ST LUKE’S CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION  
MEETING MINUTES  

FOR THE MEETING HELD ON Wednesday 2nd April 2014 COMMENCING AT 7.35pm

Attendees: Margarita Tranquille  
            David Hunter  
            Tracey Detata  
            Larissa Jones  
            Hilary Mann  

Those recorded in the attendance book

1. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on 2nd April 2014 were confirmed as a true and accurate record. Forwarded by Leanne Noonan and seconded by Wendy Kearsley

MATTERS ARISING FROM PREVIOUS MINUTES

P&F agreed to donate $4,636 to fund school Mathletics program

2. CORRESPONDENCE INWARDS

2014 School Fun Run application kit

3. CORRESPONDENCE OUTWARDS

Letters thanking sponsors of EOG

4. PRINCIPALS REPORT – David Hunter

- Thank you to organisers of EOG  
- Mathletics years 4-6 have had license renewed  
- Tuning into kids program available in Term 3  
- Mrs Peart is coordinating an Eat, Play, Thrive workshop for parent’s (targeting 0-4 yr olds) in Term 2  
- Kiss and Ride Nameplates have made it easier and quicker  
- Sacraments in Parish Launch  
- First Communion celebrated at Parish Mass on Saturday evening 21st June (4W) and Sunday morning 22nd June (4B)  
- The Government’s National Consistent Collection Of Data - St Luke’s has been asked to provide data about students with disability.  
- On Psych- a federal government’s mental health service to provide free psychiatric services at school for children with issues.

5. TREASURER’S REPORT – Larissa Jones: Per attached report.
6. **FUNDRAISING REPORT** – Wendy Kearsley

   - More donations are needed for the Easter Raffle
   - Will consider purchasing prizes from raffle money if necessary

7. **BOARD REPORT** – Nicole Barrett: Per attached report

   - Auditors and treasures reports were presented and accepted by those present.
   - Discussion of possible uses of old Kindy room after term 1. Nothing confirmed.
   - Review of floor and furniture replacement schedule.

8. **GROUNDS REPORT** – Jason Noonan

   - Buzy Bee has been scheduled for Saturday April 12th

9. **GENERAL BUSINESS**

   - Leanne Noonan raised P&F getting quotes to get blinds for the Performing Arts Centre

   - No parking signs erected by council causing more of a safety risk by causing a traffic jam by people trying to turn in and people who aren’t apart of the school over taking.

   - Parent’s need to ensure their children are wearing helmets if riding bikes and scooters to school.

   - Teacher parent interviews – working parents can’t make the available times during school hours. Teachers put aside a day where the latest interview time available should be 6.30 pm – Suggestion that there is an online application process as there is no way for working parents to nominate their preferred time.

   - Nicki Francis looking into Kidz A Buzz Fundraiser

   - Larissa asked why the canteen didn’t get passed. David reflected that the facilities were not suitable and having children walking unaccompanied to the arts centre was not appropriate, insurance issues, a private arrangement wasn’t the preferred way of managing the business, the school board would re-consider the possibility of a canteen if a purpose built facility in a more appropriate part of the school was available.

   - Tracy asked if another bike rack could be made available. David agreed and said he was happy to invest in one.

   - Nicki Barrett’s Christmas Art Card Fundraiser – David suggests speaking with Michelle Bryant about

   - Hilary suggested a school Christmas function at the Woodvale Reception Centre where there is a small cover charge for food and entertainment.
• Nicki Francis suggested the Breakwater where you buy your own drinks, buy $200 worth of food and you are delegated an area.

• Canvas through reps via group email proposal canvasing for interest to book the venue for the end of the year. If there is demand for people from all year groups then it will be worthwhile.

• Class Reps need to email class lists back to Hilary before term two.

• Margaritta thanked Larissa and year one’s for EOG, Wendy Kearsley and Year two’s for Easter Fundraiser and all Class Reps for organising parent get togethers

• Still need yr 6 reps

• Margarita suggested the possibility on having a parent evening on cyber safety and David agreed with the idea.

