



Queen of Apostles CPS P&F Association

Minutes

Chaired by: Tracy Italiano

Date & time: 12 August 2024, start 6.02pm

Minutes taken by: Paulynne Farrell

Location: Queen of Apostles

Present: Tracy Italiano, Jennifer Anderson, Mark Ryan , Paulynne Farrell, Koreena Cinanni & Aislinn Trodden.

Apologies: Cat Domican & Rebecca Day

Attachments:

Topic minutes

Topic	Minutes	Actions required
<p>Reports - Principal</p>	<p>Smooth start to Term 3 until last Friday, when the school was informed of the passing of staff member Lee-Anne Oliver.</p> <p>A staff briefing was held in the afternoon, and Mark spoke with the family about when they were comfortable for the school to let the families know that Lee-Anne passed away.</p> <p>CEWA and psychologists were at the school today along with school improvement adviser to speak to staff.</p> <p>Tracy Small was here today and spoke to students as well, she had a strong and close connection with Lee-Anne.</p> <p>We are navigating this space to see what the needs are of our community and staff.</p> <p>Lee-Anne's family are deeply private and do not want anyone going to their house, do not want any correspondence, they are a private family</p>	<p>Action:</p> <p>Assigned to:</p>

	<p>and want time to grieve and we need to respect their wishes.</p> <p>They will be in touch with the school about funeral arrangements but will most likely private and closed.</p> <p>The school will hold something in remembrance of Lee-Anne for the school and community.</p> <p>Lee-Anne tutored many children before and after school.</p> <p>The school also needs time and space to navigate this. The school will let everyone know when, as they need a chance to grieve before celebrating Lee-Annes life and all the lives she touched.</p> <p>Mark has not experienced the death of a staff member before and is navigating through this with the help from CEWA.</p> <p>CEWA have been fantastic and first class with their support, meeting with the school within an hour of Mark informing them.</p> <p>This week will be a little bit up and down. Advice from CEWA, is to try and keep routine as normal as possible, this week is wellness week, to keep with CEWA advice pyjama day will be postponed until a couple of weeks down the track.</p> <p>The assumption whole school mass that was to be held on Thursday in the church will be moved into the classrooms. There will not be something for Lee-Anne on that day.</p> <p>By keeping the days as normal as possible we will be able to support staff and students.</p> <p>By keeping a normal routine, the P&F meeting is still being held tonight.</p> <p>The Paul Litherland – Surf Online Safe presentation will go ahead tomorrow in line with what CEWA has suggested. Paul has been in our community now for the past four years, how to deal with tricky space with cyber safety.</p>	
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	Koreena and Paulyne have not received information from the Parish about the upcoming reconciliation.	
Reports - Chair	<p>P&F would like to send our thoughts and prayers to staff, kids and community and help any way we can.</p> <p>Uniform stall held Friday 26th July was run by Koreena, with help from Tina and Sophie</p> <p>On the same day was the Sports Colours Day, it was a great way to celebrate opening of the Olympics and derby day, good fundraiser for the P&F.</p>	
Reports - Treasurer	<p>As at 31 July 2024 balance is \$20,557.65.</p> <p>Account made up of:</p> <p>\$38,066.20 as of 1 July 2024</p> <p>Income – \$581.45</p> <p>P&F second hand uniform sales</p> <p>Less expenses \$18,090.00, made up of:</p> <p>Donation Year 5 & 6 furniture and reimbursement of gummy bear tubs from a previous wellness week.</p> <p>Annual Budget 2025 to be discussed by P&F offline</p>	
Previous minutes	Koreen accepted and Tracy second	
<p>Business from previous minutes</p> <ul style="list-style-type: none"> Paul Litherland – Surf Online Safe (Tues 13th Aug) Father’s Day Breakfast (Fri 30th Aug) 	<p>Paul Litherland – Surf Online Safe (Tues 13th Aug)</p> <p>Still going ahead tomorrow 6pm. He is really good at online safety and will answer questions.</p> <p>Father’s Day Breakfast (Fri 30th Aug)</p> <p>Advertised in the newsletter along with sign up for volunteers, posters up around school and class reps have shared. Orders close Friday 23rd August. Awaiting numbers before we order any food, etc.</p>	<p>ACTION – Tracy to share reminder with class reps about Paul Litherland Surf Online talk tomorrow.</p>

