



St Lawrence's P&F

Meeting Minutes

Date: 15th March 2021

Time: 4.30pm

Approx. Run Time: 30min

Venue: Staff Room

Chair: Julie O'Malley, President

Attendees: Megan Cockerill, Heidi Teakle, Lara Stewart, Vanessa Heinrich, Deanne Watts, David Tunchon, Damien O'Malley, Margaret Devine, Danielle Henderson (late)

Minute taker: Melissa Smith, Secretary

Apologies: Nicola Tropiano,

Item	Details	Actions/ Recommendations	
1. Welcome	The President welcomes and introduces all members.		
2. Apologies			
3. Opening Prayer	Father, we thank you for an opportunity to gather here. Bless each person present. We pray that this meeting is successful, productive and blessed. Holy spirit guide us during our discussions. Give us wisdom concerning the issues that we face. Lord, we give you the glory for what we accomplish. In Jesus name, Amen.		

<p>4. Minutes of the previous meeting</p>	<p>Minutes of the meeting held on Monday 15th February 2021 were tabled.</p>	<p>Motion: "That the Minutes of the meeting held on the 15th February 2021 are accepted". Moved: Julie O'Malley Seconded: Margaret Devine Carried</p>
<p>5. Business arising from the minutes</p>	<p>Fundraising Purchases / What is the P&F Fundraising for? Annual goals? (as part of the P&F Induction with CSPWA)</p>	<ul style="list-style-type: none"> - Fundraising request form to be finalised and published to all staff and P&F. - Options to look at assistance with school play equipment for the upper primary.
	<p>Correspondence incoming – wine tasting event & possible fundraising from purchases – fundraising? (flyer handed to Lara at previous meeting)</p>	<ul style="list-style-type: none"> - To be investigated by Lara with further information to be presented at the next P&F Meeting. <p>(Danielle Henderson arrived at 4:45pm.)</p>
<p>6. Reports & Updates</p> <p>6.1</p> <p>Principal's report</p>	<p>The Principal is no longer tabling a report and instead provided a summary of events currently happening within the school and leadership team.</p>	<ul style="list-style-type: none"> - School Climate Survey - Year 6 Camp Meeting - Principal's Meeting
<p>6.2</p> <p>Treasurer's Report</p>	<p>The following reports were tabled: Balance Sheet Operating Statement</p> <p>Margaret will check the Carols on the Green Profit Statements.</p>	<p>That the P&F move that all presented reports accepted as a true and correct depiction of the St Lawrence's P&F finances for the period 17th November 2020 – 16th February 2021</p> <p>Moved: Melissa Smith Seconded: Julie O'Malley Carried</p>
<p>8. General business</p>	<p>Person Presenting</p>	<p>Motion / Moved / Seconded</p> <p style="text-align: right;">TIME ALLOCATED</p>

8.1 Office Bearers Form for Signing	Julie O'Malley	Signed by Julie O'Malley, Melissa Smith, Danielle Henderson and Margaret Devine	2 mins
8.2 Easter Egg Raffle Easter Raffle check in - advertising for Stacey during Weeks 7,8 and 9.	Julie O'Malley	Easter Egg Raffle Donation Baskets will be out for donated items on the 29 th March and will be collected on the 31 st March. Heidi Teakle offered her assistance.	2 mins
8.3 Meet the P&F opportunity - Open Evening?	Julie O'Malley	It was decided that we wouldn't have a presence as such at the open evening and that we would just promote more on the FB page.	5 mins
8.4 2021 Fundraising Events - Calendar of events for Term 2 and 3 - invite for subcommittees Discos and Movie Evenings - outdoor movie night	Julie O'Malley	Call out for volunteers to help organise the Disco and Movie Evening, happening in Terms 2 & 3. Will need a sub-committee for both.	15 mins
8.5 Theresa from CSPWA communication - invitation to conference and nominations	Julie O'Malley	Executive to get together and decide on a date/time that suits. Look at conference with costings etc.	10 mins
8.6 Containers for Change – School Sign Up	Melissa Smith (Clare Venturini)	Sharon has already signed up and members of the public can actively donate their cash from containers to the school.	5 mins
8.7 Seating at the Fitzgerald Hall for Kindy Parents	Melissa Smith (Clare Venturini) David will in	Motion: As it is yet undecided as to how long the Fitzgerald hall will be occupied by the Kindergarten groups, we	10 mins

		<p>will need to first look at some temporary options.</p> <p>David will look into where the old/second hand ones went from the school late last year.</p> <p>If required, the Funding Request form will be sent through Clare for submission to the P&F.</p>
9. Next Meeting:	Monday 17 th May 2021	
10. Closure of meeting	The President declared the meeting closed.	Time: 5:17pm

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
2021 – 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)	
15 th MArch 2021	Seating at Fitzgerald Hall	Mr Tunchon will see where the second hand seating went from the school and if it is suitable to be placed at the hall. If not, a funding request form will need to be completed by Clare Venturini.	David Tunchon	