get quotes from various businesses around town for the aprons</li><li>- Concerns raised at the lack of recycling bins at the Sports Carnival</li><li>- Idea to use 60L tubs for recycling near the P and F area for future Carnivals</li></ul>	<p>required for the Storeroom</p> <p>Bec to organise the purchase and delivery through Mitchell and Brown</p> <p>Bec to get quotes for Aprons</p>
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Meeting Closed: 9:58pm

**NEXT MEETING DATE – Tuesday 18<sup>th</sup> October 2022**  
**Parish Meeting Room, Catholic Centre**  
**(last Meeting for 2022)**

**School AGM**  
**Tuesday 22<sup>nd</sup> November 2022, 5pm**  
**St Francis School Library**