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

FOR THE MEETING HELD ON Wednesday 14 May 2014 COMMENCING AT 7.30pm

Attendees: Margarita Tranquille
David Hunter
Tracy Detata
Nicki Barrett

Apologies: Hilary Mann
Larissa Jones

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 Wendy Kearsley and seconded by Irenie Tasselli.

2. MATTERS ARISING FROM PREVIOUS MINUTES

Nil

3. CORRESPONDENCE INWARDS

Nil

4. CORRESPONDENCE OUTWARDS

Nil

5. PRINCIPALS REPORT – David Hunter

As per attached report

6. TREASURER’S REPORT – Tracy Detata on behalf of Larissa Jones:

The cash at bank balance for the P&F Association at 12 May 2014 is $37,537.72 and we have $22666.29 on term deposit.

The receipts since our last meeting have been:

EASTER RAFFLE - $1765.00
BEAU Haulage - $400.00

Money received by Beau Haulage I think may be payment of school fees. I have emailed Lina to look into this further.

Payments made include Footy tipping $150.00, CCI Insurance $146.62, City of Joondalup (public trading licence) $31.00 and Mrs Mac & Perth frozen foods pie day expenses of $599.45

Total Profit from the Easter Raffle was $1765.00.

We have just received invoices today for Mathletics ($5100) & Westside Bus Company ($3080.00) Both Invoices totalling $8180.00 will be paid this week to St Lukes.
7. FUNDRAISING REPORT
Sandra Sojka will be booking the disco DJ this week and will liaise with the office regarding suitable dates in the latter half of term 4.

8. BOARD REPORT – Nicole Barrett:
No report as there has been no board meeting since the last P & F meeting

9. GROUNDS REPORT – Jason Noonan
- The repairing of the school paving was completed successfully at the recent busy bee
- Jason Noonan has continued repairing the wire fence between the courts and the oval.

10. GENERAL BUSINESS
- Anne Butler raised concern that our School does not have a Gifted and Talented Program and that this was disadvantaging our student when they reach high school as there were unfamiliar with the format used. David advised that it has been raised in the past and that it was decided that the funding was better used in our arts program. If we were to have a Gifted and Talented Program then there funding would have to come from another area.

- Performing arts costumes were expected to cost approx. $40 each, $20 of this will be funded by the P & F as had been decided in previous years. David to advise Bonita Muir to keep the cost to a reasonable limit so that parents were not made to pay large amounts.

- Danielle Santoro requested if Kindy could be made a 5 day fortnight and eliminate the ½ day. David advised that there would be no change to the current system due to staff availability and other factors.

- Finn Simpson re-raised the issue of having and OT or Speech Therapist on site for student of the school as she was not made aware that there had been an outcome from the previous discussions. Margarita Tranquille advised that the matter was surveyed through the P & F survey last year and that the number of parents that would require the service were identified as well as their name and contacts details passed to Sandra Mooney for her to liaise with Judy Cobern. David Hunter advise that a number of parents had advised that they did not wish to change their current providers and that on further investigation there we no Speech Therapists or OT’s willing to operating from the school premises. Parents are able to utilise a space at the school should their current provider wish to attend the school for sessions.

- Anne Butler raised concern about excessive expenditure for the Year 6 graduation and the decision was made that the P & F would contribute on a cost basis.

- Sandra Sojka asked if the pre-primary may be included in the morning tea muffins on pie day. David advised that they eat at different times and that it would have to be raised with the PP teaching staff. The decision was made that there would be no change to the current system

- Anita Pugliese raised some concerns about the privacy levels of the facebook page and suggested a few changes to protect the individuals that wish to be friend of the page. Tracy Detata and Anita will liaise further to make some improvements to the privacy and function of the page.

