



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Kath Anthony

Date & time: 8 May 2023, 18:31

Minutes taken by: Paulyne Farrell

Location: Queen of Apostles Staff room

Present: Kath Anthony, Mark Ryan, Jennifer Anderson, Cat Domican, Paulyne Farrell, Tracy Italiano, Rebecca Day, Michelle Little-Desker,

Apologies: Aislinn Trodden, Jessica Stevens

Topic minutes

Topic	Minutes
Principal report	<ul style="list-style-type: none">• NAPLAN: NAPLAN assessments for Years 3 and 5 were successfully conducted online during Term 1. Everything went smoothly.• Easter Hat Parade and Raffle: Thank you to the P&F and everyone involved in organizing the Easter hat parade and raffle. The engagement from the school community was fantastic, and the event was a great success. Special thanks to the Year 6 students for their efforts in selling raffle tickets.• Stations of the Cross Prayer Reflection: The prayer reflection held on Holy Thursday at the end of last term was well received by students, staff, and community members. It was a meaningful and special event. Thanks to the teachers for organizing it.• Parent-Teacher Interviews: Parent interviews were mostly conducted on a single day, which proved to be taxing for the teachers. Nevertheless, it was a necessary task that we hope was well received by the parents. The system worked well overall, and we plan to repeat it next year with a few exceptions.• Professional Day for Teachers: Teachers participated in a professional day focused on Christian service. They dedicated their time to help at St Vincent de Paul and Ronald McDonald House. Cooking meals at Ronald McDonald House and sorting donations at St Vincent de Paul allowed us to give back to the community and support those in need. The impact these organizations have is

	<p>extraordinary, especially with the approaching winter season and the need for clothes, jackets, blankets, and other essential items.</p> <p>Upcoming Events</p> <ul style="list-style-type: none"> • Anzac Day Ceremony: The Anzac Day ceremony was held on the Friday, given the staff's Professional Development day. • Numeracy Parent Information Night: Last Monday, we hosted a numeracy parent information night. While 35 parents registered, 18 were able to attend. The session was designed to provide a hands-on understanding of the reports. • Confirmation Workshop: This Wednesday, a workshop for parents of Year 6 students will be conducted in preparation for the Confirmation ceremony scheduled for 28 May. • Mother's Day Breakfast and Stall: The Mother's Day breakfast and stall will take place this Friday, along with the Faction Cross Country Carnival. • Littlies Lapathon and Year 4 Assembly: The Littlies Lapathon and Year 4 assembly are scheduled for the following Friday.
President's report	<ul style="list-style-type: none"> • The P&F Committee has been actively engaged in behind the scenes planning and preparations. • A shout-out to committee members for their dedicated efforts and the progress made so far this year. • As volunteers we understand that everyone is busy and generously giving their time to ensure the best outcomes for the children. <p>Mark shared that the school staff are also very appreciative of the P&F Committee's contributions.</p>
Treasurer's report	<p>As at 30 April 2023, balance is \$80,426.32</p> <p>Account made up of:</p> <p>\$81,223.65 as of 28 February 2023</p> <p>+ 685.30 Easter Raffle + \$87.11 recycling return since 21/02/23 + \$660 Footy tipping + \$0.26 Try booking testing + \$9.10 sushi lunch</p> <p>\$82,665.42</p> <p>Minus expenses</p> <p>- \$641.00 Mother's Day stall - \$240.00 Footy Tipping vouchers - \$900.60 Catholic Parents Affiliation fee - \$353.50 Sushi lunch</p>

	- \$0.04 misc GST adjustment \$ 80,426.32 balance as of 28 February 2023, difference \$797.33 less due to expenses
Previous minutes	Moved by Tracy and seconded by Rebecca.

Business from previous minutes	
Issue	Discussion
Footy tipping – Tracy update	<ul style="list-style-type: none"> Tracy provided an update on the Footy Tipping initiative, which has been well received by the school community. Several participants have already won twice, and there has been enjoyable banter among parents. The engagement and enthusiasm surrounding this activity are commendable.
Easter Raffle / Easter Hat Parade Plan – Kath update	<ul style="list-style-type: none"> Kath shared a debrief on the Easter activities, including the Easter Raffle and Easter Hat Parade. The events went well, and valuable insights were gathered for future planning. The assistance of Terri in organizing the events was greatly appreciated. The total funds raised from the Easter Raffle amounted to \$368. Mrs Maloney mentioned that the Year 6 students enjoyed selling raffle tickets during lunchtime.
Mother's Day Breakfast event – Friday 12 May 2023	<ul style="list-style-type: none"> Details were provided for the upcoming Mother's Day Breakfast event. A total of 146 orders were received, consisting of 109 B&E burgers, 3 Gluten-Free options, and 52 Sweet muffins from Rustico. The P&F Committee handled the ordering this year due to logistics. Kath prepared a detailed brief for future planning, which included set-up instructions. It was noted that the breakfast will begin at 7:30 am, and dads are requested to arrive at 6 am for set-up. Volunteers for various tasks were assigned, and a run sheet was discussed for a smooth execution of the event.
Mother's Day gift stall	<ul style="list-style-type: none"> The organization of the Mother's Day gift stall was discussed. Gifts have been sorted into boxes by year level and are ready for sale. Some additional items, such as earrings and bookmarks, are awaited. Tracy will print pricing signs, and Paulyne will organize the float. Pre-kindy and the rest of the school will have designated times for purchasing from the stall.

