



# St Francis Xavier Primary Parents and Friends Group MEETING AGENDA

<b>Date</b>	Tuesday 28 <sup>th</sup> February 2023
<b>Time</b>	7.00pm
<b>Venue</b>	Parish Meeting Room, Catholic Centre
<b>Address</b>	7 Maitland Street GERALDTON WA 6530

## AGENDA ITEMS

<b>1.0</b>	<b>WELCOME AND INTRODUCTION</b>	Tania Newey	5 min
	<ul style="list-style-type: none"><li>Attendees and Apologies (for noting)</li><li>Welcome to Country <i>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.</i></li><li>Prayer <i>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.</i></li></ul>		



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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

Quiz Night 2023 Update
Second Hand Uniform Shop
Compilation Media File to promote the P and F Group
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
End of Year Concert Fundraiser
Store Room and Equipment Update
Capital Works Plan
Other Business

- Action Item List

Quiz Night 2023 Update	Bec to provide an update Approval of draft Poster
Second Hand Uniform Shop	Update on the Uniform Shop transformation (Store Room set up to be discussed before Correspondance) Facebook Group update Portfolio Management
Compilation Media File to promote the P and F Group	Bec and Ben to provide an update
Name Labels Fundraiser Term 4 2022	Up and running and advertised in New Enrolment Packs and in the February P and F Group Newsletter
Year Group Parent Representatives	Role Description approval Review Parent Reps List for 2023
P and F Portfolios	Review Portfolio vacancies
P and F Display Board for Future Events	Tania to provide an update



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CSPWA New Terms of Reference	New CSPWA TOR accepted at the AGM (2022)
End of Year Concert Fundraiser	Feedback for organising this year
Store Room and Equipment Update	Bec to provide an update on the Store Room set up Aprons completed: Thank you to Kath for completing this Any equipment requirements for 2023
Capital Works Plan	Four Square and ECE Hopscotch Mural installed over the holidays. Thank you to Ben, Teresa and Emma for your work on this
Other Business	Information Brochure for New Enrolment Packs and Kindy Parents completed and handed out Approval from Ben to print and display in the ECE Area for 2023 School Website needs to be updated with current Executive Members details Email account update Ben

- 3.0 CORRESPONDENCE** Chris Plunkett 2 min
- Inward  
CSPWA Welcome Letter and Invoice  
Receipt of Appreciation (SFX P&F Facebook Group)
  - Outward
- 4.0 SAC REPORT** Lara Harris 10 min
- Finance Report
- 5.0 GENERAL BUSINESS** All 35 min
- Welcome Day Feedback
  - 2023 Budget
  - Yr 3/4 Courtyard Rejuvenation
  - Yr 6 Keepsake / P and F Support 2023
  - Yr 3 Event 2023
  - Mothers Day Raffle
  - Canteen Volunteers
  - Other Business
- 6.0 MEETING FINALISATION** Tania Newey 5 min
- Review of Actions to be taken



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Parents and Friends Group  
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**NEXT MEETING DATE**

**Tuesday 16<sup>th</sup> May 2023, 7pm**  
**Parish Meeting Room, Catholic Centre**