



St Lawrence's P&F

Meeting Minutes

Date:	21 st June 2021
Time:	4.34pm
Approx. Run Time:	45 minutes
Venue:	Staff Room
Chair:	Julie O'Malley, President
Attendees:	Julie O'Malley, Donna Kempton, Damien O'Malley, Margaret Devine, Deanne Watts, Sam Heirich, Alana Chung, Vanessa Heinrich
Minute taker:	Vanessa Heinrich
Apologies:	Melissa Smith, Lara Campbell, Nicola Tropicano, Danielle Henderson

Item	Details	Actions/ Recommendations
1. Welcome	The President welcomes and introduces all members.	
2. Apologies		
3. Opening Prayer	Lord, We ask you to preside over our meeting and our labours, and to bless all our endeavours. Help us to build a community united in harmony of love and service. Watch over our families at home, at work and at school.	
4. Minutes of the previous meeting	Minutes of the meeting held on Monday 17 th May 2021 were tabled.	Motion: "That the Minutes of the meeting held on the 17 th May 2021 be uploaded to teams and presented at the next P&F meeting". Carried to next meeting

<p>5. Business arising from the minutes</p>	<p>Carried to next meeting</p>
<p>6. Reports & Updates</p> <p>6.1 Principal's report</p> <p>Summary of events provided by Acting Principals Donna Kempton and Damien O'Malley</p> <ul style="list-style-type: none"> • Staffing – Claire Wheeler finishing end of Term 2. Ashe Buckley appointed. • Cyclic & Principals reviews have both now concluded. Uploading commenced for Registration Audit. • In school fundraising efforts <ul style="list-style-type: none"> - Bushfire Appeal - St Mary's \$1207 (Cheque being presented by Damien O'Malley tomorrow) - Mission efforts this year just under \$5000 total. • Eucharist – completed. Ran smoothly and lovely service. It is Bishops recommendations moving forward future Eucharists will be run this way. Church now too small for this event. • Bastille Day – Successful day facilitated by Madame Arangio. • Andrew Chinn – postponed to Term 4 due to illness. • Naidoc Week – being held next week. Preparations underway. 	<p>Motion:</p> <p>“That the report summary as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Julie O'Malley</p> <p>Seconded: Sam Heirich</p> <p>Carried</p>
<p>6.2 Treasurer's Report</p> <p>The following reports were tabled:</p> <ul style="list-style-type: none"> - Balance Sheet - Operating Statement <p>P&F Levy receival – when is it transferred across.</p> <p>P&F Audit report – due next month.</p>	<p>That the P&F move \$20,000 from General Account to High Interest Account.</p> <p>Donna Kempton arranging Sharon to email Margaret regarding P&F Levy update.</p> <p>The P&F move that all presented reports accepted as a true and correct depiction of the St Lawrences school finances for the period of 14/05/2021 to 09/06/2021.</p> <p>Moved: Julie O'Malley</p>

		Seconded: Deanne Watts Carried	
8. General business	Person Presenting	Motion / Moved / Seconded	TIME ALLOCATED
8.1 Bogan Bingo Acquittal	Margaret Devine	<p>Motion:</p> <p>The P&F move that all presented reports for Bogan Bingo 28/05/2021 are accepted as a true and correct depiction.</p> <p>Bogan Bingo successful fundraiser. Fabulous effort by all involved.</p> <p>Proposal to consider an alternative adult community event annually.</p> <p>Moved: Deanne Watts</p> <p>Seconded: Vanessa Heinrich</p> <p>Not carried</p>	2 mins
8.2 Disco Acquittal	Julie O'Malley	<p>Motion:</p> <p>The P&F move that all presented reports for Disco 3/6/2021 are accepted as a true and correct depiction.</p> <p>Disco another successful fundraiser. Fabulous effort by all involved.</p>	2 mins