Canteen Support: Sushi lunch order	<ul style="list-style-type: none"> • Lunch order events, including sushi and subway orders, were successfully arranged through Marnie, YC, and Korina.
Canteen Support: Icypole Fundraiser	<ul style="list-style-type: none"> • Thursday 6 April Icypole fundraiser for Year 6 graduation. • Would be good to have some help in the canteen. It was suggested to put a call out for canteen assistance through class reps
P&F Action Plan and Future Budget Considerations	<ul style="list-style-type: none"> • Kath presented progress on the P&F Action Plan. • Mark confirmed the cost options for items to be included in the budget, including drones and Spheros for coding purposes. <ul style="list-style-type: none"> ○ Bundle of 10 drones \$1563 plus shipping costs ○ Bundle of 5 drones \$1200 plus shipping costs ○ Spheros (currently used for coding, need replacing) – 6 @ \$258 each. • The Ninja playground proposal is under consideration by the council. • The potential inclusion of teacher resources in the budget will depend on fundraising and priorities. • The estimated fundraising amounts are \$5000 for the quiz night and \$5000 for the Colour Run. • School signage - Idea of signage was raised at the board meeting and Jennifer was asked to source quotes. Costing is quoted on very large 3m tall \$7,000 plus \$3,000 shipping from the Eastern States, so maybe looking at \$5,000. P&F discussed whether this should be paid from the P&F and a decision was made to postpone further consideration at this time. • Kath also mentioned arranging parent education speakers and that she had sought suggestions from CEWA based on parent interests. • An EOI form will be distributed via the Class representatives. Class reps are asked to liaise with the parents in their class, to select one event/activity from the list that they will take the lead on. Our two major fundraisers being the Colour Run and Quiz Night will involve sub-committees and the P&F will still require volunteers for these major events. • Kath confirmed she spoke with Julianne from Atwell Primary P&C regarding their Colour Run Fundraiser. They have agreed to share their bottles and talk us through their process. • School Disco – DJ booked and paid today. Funds required for pizzas, cordial and party bags. • P&F agreed and approved an additional \$500 on top of DJ. • P&F agreed and approved the timings: Junior Disco 4.30pm to 5.45pm; and Senior Disco 6.00pm to 7.30pm. • Quiz night – Friday 11 August – confirmed – need to book a quiz master - probably throw some ideas together and go from there. ACTION: request class reps to see who would like to be involved in the quiz night and organizing. ACTION: Paulynne to contact Cam the quiz master. • Father's day breakfast – Friday 1 September.

	<ul style="list-style-type: none"> • P&F agreed and approved budget \$1000 for breakfast and \$800 for gift stall.
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Correspondence	Mainly fundraising promotional material.
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New Business	
Other business	<p>Second hand uniforms – Mark</p> <ul style="list-style-type: none"> • Second hand uniforms were discussed as Mark has received a couple of queries and with money being tight with families. • While uniforms have not been the primary focus due to ongoing event planning, the P&F Committee is committed to supporting families in need. • Parents can contact Cat directly for enquiries, and the Facebook page has seen some activity. • It was suggested to request class reps to share the Facebook page with their classes and inform them about contacting Cat for further assistance. • Tracy has sorted through a significant number of bags and organized uniforms by size. • It was discussed whether someone could assist with pop-up stalls or take over the second-hand uniforms, and a call-out will be made to class reps for potential volunteers. <p>Sports uniforms – Mark</p> <ul style="list-style-type: none"> • The topic of sports uniforms was raised following discussions at the last advisory council meeting. • The SRC expressed concerns about the complexity of the current sports uniform system and proposed simplifying the faction shirts, considering the existing color-coded hats. • Mark inquired about the interest in forming a committee to explore this matter further. • If there is sufficient interest and support, the committee can delve into the feasibility of streamlining the sports uniforms. <p>QCESR Review</p> <ul style="list-style-type: none"> • The P&F Executive (Kath, Cat and Paulynne) will attend this meeting on Tuesday 30 May.
Meeting close and next meeting	<p>Meeting closed: 7.47pm</p> <p>Next meeting: Monday 12 June 2023.</p>