

St Lawrence's P&F

Meeting Agenda

Date: 15th February 2021
 Time: 4.34pm
 Venue: Staff Room
 Chair: Julie O'Malley, President
 Attendees: Heidi Teakle, Lara Stewart, Stacey Williamson, Deeanne Watts, David Tunchon, Nicola Tropiano, Margaret Devine, Anne Williams, Vanessa Heinriech
 Minute taker: Melissa Smith , Secretary
 Apologies: Danielle Henderson

Item	Details	Actions/ Recommendations
1. Welcome	The President welcomes and introduces, Margaret Devine, all members.	
2. Apologies	Danielle Henderson	
3. Opening Prayer	Julie O'Malley said the opening prayer	
4. Minutes of the previous meeting	Minutes of the AGM held on Monday 30 th November	Motion: "That the Minutes of the AGM held on the 30 th November are accepted". Moved: Julie O'Malley Seconded: Deeanne Watts Carried
5. Business arising from the minutes	5.1 Election of Office Bearers, New Signatory on the Bendigo Bank Accounts. ST LAWRENCE'S SCHOOL BLUFF POINT P&F Main Cheque Account BSB 633 000 ACC 165 596 602 Debit Card Account BSB 633 000 ACC 165 596 636	Shannon Wegert to be removed as signatories for the following accounts ST LAWRENCE'S SCHOOL BLUFF POINT P&F Main Cheque Account BSB 633 000 ACC 165 596 602 Debit Card Account BSB 633 000 ACC 165 596 636

St Lawrence's P&F

Savings Account
BSB 633 000
ACC 165 569 677

Savings Account
BSB 633 000
ACC 165 569 677

And to add signatory Margaret Devine
to the following accounts
ST LAWRENCE'S SCHOOL BLUFF
POINT P&F
Main Cheque Account
BSB 633 000
ACC 165 596 602

Debit Card Account
BSB 633 000
ACC 165 596 636

Savings Account
BSB 633 000
ACC 165 569 677

Moved: Julie O'Malley
Seconded: Nicola Tropiano
Carried

5.2 Staff Wishlist 2021

- Proforma Template developed for
review and input by key stakeholders.

Motion: "That the P&F Funding
Request form, and procedure, be put
into action and available for download
from the School Website"

Moved: Melissa Smith
Seconded: Julie O'Malley
Carried

5.3 Easter Raffle and Timeline,
call for donations from the 22nd
March.

Tickets out on the 22nd & Returned 29th
March, Drawn on the 31st March.
Ticket prices will now be \$1 each.
Call for Easter Egg donations, with
baskets being available in the
classrooms on the 24th March.

St Lawrence's P&F

		<p>Reconciling tickets and monies – Monday 29th and Tuesday 30th between (4-5pm?)</p> <p>With the raffles being bundled up on the 30th into the 31st.</p> <p>30th 12pm – 4pm</p> <p>31st 8am - 12pm</p> <p>Motion: "Ticket prices to be \$1 this year, as an increase from .50c"</p> <p>Moved: Vanessa Heinrich</p> <p>Seconded: Stacey Williamson</p> <p>Carried</p>
	5.4 Fete Cancellation, and possible future events (tabled in General Business)	
<p>6. Reports & Updates</p> <p>6.1</p> <p>Principal's report</p>	<p>A formal report will no longer be tabled at the P&F Meetings, and instead an update on the things/important events/audits/processes that are happening from an administrative and procedural perspective will be provided.</p>	<ul style="list-style-type: none"> - Climate Survey - Census Survey Data Collection Audit - Principal's Review, Term 2 - 2021. (4 days) - 5 year Audit - Term 3 (standards) - Evangelisation Plan - Schools Strategic Direction 2021 (3-5 year direction) - Stage 2 in Uniforms (semester 2) <p>Motion:</p> <p>"That the report as tabled is accepted and recommendations endorsed".</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
<p>6.2</p> <p>Treasurer's Report</p>	<p>Due to the office bearer role not yet officially handed over, there is no report to table. Instead, this report</p>	

St Lawrence's P&F

will be tabled at the next meeting.

8. General business	Person Presenting	Motion / Moved / Seconded	TIME ALLOCATED
8.1 Quote for new speakers and new sound system purchase.	Julie O'Malley	Motion: 'Purchase of the Evolve 30 as per the attached quote, total RRP \$1999.00' Moved: Deanne Watts Seconded: Melissa Smith Carried	
8.2 Carols on the Green Acquittal and Report	Julie O'Malley / Margaret Devine Profit of over \$8,000.	Motion: 'Carols on the Green will go ahead again in 2021, on Thursday 2 nd December, a sub-committee will be formed in Term 3' Moved: Julie O'Malley Seconded: Melissa Smith Carried	
8.3 Change of Times for P&F Meetings	The discussion was had re: the time for the meeting to change to a later time, with consideration being for Mr. Tunchon and Nicole Tropiano who would have to attend both the P&F and also the board meetings after hours. Pushing the time of the P&F meetings to a later time, in the past, has not proven a higher attendance rate – and agreed that all parents that are in attendance at the meetings are ferrying children around	Motion: "Meeting Times to remain at 4:30pm – 5:30pm" Moved: Lara Stewart Seconded: Carried / not carried	

St Lawrence's P&F

/waiting for husbands to come home from work – to allow their participation at P&F Meetings.

The time of the meetings currently suit the majority of those 'active members' of the P&F including the executive, and so it was decided the time was to remain at 4:30-5:30.

8.4 2021 Fundraising Events

Julie O'Malley

- Carols on the Green: Thursday 2nd December 2021.

SUBCOMMITTEES to be formed..

- Bogan Bingo: \$400 (to Bogan Bingo).
- Prizes (10)
- 18+ Over
- 2 x bottles of spirit
- 10 at a table / \$30 per ticket.
- 20 Tables of 10.
- Saturday 29th May 2021 (tBC)

P&F MEETING CLOSED:

5:39pm

No Other Fundraising Events were discussed – to be tabled at the next meeting.

Motion:

Moved:

Seconded:

Carried / not carried

8.5 Fundraising Purchases / What is the P&F Fundraising for (as part of the P&F Induction with CSPWA)

Melissa Smith

TO BE TABLED AT THE NEXT MEETING

Motion:

Moved:

Seconded:

Carried / not carried

8.6 Correspondence incoming – wine tasting event & possible

Motion:

St Lawrence's P&F

fundraising from
purchases – fundraising?

Moved:

Seconded:

Carried / not carried

9. Next Meeting:

Monday 15th March 2021

10. Closure of meeting

The President declared the
meeting closed.

Time: 5:39pm.

St Lawrence's P&F

ACTION ITEM TABLE FROM PREVIOUS MEETINGS

MEETING DATE	ACTION ITEM	DESCRIPTION	CHAIR	DUE DATE? ACTION BEFORE?
2020	Move documents across to Teams		Melissa Smith	ongoing
2020	P&F Profile needs updated on School Website		Melissa Smith	1 st Term Starts
2020 – 16 th November	Revisit of Constitution	Our constitution needs work to make it applicable to our school. Working with Theresa McDonald from CSPWA will come to the school and help workshop this	Julie O'Malley	In liaison with Theresa McDonald from CSPWA
2020 – 16 th November	Survey to school community regarding Uniform changes – before next stage.	After the Uniform changes were announced, there was some unrest with the parent body, who wish to have their views heard regarding any changes to the uniforms, David advised at the meeting that a survey would go out to the P&F re the next stage.	David Tunchon (?delegate)	