		<p>Consideration be given to recommendations provided from Vanessa Heyhoe on behalf of Disco Committee Members.</p> <p>Consider going back to Fitzgerald Hall as venue.</p> <p>More discussion required around logistics moving forward. In particular the management of sign in/out of children and toilets if using undercover area again.</p> <p>Moved: Deanne Watts</p> <p>Seconded: Julie O'Malley</p> <p>Not carried</p>
<p>8.3 Fundraising Idea – New Play Equipment</p>	<p>Melissa Smith</p>	<p>Motion: 5 mins</p> <p>Carry over to next meeting – wait for Melissa Smith and David Tunchon to be present.</p> <p>Moved: Margaret Devine</p> <p>Seconded: Julie O'Malley</p> <p>Carried</p>
<p>8.4 Term 3 Event – Movie Night (Date & Form Subcommittee)</p>	<p>Julie O'Malley</p>	<p>Motion: 5 mins</p> <p>Date for event confirmed & locked in for 18/09/2021.</p> <p>Alana Chung & Sam Heirich – leading up Sub Committee. Thankyou!</p> <p>First Sub Committee meeting – 26/07/2021 4.30pm @ staff room.</p>

		Julie O'Malley to book and arrange keys. Carried	
8.5 Tania Gibson	Julie O'Malley	Motion: Carry over to next meeting. Julie O'Malley following up further. Carried	5 mins
8.6 CSPWA Event and Award Nomination	Julie O'Malley	Motion: Awards being held 6/7 th August in Perth. 2 persons can attend. Julie O'Malley arranging submission on behalf of parent body for the successful achievements of P&F with cancellation of fete. Carried	5 mins

<p>8.7 Agenda Items</p> <p>If you raise an agenda item you must be at the meeting, if your unable to attend then it gets moved to the next meeting</p>	<p>Dee Watts</p>	<p>Motion: 2 mins</p> <p>Group agreed that all agenda items be accepted in person only and to deliver an agenda item attendance to meeting be required.</p> <p>Agenda to be tabled a week out and uploaded to website for viewing prior to meeting.</p> <p>Julie O'Malley to place notice of agenda in p7f section of newsletter prior to meeting with hyperlink to the school website for viewing.</p> <p>Carried</p>
<p>8.8 Subcommittee members must attend at minimum 1 P&F meeting before the event (ie bogan bingo and disco?)</p> <p>We understand that most mums find it difficult with the 4.30 time but we are all in the same position and surely a friend or family member could help out for that 1 hour.</p> <p>You can bring your kids if you need to.</p>	<p>Dee Watts</p>	<p>Motion: 2 mins</p> <p>Group agreed that attendance by proposed subcommittee to a P&F meeting be required prior to a subcommittee formation and event meeting commencing.</p> <p>Julie O'Malley to publish sub committee and details of event in P&F section of newsletter.</p> <p>Carried</p>
<p>8.9 Donations after an event can we get a list of donations/sponsors that is saved in teams so the next fundraising event we know not to ask them?</p> <p>This can then be printed and handed over to the next subcommittee? can we</p>	<p>Dee Watts</p>	<p>Motion: 2 mins</p> <p>Deanne Watts developing a template for Event Review. This is intended for event subcommittee to fill out at completion of event and presented at following p&f meeting.</p> <p>Melissa Smith developing risk</p>

<p>create a doc for the subcommittee: Date Time What worked Sponsors/Donations What didn't Feedback What would you change?</p> <p>Then there is a document that can be handed to the next group?</p>	<p>assessment template required for all events.</p> <p>Both templates be ready to provide to Family Movie Night event subcommittee at meeting scheduled for 26/07/2021. This will be trial of templates and feedback provided by Family Movie Night subcommittee on effectiveness of templates.</p> <p>Carried</p>
<p>9. Next Meeting: Monday 16th August 2021</p>	
<p>10. Closure of meeting The President declared the meeting closed.</p>	<p>Time: 5.45pm</p>

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	1st 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)	