- Entertainment Books are now available
11. DOOR PRIZE
David Hunter drew the door prize. The lucky winner was Fenella Ekers

12. NEXT MEETING

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

The meeting closed at 8:55pm

Margarita Tranquelle
P&F President

Date
<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>Quote and information currently being sourced. Meeting next week</td>
</tr>
<tr>
<td>P&amp;F Inventory</td>
<td>2.4.14</td>
<td>Larissa</td>
<td>The inventory list is now on the website and items should be signed out when taken</td>
</tr>
<tr>
<td>Advertise on P&amp;F website</td>
<td>2.4.14</td>
<td>EXEC</td>
<td>Current parents of the school could advertise their business free on the Facebook page. Parents wishing to advertise should send the information to the P &amp; F email address. Businesses that have supported the school would be acknowledged for their support on the newsletter and Facebook page. There would be no advertising on the website until the upgrade</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>Invoice now received and payment to follow</td>
</tr>
<tr>
<td>Quotes to get blinds for the Performing Arts Centre</td>
<td>2.4.14</td>
<td>David</td>
<td>Currently in progress</td>
</tr>
<tr>
<td>Online application to nominate preferred time for parent teacher meetings</td>
<td>2.4.14</td>
<td>David</td>
<td>Maybe with the new website. Marg suggested that other schools use Connect with Sector</td>
</tr>
<tr>
<td>Another bike rack</td>
<td>2.4.14</td>
<td>David</td>
<td>Rack has been moved to be able to access both sides for use and this appears to be sufficient. Will continue to monitor the use</td>
</tr>
<tr>
<td>Year 6 reps</td>
<td>2.4.14</td>
<td>Marg</td>
<td>There have been no volunteers for this role therefore there will be no class rep for Year 6. The year group’s fundraiser will be advertised in the newsletter should any other volunteers wish to take it over.</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>John Mason and Nikki Barrett both suggested that they may be able to source someone for this</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. Has now received all of the information and will liaise with Michelle</td>
</tr>
<tr>
<td>Facebook link to free soft wear</td>
<td>2.4.14</td>
<td>David</td>
<td>David 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>David</td>
<td>David has spoken with library staff who advised that there has been a recent reshuffle of the library shelves and approx. $2000 spent on book. Therefore the should be a sufficient amount for the school</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>David</td>
<td>Progressing</td>
</tr>
<tr>
<td>End Of Year Christmas Function</td>
<td>2.4.14</td>
<td>Nikki Francis</td>
<td>Year group reps to advise Hilary of the responses received re interest in this event.</td>
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Parents and Friends Meeting May 2014

Principal’s Report

Easter Egg Raffle
A big thank you to the many volunteers who organized and ran the Easter Egg Raffle last term. The work you did and the excellent attention to detail given the recall of some products by the supermarkets, was greatly appreciated.

National Consistent Collection of Data
The school is currently in the process of compiling a database for the Catholic Education Office and ultimately the Government on the number of children in the school with some form of disability or learning difficulty that requires some form of adjustment by teachers because the student learns differently from others. Information will be de-identified before leaving the school.

Bike racks-
I have been monitoring the use of the bike racks which have been repositioned slightly to enable better access. There appears to be enough spaces for keeping the status quo.

Library Books
I spoke with Ann Maree in the library. She informed me that they have just purchased $2000 worth of new Lexile books (Lexile Pro) to extend to the older readers section of the library. They will be re-organising the shelves to better display the range of books available to older readers. Their view is that there are plenty of books available in the general section of the library.

Junior Primary Equipment
Our school is being required to begin implementing the NQS early childhood guidelines from the beginning of next year. Currently staff members are familiarising themselves with the criteria to ensure we begin working towards the standards prescribed by NQS. Two aspects of the standards refers to the children’s health and safety and the physical environment (includes equipment). We would prefer to wait a little while until we are sure of what equipment may be currently missing and which the P&F may assist us in purchasing.

Art/craft Equipment
I would kindly like to request the following items for the Visual Arts program:

* 2 class sets of A4 picture frames for Year 6. Pastel studies as Graduation gifts for their families. Priced at $5 per frame from ikea. Approx. 65 frames = $325.00 For display in the front office.

* Art books and posters from the Art Gallery bookshop. [approx $300]

* Additional art consumables. [approx $500] (particularly art papers

School Photos (fotoworks)
These will be done over a three day period commencing on Wednesday 28^{th} May. Details to be sent home advising parents this week.