<ul style="list-style-type: none"> • Father's Day Stall (Thurs 29th & Fri 30th Aug) • Wellness Week Term 3 (Wed 14th Aug) • Disco (Fri 11th Oct) • P&F Business Directory - PF 	<p>One volunteer currently signed up. Koreena and Paulynne to also sign up to help with breakfast</p> <p>Father's Day Stall (Thurs 29th & Fri 30th Aug)</p> <p>Thanks to Aislinn for helping purchase the gifts for the stall and Koreena for helping sort them into classes.</p> <p>Currently no volunteers to run the stall. Tracy will reach out to registered volunteers to seek support.</p> <p>Tracy and Carly to run the Pre-Kindy stall on the Thursday.</p> <p>Wellness Week Term 3 (Wed 14th Aug)</p> <p>Gummy bears purchased and with school to do what they need, probably align with pyjama day.</p> <p>Disco (Fri 11th Oct)</p> <p>To be held first week of term 4. Dj booked and paid.</p> <p>ACTION: Tracy will organise posters either this week or next week and will check with the year 6's if there will be a theme or not.</p> <p>P&F Business Directory</p> <p>PF to follow up and asked on class reps page.</p>	
<p>Correspondence</p>	<p>nothing</p>	
<p>New business</p> <ul style="list-style-type: none"> • P&F Budget for 2025 	<p>P&F Budget for 2025</p> <p>Keep same fund raising, Colour run was good to hold at the beginning of the year. discussion held on other easy fund-raising options, such as chocolate fund raising, cookie dough, hot cross buns, bake sale.</p> <p>Suggested to possible pay for chocolate box at pick up and then no need to return cash back to school as already paid for.</p> <p>ACTION: Koreena to check with Bakers Delight Riverton for hot cross buns.</p> <p>P&F to approve budget offline.</p>	

<ul style="list-style-type: none"> • Oven in the Canteen • Blue Tree Project 	<p>Will take offline and give to Caroline by the due date.</p> <p>ACTION: Paulyne to create budget and send out to committee members to approve.</p> <p>Oven in the Canteen</p> <p>We have heard the oven has been playing up in the canteen.</p> <p>A different company is coming out tomorrow to take a look. Have had a few different companies come out to take a look. If it does not work tomorrow the school will purchase a new oven. Might be about \$10K and Mark has spoken to Caroline about it.</p> <p>Blue Tree Project</p> <p>Is for mental health, positive for the school, reminder to check in on everyone, not just fathers' but friends also. Source of conversation to save lives and check in with loved ones and mates.</p> <p>When would be an appropriate time? The project recommends, finding an old dead tree, then to plant in the ground with cement and then paint it blue.</p> <p>Some schools, have done large branches, settled in a pot and placed in a high traffic flow area.</p> <p>Expenses would include be quite a bit of paint. 20kg cement is \$8.00 \$103.00 for a 4 litre tin from Blue Tree Project. Wattyl paint has the primer in it. Specific paint colour required for Blue Tree Project.</p> <p>P&F discussed logistics and timing of launch, size of tree or branches (in a pot and/or in the ground), timing of launch, location (high traffic), painting and paint sources. Possible launch at Welcome Back 2025 Sundowner, with families and/or students to paint.</p> <p>Other suggestions, to link into wellness week, written messages to hang off branches or a tree on the wall and put names with leaves.</p>	
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	<p>Mark really likes the idea.</p> <p>It's important to recognize the meaning behind the Blue Tree project and the reason why we are doing this needs to be communicated to the community.</p> <p>Koreena's father in law has acreage and can source the dead tree at no cost.</p> <p>P&F AGREED AND APPROVED - P&F to cover costs of paint, pot, etc, will be launched at the 2025 Sundowner.</p>	
Other business	None	
Next meeting Friday 13 th September 9.15am	Keep meeting on the 13 th , Mark will arrange for help with Ross regarding the jumps and throws that start at 10am.	
Close	6.49pm	