



# St Lawrence's P&F

## MINUTES – St Lawrence's Primary School P&F MEETING

Date: 16<sup>th</sup> August 2021  
Time: 4:33 pm – declared open  
Approx. Run Time: 45 minutes  
Venue: Staff Room  
Chair: Julie O'Malley, President  
Attendees: Julie O'Malley, Melissa Smith, Heidi Teakle, Lara Stewart, Sam Heirich, Vanessa Heinrich, Lara Stewart, Danielle Henderson, David Tunchon, Nicola Tropiano, Michelle Agi  
Minute taker: Melissa Smith, Secretary  
Apologies: Deanne Watts (late)

Item	Details	Actions/ Recommendations
1. Welcome	The President welcomes and introduces all members.	
2. Apologies		
3. Opening Prayer	Dear Lord,  As we meet today, come be with us. Guide our thoughts, ideas and decisions.  Amen.	
4. Minutes of the previous meeting	Minutes of the meeting held on Monday 21 <sup>st</sup> June 2021 were tabled.	Motion: "That the Minutes of the meeting held on the 21 <sup>st</sup> June 2021, were accepted". Moved: Julie O'Malley Seconded: Margaret Devine Carried

<p><b>5. Business arising from the minutes</b></p>	<p>Alana Chung has had to step down from her position with the Movie Night, Julie O'Malley to step in her place.</p>
<p><b>6. Reports &amp; Updates</b></p> <p><b>6.1 Principal's Summary</b></p>	<p><b>Cyclic Review Report</b></p> <ul style="list-style-type: none"> <li>• General Discussion about future directions.</li> <li>• New Strategic Directions Process. Use of a facilitator.</li> </ul> <p><b>Principal's Review Report</b></p> <ul style="list-style-type: none"> <li>• Meeting with Debra Sayce TBA</li> </ul> <p><b>Registration Audit</b></p> <ul style="list-style-type: none"> <li>• Completed on 3 August. A very thorough process with heavy emphasis on Standard 10 – Child Abuse Prevention.</li> <li>• Results and recommendations will be sent to Debra Sayce and then on to David</li> </ul> <p><b>Uniform Committee</b></p> <ul style="list-style-type: none"> <li>• First meeting 26 July – sharing ideas</li> <li>• Survey sent out to parents with some very positive results</li> <li>• Second meeting 11 August – Meeting with Nick Knight from total uniforms, discussion about material. Survey results will be shared with parents in the next newsletter. Move on to the design process.</li> </ul> <p><b>Mary Poppins</b></p> <ul style="list-style-type: none"> <li>• 28 August QPT</li> <li>• Ticket sales are progressing very well. Thanks to 'Messages on Hold' for the advertising.</li> </ul>