• Larissa asked for Sausage sizzle dates were as there is a lot of soft drink left to sell off. Marg said September and November.

10. **DOOR PRIZE**
    David Hunter drew the door prize. The lucky winner was Hilary Mann

11. **NEXT MEETING**

    The next meeting will be held:-
    Date: Wednesday June 25th 2014  
    Time: 7.30pm  
    Venue: St Luke’s Catholic Primary School Library

    The meeting closed at 9.23 pm

_________________________  ____________________________
Margarita Tranquille  Date
P&F President
## Items RESOLVED and being attended to from Previous Meetings

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date</th>
<th>Person Responsible</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Website Upgrade</td>
<td>25.9.13</td>
<td>David</td>
<td>David is addressing</td>
</tr>
<tr>
<td>P&amp;F Inventory</td>
<td>2.4.14</td>
<td>Larissa</td>
<td>A sign out form in office</td>
</tr>
<tr>
<td>Advertise on P&amp;F website</td>
<td>2.4.14</td>
<td>EXEC</td>
<td>Meeting to be scheduled to discuss</td>
</tr>
<tr>
<td>Sisters Mary to attend assembly to thank children for donation</td>
<td>2.4.14</td>
<td>Hilary</td>
<td>Speaking with Mary</td>
</tr>
<tr>
<td>P&amp;F asked to donate towards Mathletics Program</td>
<td>2.4.14</td>
<td>P&amp;F</td>
<td>Donating full amount of $4,636</td>
</tr>
<tr>
<td>Quotes to get blinds for the Performing Arts Centre</td>
<td>2.4.14</td>
<td>Larissa</td>
<td>Progressing</td>
</tr>
<tr>
<td>Online application to nominate preferred time for parent teacher meetings</td>
<td>2.4.14</td>
<td>David</td>
<td>Speaking with staff</td>
</tr>
<tr>
<td>Another bike rack</td>
<td>2.4.14</td>
<td>David</td>
<td>Sourcing one</td>
</tr>
<tr>
<td>Year 6 reps</td>
<td>2.4.14</td>
<td>Marg</td>
<td>To email year group</td>
</tr>
<tr>
<td>Class Rep lists</td>
<td>2.4.14</td>
<td>Hilary</td>
<td>Emailing reps</td>
</tr>
<tr>
<td>Parent Cyber Safety forum</td>
<td>2.4.14</td>
<td>David</td>
<td>Sourcing presenter</td>
</tr>
<tr>
<td>Xmas card fundraiser</td>
<td>2.4.14</td>
<td>Nicki Barrett</td>
<td>Need to discuss and involve Michelle Bryant</td>
</tr>
<tr>
<td>Facebook link to free soft wear</td>
<td>2.4.14</td>
<td>Tracy</td>
<td>Tracey speaking with teachers about their recommendations</td>
</tr>
<tr>
<td>P&amp;F donating $3,000 for new library books</td>
<td>2.4.14</td>
<td>Marg</td>
<td>Progressing</td>
</tr>
<tr>
<td>P&amp;F to pay for sport clinics</td>
<td>2.4.14</td>
<td>David</td>
<td>David speaking with Rob on his return</td>
</tr>
<tr>
<td>P&amp;F to fund any repairs or new sporting equipment</td>
<td>2.4.14</td>
<td>David</td>
<td>David speaking with Rob on his return</td>
</tr>
<tr>
<td>P&amp;F to fund new take-out Kindy playground equipment</td>
<td>2.4.14</td>
<td>Marg</td>
<td>Progressing</td>
</tr>
<tr>
<td>End Of Year Christmas Function</td>
<td>2.4.14</td>
<td>Hilary Mann</td>
<td>Canvassing year groups via email lists</td>
</tr>
</tbody>
</table>