THE HOLY CROSS PRIMARY SCHOOL – WOOLOOWIN
PARENTS AND FRIENDS ASSOCIATION COMMITTEE MEETING

WEDNESDAY 11th September 2013

MINUTES

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Apologies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Drewniak</td>
<td>Mariska Intellisano</td>
</tr>
<tr>
<td>Peter Chester</td>
<td></td>
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<tr>
<td>Sharlene Hamblin</td>
<td>Maddie Barbour</td>
</tr>
<tr>
<td>Jeanine Fenton</td>
<td></td>
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<tr>
<td>Celia Mason</td>
<td></td>
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<tr>
<td>Toni Williamson</td>
<td></td>
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<tr>
<td>Tony Artuso</td>
<td></td>
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<tr>
<td>Helen Coman</td>
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<tr>
<td>Janice Cutajar</td>
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<td>Sharon Vogel</td>
<td></td>
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<tr>
<td>Stephen Murphy</td>
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<tr>
<td>Lauren Milner</td>
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The meeting opened at 6.30pm.

1. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held in July 2013 were tabled.

Motion to approve minutes proposed by Sharlene Hamblin and seconded by Janice Cutajar. Voted on by P&F and motion carried.

2. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

2.1 Advertisement for new Tuckshop Convenor

An advertisement for the position of Tuckshop Convenor was placed in the School newsletter however no applicants have been received to date.

Action: Jeanine Fenton to place the advertisement for the role in next week’s newsletter.

2.2 Brett’s Hardware Barbeque

Janice Cutajar contacted Brett’s Hardware and inquired about the potential profit that could be made by holding a barbeque at their store. Brett’s Hardware advised that we would need to provide our own barbeque and tables. There was some discussion about whether it was

Signature of Chair : ________________  Date : ________________
worthwhile to proceed with a barbeque but it was agreed that at this stage it would be best to focus on the upcoming Election Barbeque.

Discussions were then held regarding running a stall at the new Jan Power’s Markets opening in Albion. Sharon Vogel suggested that the costs of hiring a stall are quite high.

**Action:** Lauren Milner to investigate costs of running at stall at Jan Powers Markets, Albion.

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### 3. CORRESPONDENCE

**Correspondence IN :-**

#### 3.1 Online Volunteering Website
Mary-Therese Brady forwarded an email to the P&F informing of a free online site that allows for volunteer registration to events. It was agreed that this is a useful tool for upcoming events.

#### 3.2 Funding Request from Prep
A request for funding was submitted by Irene Elder and Jamie Small to purchase a new cubby house for the Prep playground, new air conditioners and new puzzles and construction items.

All agreed that the existing cubby house needed replacement. The P & F are happy to fund the purchase of a new structure plus also the purchase of new puzzles and construction items. Discussion was held regarding the installation costs incurred with new air-conditioning.

It was agreed that Paul Drewniak would investigate the installation costs of new air-conditioning and the costs of the concrete slab required for the cubby house.

**Action:** Paul Drewniak to investigate the additional costs associated with new air-conditioning and a new cubby house.

**Correspondence OUT :-**

3.3 Email to Paula Lamprecht thanking her for her fundraising suggestion.

3.4 Thank you card to Shane O’Brien for his extra work cleaning up after the Festival.

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### 4. REPORTS

#### 4.1 Principals Report
To be provided.

#### 4.2 Treasurer’s Report

**July 2013**

**Income**
Parent Super Fro Disco $ 552.90

Expenses

Bunnings BBQ $ 480
Parent Super Fro Disco $ 1949.33
Festival $ 934.96

Balance of P & F Accounts

Chq Account $ 63 414.56
Tuckshop $ 16766.57 @19/06/13
Uniform $ 9822.20 @ 28/06/13

Combined Funds $ 90003.33

Carried fwd PF allocated Funding $ 48458

IT $20893 School Supplies $20 000 Library $4124 Arts $3441

Unpresented Chqs $ 2203.91

Allocated Funding and un presented chqs ( $50661.91)

Available funds $ 39341.42 ( PF Float $15 000 for Festival)

4.3 Tuckshop Report
Sharlene Hamblin reported that the online ordering system is working well, making the running of the Tuckshop much easier and requiring fewer volunteers on the day.

Peter Chester congratulated Sharlene for a job well done regarding the setup of the new online system.