<p><b>6.2 Treasurer's Report</b></p>	<p>The following reports were tabled:</p> <ul style="list-style-type: none"> <li>- Balance Sheet</li> <li>- Operating Statement</li> </ul> <p>P&amp;F Audit report – due next month.</p>	<p>Treasurer provided a new format of the report which will be provided to be attached to the minutes.</p> <p>The P&amp;F move that all presented reports accepted as a true and correct depiction of the St Lawrences school finances for the period of 09/06/2021 to 14/08/2021.</p> <p>Moved: Julie O'Malley</p> <p>Seconded: Lara Stewart / Danielle Henderson</p> <p>Carried</p>
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<b>8. General business</b>	<b>Person Presenting</b>	<b>Motion / Moved / Seconded</b>	<b>TIME ALLOCATED</b>
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<p><b>8.1 Fundraising Idea – New Play Equipment / Kompan / Funky Monkey Bars</b></p>	<p>Melissa Smith</p>	<p>Motion: Melissa to investigate the pricing for the underlay of the play equipment. And get two designs for upper and lower primary, connected or installed separately.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried</p>	<p>5 mins</p>
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<p><b>8.2 Fundraising Ideas</b></p> <ul style="list-style-type: none"> <li>- \$\$ committed Funds to the extracurricular programs, dancing, music, theatre, sports, etc.</li> <li>- Leavers Shirts</li> <li>- New Decodable Readers for Lower Primary</li> </ul>	<p>Melissa Smith</p>	<p>All agreed at the meeting, that more needs to be done with regards to the fundraising 'ideas' and actual fundraising with a goal in mind. The goal brings the community together.</p> <p>There will be TWO procedures for the approval of P&amp;F Funds.</p> <p><u>Minor Expenditure</u> – under \$1000. Or items required to be purchased to successfully run an event scheduled. Can be approved by Executive, if urgently required.</p> <p><u>Major Expenditure</u> – over \$1,000.</p> <ul style="list-style-type: none"> <li>- Class Consumables</li> <li>- School Events</li> </ul> <p>Bring agenda item to the meeting. Yes/No - present with the funding request form.</p> <ul style="list-style-type: none"> <li>- Minor under \$1000?? / Major Expenditure.</li> </ul>
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		Michelle to Liaise with Trish Chivilo, and will present an approx. Cost on the readers at the next meeting on the 20 <sup>th</sup> September 2021.	
<b>8.3</b> Book Week Vouchers for the Book Week Parade, two per class = 42 vouchers?	Michelle Agi	<p>Motion: "That the P&amp;F move to purchase \$15 of vouchers, for one boy and one girl per class, from scholastic/book club".</p> <p>Ms. Agi to arrange the purchase of the vouchers through Treasurer.</p> <p>Moved: Julie O'Malley</p> <p>Seconded: Melissa Smith</p> <p>Carried</p>	5 mins
<b>8.4</b> French Program - Food Purchase  \$250-\$280 for the French program to purchase specialist food.	David Tunchon	<p>Motion: "That the P&amp;F approve the expense of the \$250-\$280 for the French program to purchase the French Food"</p> <p>Mr. Tunchon/Madame to arrange the purchase of the food through Treasurer.</p> <p>Moved: Melissa Smith</p> <p>Seconded: Julie O'Malley</p> <p>Carried</p>	5 mins
<b>8.5</b> CSPWA Event and Award Nomination - Update	Julie O'Malley	<p>Awards night was attended by Melissa Smith, Julie O'Malley and Deanne Watts.</p> <p>We were a nominee finalist – however did not win any awards.</p> <p>Feedback will be provided to CSPWA. Possibility of attending again in 2022, with hope for more networking opportunities.</p>	2 mins
<b>8.6</b> Outdoor Movie Night - Update	Julie O'Malley	<p>SATURDAY - 18<sup>th</sup> September 2021 from 6:30pm.</p> <p>Slushie Machine – undecided. Looking at either readymade slushies or using P&amp;F slushy machine. Nagle students to serve.</p> <p>Dee - hotdogs, using canteen cookers &amp; supplies.</p> <p>Nicola - will do Gate / Ticket Check, and CSL log books for Nagle Students.</p> <p>Motion: That the P&amp;F move to purchase the Pop Corn Machine, \$699 + \$85 additional freight.</p> <p>Moved: Melissa Smith</p>	2 mins

		<p>Seconded: Deanne Watts</p> <p>Carried</p>	
<b>8.7 FETE – Survey to the school on the future of the FETE.</b>	Julie O'Malley	<p>Motion: Danielle and Julie to create a survey to send out to the school community regarding the future of the FETE.</p> <p>Moved: Melissa Smith</p> <p>Seconded: Deanne Watts</p> <p>Carried</p>	2 mins
<b>8.8 Uniform Update</b>	Melissa Smith	Covered in the Principal Summary.	
<b>8.9. Constitution</b>	Julie O'Malley	<p>The constitution was distributed to all those at the meeting.</p> <p>There will be a special meeting held on the 20<sup>th</sup> September 2021 to approve and endorse the constitution. The constitution which is proposed to be adopted will also be advertised in the newsletter on the 19<sup>th</sup> August 2021, which gives more than the 28 days for members to view before being put forwarded and adopted at the special meeting on the 20<sup>th</sup> September 2021.</p> <p>If anyone would like a copy of our constitution, please contact the P&amp;F.</p>	
<b>9. Next Meeting:</b>	Monday 20 <sup>th</sup> September 2021		
<b>10. Closure of meeting</b>	The President declared the meeting closed.	Time: 6:18pm.	

### ACTION ITEM TABLE FROM PREVIOUS MEETINGS

MEETING DATE	ACTION ITEM	DESCRIPTION	CHAIR	DUE DATE? ACTION BEFORE?
2020	Move documents across to Teams		Melissa Smith	COMPLETED
2020	P&F Profile needs updated on School Website		Melissa Smith	1 <sup>st</sup> Term Starts
2020 – 16 <sup>th</sup> 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 <sup>th</sup> 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)	
	Formation of Sub-Committee	Sub Committee must attend P&F Meeting –guidelines to be produced.	Julie O'Malley	
	Event Review Template		Dee Watts	26/7/21
	Event Risk Assessment Template		Melissa Smith	26/7/21