St. Lawrence’s P & F
Minutes of Meeting
Held on Monday, 30th July 2018
In Staff Room

Opened at 7.05pm.

Chair: Gemma Moore

Opening Prayer: Dave Tunchon

Attendance: Ron Pace, Nareve Wesley, Dave Tunchon, Aleisha Grover, Gemma Moore, Crystelle Tapper, Shannon Wegert.

Apologies: Wendy Dunn, Margot Bell, Britt McDonald.

Minutes from Last Meeting

Minutes tabled by: Shannon Wegert 2nd by: Aleisha Grover

1. Business Arising

1.1 Fete Coordinator/ Sub Committee
Shannon Wegert provided a draft flowchart of a possible solution to the existing model. P&F Sub Committee/ Fundraising Sub Committees/ Easter Raffle, Disco, Grandparents Day, Graduation, Xmas Craft Stall, Christmas on the Green & Fete.

A Fete Coordinator is needed for next year. Nareve will submit a document that will go into detail of what is entailed.

The P&F to move forward with the formation of Events & Fundraising Sub Committee to cover the fete and other fundraising/events we participate in. Will require the President to sit in on committee meetings.

Table: Gemma Moore
2nd: Shannon Wegert

2. Correspondence In
2.1 Thank You from Bianca O’Malley thanking the P&F for their involvement with Grandparents Prayer Service/Afternoon Tea.

3. **Correspondence Out**

3.1 Nil

4. **Treasurer’s Report**

Treasurer’s report distributed at meeting. Refer Attached. Format of Treasurer’s Report will change to reflect up to date details from MYOB.

**Tabled:** Shannon Wegert  
**2nd:** Crystelle Tapper

*Report accepted unanimously.*

Motion: Handover prior to the Friday 10th August to meet at a mutually agreeable time between Wendy Dunn and Shannon Wegert.

**Table:** Nareve Wesley  
**2nd:** Gemma Moore

*Report accepted unanimously.*

5. **Principal’s Report**

Principal’s report distributed at meeting. Refer attached.

6. **School Board Report**

Thank You from the School Board for the recent donation of $20,000.

Stage 17 will be completed with the installation of signs on the side of the 2S classroom. This will be visible from the highway.

7. **Upcoming Events**

9th August 2018- K-2 Sports Carnival  
17th August 2018-3-6 Sports Carnival
20th August 2018- Book Week

Future Event Dates

30th November 2018- Christmas Carols on the Green
24th March 2019- St Lawrence’s Primary School Fete

8. General Business

Agenda Items:

8.1 Grandparents Day- Gemma Moore.
Excellent feedback from staff and committee. A turn out of between 160-180 people. Positive feedback from grandparents in regards to being able to view classrooms and speak to teachers.

8.2 Coffee Van for Sports Carnival- Nareve Wesley.
Coffee Van was a give back to the school community. There were a number of issues surrounding the van on the day. The P&F will consider alternative coffee solutions for the future.

8.3 Swimming with Sharks- Gemma Moore.
A presentation from Clara Harris about her son with Autism and their journey as a family.
Quotes have been provided and is available from October onwards to present.

8.4 Defibrillator for use by School Parrish- Aleisha Grover.
Support in principle until further information is provided by Christine (School Board).

Next meeting - Monday 20th August 2018, 7.00pm

Meeting Closed 8.09pm