1. Financials - Full monthly report attached.
   - Monthly summary below:

   Total receipts $ 3 152.81
   Total expenses $ 1 900.79
   PROFIT (LOSS) $ 1 252.02

   YTD Bank Balance as at 19.07.2013: $ 16 440.24

   Notes regarding financials:

   2. Issues/Events:
      - On-line ordering Over 280 orders on-line. Say there’s still another 30+ to go
3. Request:
   - Nil

### TUCKSHOP ACCOUNTS 2013 - YEAR TO DATE

<table>
<thead>
<tr>
<th>Month</th>
<th>Receipts</th>
<th>Payments</th>
<th>Profit &amp; Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>$3,716.02</td>
<td>$2,897.88</td>
<td>$818.14</td>
</tr>
<tr>
<td>March</td>
<td>$3,187.25</td>
<td>$1,472.73</td>
<td>$1,714.52</td>
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<tr>
<td>April</td>
<td>$1,920.09</td>
<td>$1,390.87</td>
<td>$529.22</td>
</tr>
<tr>
<td>May</td>
<td>$3,844.83</td>
<td>$2,084.94</td>
<td>$1,759.89</td>
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<tr>
<td>June</td>
<td>$1,803.76</td>
<td>$1,088.33</td>
<td>$715.43</td>
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<tr>
<td>July</td>
<td>$3,152.81</td>
<td>$1,900.79</td>
<td>$1,252.02</td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Nov/Dec</td>
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<td>$0.00</td>
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<tr>
<td>Totals</td>
<td>$17,624.76</td>
<td>$10,835.54</td>
<td>$6,789.22</td>
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</table>

### July

**Receipts** *(notes 1 - 3)*

- **10/7/13**
  - On-line: $622.20
  - On-line service fee: $-18.67
  - **Total receipts**: $603.53

- **17/7/13**
  - On-line: $768.40
  - On-line service fee: $-23.05
  - **Total receipts**: $745.35

- **24/7/13**
  - On-line: $762.70
  - On-line service fee: $-22.88
  - **Total receipts**: $739.82

- **31/7/13**
  - Deposit: $298.20
  - On-line: $789.60
  - On-line service fee: $-23.69
  - **Total receipts**: $1,064.11
Total receipts $3,152.81

On-line service fee (already calculated in) -$88.29

Notes
1. Receipt details taken from deposit records
2. Total receipts calculated by adding amount deposited to the cash taken from receipts to pay invoices

Payments

<table>
<thead>
<tr>
<th>Invoice date</th>
<th>Date Paid</th>
<th>Payment details</th>
<th>Supplier</th>
<th>Supplier details</th>
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<tr>
<td>31/07/2013</td>
<td>31/07/2013</td>
<td>Chq300153</td>
<td>Sharlene Hamblin</td>
<td>Reimburse Groceries</td>
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<td>31/07/2013</td>
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<td>31/07/2013</td>
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<td>Food supplies invoices</td>
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<td>954.45</td>
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<td>31/07/2013</td>
<td>31/07/2013</td>
<td>Chq300157</td>
<td>Fresh n Frozen</td>
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<td>41.60</td>
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<tr>
<td>31/07/2013</td>
<td>31/07/2013</td>
<td>Chq300158</td>
<td>Sushi Yatto</td>
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<td></td>
<td></td>
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<td></td>
<td>Total payments $ 1,900.79</td>
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</table>

Profit & loss

Receipts $3,152.81
Less: payments $1,900.79
Profit (loss) $1,252.02

5. Fundraising

5.1 M.A.D.D. – Sunday 10th November
Paul Drewniak presented an outline of proceedings for the upcoming M.A.D.D. showcase. A group of staff including Irene Elder, Jamie Small, Lauren Francis, Marita Artuso and Sharon Sang have been working on the details of the event. They have requested the P&F assistance to organize the catering side of the event including a barbeque, beverages etc.

It was agreed that the event would require significant catering, providing food for over 500 people. Set up would need to be carried on the Saturday.
An art space will be created for the day, similar to the style of GOMA where children can interact with the environment.

A M.A.D.D. subcommittee was formed consisting of Toni Williamson, Sharlene Hamblin, Peter Chester and Jeanine Fenton.

**Action:** Paul Drewniak to liaise with staff and organize a joint meeting with the P&F to discuss requirements.

5.2 **Student Disco 23rd August**
The disco will begin with a barbeque at 5.30pm and the DJ starting at 6pm. Suzanne Colette is printing the tickets, and Natalie Finney and Jeanine Fenton will be running the Sweets stalls. The disco will conclude at 8pm.

Children should be supervised by their parents throughout the night, and that parents should not drop off children. Parent volunteers will assist in monitoring the children throughout the evening.

5.3 **The Festival**
The Committee thanked Brian Nally for his working organizing the Festival.

5.4 **Parent’s Disco**
Peter Chester reported that the event was enjoyed by all, regardless of the lower than anticipated numbers. The event is expected to break even. Peter commended the caterers for their flexibility regarding final numbers and the quality of food provided.

5.5 **Father’s Day Stall**
Mariska Intellisano was unable to attend the meeting however she informed the P&F by email that the gifts had arrived and a wrapping bee would be held on the 12th and 21st August to package all presents. Details of this will be placed in the newsletter.

5.6 **Father’s Night 30th August**
Father’s night is a barefoot bowls evening at Windsor Bowls Club organized by Mary-Therese Brady. A beer pong table has been hired in the event the green is too damp for bowling. The cost is $30 per ticket and includes dinner and bowling. A door prize has been organized.

The Committee thanked Mary-Therese for all her hard work organizing the event.

5.7 **Pizza Day**
Peter Chester thanked Mary-Therese for organizing the event. Pizzas will be purchased from Eagle Boys Chermside. The volunteer roster has been filled.

