



St Francis Xavier Primary Parents and Friends Group MEETING AGENDA

Date	Tuesday 18 th October 2022
Time	7.00pm
Venue	Parish Meeting Room, Catholic Centre
Address	7 Maitland Street GERALDTON WA 6530

AGENDA ITEMS

- | | | | |
|------------|---------------------------------|-------------|-------|
| 1.0 | WELCOME AND INTRODUCTION | Tania Newey | 5 min |
|------------|---------------------------------|-------------|-------|
- Attendees and Apologies (for noting)
 - Welcome to 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 come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace, Lord God, as we make decisions and continue to remind us that all that we do here today, is for the benefit of our school community. We ask this through Christ our Lord, Amen.



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- Conflict of Interest (for declaration by members)
- Acceptance of Agenda

2.0 PREVIOUS MINUTES Tania Newey 10 min

- Acceptance of previous minutes
- Business Arising from previous minutes

School Website Overview – Business Thread
Quiz Night 2023 Update
Second Hand Uniform Shop
Year 6 Breakfast Event
Name Labels Fundraiser Term 4 2022
Year Group Parent Representatives
P and F Portfolios
P and F Display Board for Future Events
CSPWA New Terms of Reference
P and F Volunteer Vests
End of Year Concert Fundraiser
Store Room and Equipment Update

- Action Item List

School Website Overview – Business Thread	Any correspondence regarding Businesses expressing an interest in being on a Go to List for the School
Quiz Night 2023 Update	Date and Venue Organisational Matters Any Business support
Second Hand Uniform Shop	Update on the Uniform Shop transformation Bec and Tania to provide an update on the Facebook Page Lara to provide an update on the Uniform Shop Portfolio Management
Year 6 Breakfast Event	Ben to provide an update
Name Labels Fundraiser Term 4 2022	Kath to provide an update
Year Group Parent Representatives	General discussion (job description development) (P and F Video for Advertising)
P and F Portfolios	Table of Portfolios update



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	(vacancies - Chris)
P and F Display Board for Future Events	Tania to present an update Ben to present an update on the Information Brochure for Enrolment Packs
CSPWA New Terms of Reference	Discussed in General Business Email account update Ben
P and F Volunteer Vests	Completed (in the Store Room for use)
End of Year Concert Fundraiser	Ben to provide an update Bec to provide an IGA update
Store Room and Equipment Update	Bec to provide an update on the Store Room (fridge/freezer) Kath to provide an update on Aprons

- 3.0 CORRESPONDENCE** Chris Plunkett 2 min
- Inward
CEWA Invitation Letter and New Terms of Reference Document
 - Outward
- 4.0 SAC REPORT** Tania Newey 10 min
- Finance Report
- 5.0 GENERAL BUSINESS** All 35 min
- Functions of the P and F Group (as set out in the New Terms of Reference)
 - Capital Works Plan
Line marking in the Undercover Area (Teresa)
Bench seating around the perimeter of the Undercover Area
 - Feast Day Celebrations
 - Other Business
- 6.0 MEETING FINALISATION** Tania Newey 5 min
- Review of Actions to be taken

NEXT MEETING DATE

School AGM
Tuesday 22nd November 2022, 5pm
St Francis School Library