Another Pizza Day may be held in Term 4 to raise funds for M.A.D.D. The event generally makes around $800 profit.

5.8 **Election BBQ and Cake Stall – Saturday 7th September**
Tony Artuso will order the supplies for the barbeque. Assistance will be needed to move the barbeque from the storage shed. Set up will begin at 7am and the barbeque will finish at 2pm.
Natalie Finney has agreed to run the Cake Stall. Cake Stall packaging leftover from the Festival can be used for the event.

6. Grants Proposals
None.

7. Other Items

7.1 Advertising in bmag during Catholic Education Week
Jeanine Fenton raised the issue of advertising in the bmag during Catholic Education Week, as many other local schools had used this forum for marketing. It was decided that a strategy meeting will be held in November to work out a marketing plan for 2014.

7.2 Grants Update
Sharon Vogel provided information regarding the application submitted on behalf of the school to the Gambling Community Benefit Fund in April this year. Round 78 closes on the 31 August 2013 and it was agreed that if the current submission is not successful, we will resubmit and include a request for funding for air-conditioning to the Prep classrooms.

Action: Sharon Vogel to send the grant application number to the P & F. Paul Drewniak to obtain quotes for Band risers, air-conditioning to the Prep classroom, and a covered walkway between the main building and the pavilion.

7.3 Sports Equipment in Playground
It was suggested that it would be a good idea to have more sports equipment available for use in the playground. Paul Drewniak said there was a basketball hoop, netball hoop and volleyball in the sports shed which could be set up during play time.

Action: Paul Drewniak to investigate setting up sports equipment during play time.

7.4 P & F Website Updated
Jeanine Fenton mentioned that the revised version of the P&F section of the school website had not been updated. Leanne Warfield and Helen Coman are aware of the problem and are liaising with the BCE Help Desk to resolve the issue.

7.5 Father’s Day Breakfast
Tony Artuso said that a Father’s Day Breakfast has been organised for Friday 30 August. Jamie Small and Irene Elder are organising the event and this year it will involve the whole school, not just Prep fathers. The format will be similar to the Grade 7 leaving breakfast with toasted sandwiches, tea and coffee, and sausages for the children. Breakfast will be served from 7.30am.

7.6 Hiring of Pavilion for Markets
Sharon Vogel said she had been contacted by a person interested in using the school pavilion to hold a monthly market on a Saturday which specialised in selling baby clothes and crafts. Currently the market is held at Hendra High school however the school no longer wants to allow
the use of its grounds for the market. Questions were raised regarding the impact to local residents, issues with insurance, and clashes with future school usage of the area.

Action: Sharon Vogel to bring a more detailed proposal to the next meeting, outlining anticipated numbers, and to also contact Hendra High School for their perspective on the markets.

7.7 Speeding Outside Front of School
A school parent raised concern regarding speeding motorist along Morris Street during school drop off times. Paul Drewniak suggested contacting our Adopt-A-Cop to see if they could address the situation.

Action: Paul Drewniak to contact our Adopt-A-Cop to see if he can address the situation.

7.8 Grade 7 Graduation
A question was raised regarding holding a cash bar at the Grade 7 graduation and it was agreed that this could be organised by the P&F. Due to changes to the Liquor Licensing Act no licence is required.

8. Next Meeting – Wednesday 11th September 2013

Meeting Closed at 8.30 pm.
### ACTION FOLLOWUP LIST:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuckshop Convenor</td>
<td>• Continue running advertisement for the position in the school newsletter</td>
<td>Jeanine Fenton</td>
<td></td>
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<tr>
<td>Jan Powers Markets</td>
<td>• Investigate costs of running at stall at Jan Powers Markets, Albion.</td>
<td>Lauren Miiner</td>
<td></td>
</tr>
<tr>
<td>Prep funding request</td>
<td>• Investigate the additional costs associated with new air-conditioning and a new cubby house for the Prep area</td>
<td>Paul Drewniak</td>
<td></td>
</tr>
<tr>
<td>M.A.D.D.</td>
<td>• Liaise with staff and organize a joint meeting with the P&amp;F to discuss requirements.</td>
<td>Paul Drewniak</td>
<td></td>
</tr>
</tbody>
</table>
| GCBF grant           | • Forward the grant application number to the P & F.  
• Obtain quotes for Band risers, air-conditioning to the Prep classroom, and a covered walkway between the main building and the pavilion for inclusion in next GCBF application. | Sharon Vogel   |         |
| Sports Equipment in  | • Investigate setting up sports equipment during play time                                                                                                                                             | Paul Drewniak |         |
| the Playground       |                                                                                                                                                                                                      |                |        |
| Hiring of Pavilion   | • Bring a more detailed proposal to the next meeting, outlining anticipated numbers to the markets, and to also contact Hendra High School for their perspective on the markets.                     | Sharon Vogel   |         |
| Speeding on Morris ST| • Contact our Adopt-A-Cop to see if he can address the situation.                                                                                                                                         | Paul Drewniak |         |