

## St Brendan's School P&F Minutes 1 May 2018

**Attendees:** Peta Shine, Laureen Smith, Brendan Gerrard, Lisa De La Haye, Immanuel De La Haye, Sarah Boase & Carrie Leary

**Apologies:** Nicole Cole

Item	Information	Decisions / Actions / Due / Responsible Person
<b>Meeting opened</b>	6.30 pm	
<b>Minutes from previous meeting</b>	<p>Minutes of meeting held on 6<sup>th</sup> March 2018. Available on the P&amp;F page of the St Brendan's School website</p> <p>Recommendation: That the Committee confirm the Minutes of 6<sup>th</sup> March 2018 Meeting.</p> <p>Moved: Laureen ; Seconded: Peta</p>	
<b>Correspondence</b>	<p>Correspondence received from:</p> <ul style="list-style-type: none"> <li>• Brisbane Archdiocesan P&amp;F Council invites all parents and school community members to an evening with Dr Kate Owen – 'Talking with Teenagers'.</li> <li>• Letter from Graham Perrett MP Federal Member for Moreton regarding the changes to reporting and accountability for charities changes effective from March 15, 2018.</li> </ul> <p>It was moved that the inwards correspondence be accepted and endorsed, with no outwards correspondence.</p> <p>Moved: Carrie ; Seconded: Laureen</p>	<p>Brendan to display P&amp;F Council invite on noticeboard</p> <p>Laureen will give this letter to School Auditor. These changes will most likely not apply to the P&amp;F group.</p>
<b>Principal's report</b>	Was unavailable at the time of the meeting. Apologies from Nicole.	Principal's report to be published by Nicole this Friday (4/5/18)
<b>Treasurer's report</b>	<p>Information :</p> <p>Current balance P&amp;F account: \$21,318.42 (as at 31/3/18)</p> <p>Current balance tuckshop account: \$6,790.33 (as at 31/3/18)</p> <p>Income for month: \$281.20</p> <p>Expenditure for month: \$275.00 (Disco)</p> <p>Expenditure to budget: Nil</p> <p>Accounts for payment: \$2,000.00 (Gardening) \$202.00 (payment to Sarah Boase for Mother's Day Stall items)</p> <p>Moved that the Treasurer's Report be accepted and accounts approved for payment.</p> <p>Moved: Peta ; Seconded: Carrie</p>	<p>Sarah &amp; Dan Boase have offered to DJ next year with the idea of turning the Disco into a fund raising event.</p> <p>Also more lights, less noise &amp; open to St Pius X students, with a possible theme for the disco.</p> <p>Peta to note this for the 2019 disco and 2019 P&amp;F Committee</p>

<p><b>General business</b></p>	<p>Purchase of 2 coffee machines for the tuckshop for use at discos, movie nights, fete, etc.</p> <p>2018 P&amp;F Fridge calendar has been distributed to families, having been sent home with the eldest child in each family.</p> <p>Working Bees - Term 2 and Term 4? – List of working bee duties that need doing, usually supplied by Carmel</p> <p>Sun Smart Shade Application not submitted due to tight application timeframes. An alternative external quote has been receipted outside Fete Planning committee meeting. Quote exceeded budget restraints, as the P&amp;F has already committed \$6,000 to shade sails for the school courtyard.</p> <p>Recommendation: It was moved that the general business be accepted and endorsed.</p> <p>Moved: Immanuel ; Seconded: Laureen</p>	<p>The Committee has decided not to pursue at this time. To be reviewed at a later date.</p> <p>Thank you to Laureen for creating these calendars and organising for distribution through the school office.</p> <p>Carry over to next meeting for advice from Nicole Cole as to whether a working bee in Term 2 and 4 is needed.</p> <p>Peta to advise fete committee that P&amp;F is unable to fund quoted marquee.</p>
<p><b>Mother's Day stall 11<sup>th</sup> May</b></p>	<p>Information: Sarah Boase has audited existing stock and has purchased additional gifts from Smart Gift Ideas to the value of \$200.</p> <p>She would also like to purchase a further \$50 of additional stock from another supplier for the Mother's Day Stall. This is expected to suffice for 2018 &amp; 2019.</p> <p>Father's Day Stall: Sarah has NO leftover stock. Has asked committee to budget \$300.00 for 2018 / 2019</p> <p>Recommendation: That the Committee approve immediate expenditure of \$50 for the purchase of additional items for the Mother's Day Stall.</p> <p>Moved: Laureen ; Seconded: Lisa</p>	<p>Sarah asked school to be reimbursed the fees.</p> <p>Stall expected to be held in Library. Brendan has offered senior students to assist Sarah with moving stock to the library prior to Friday 11<sup>th</sup> May in preparation for the stall.</p>
<p><b>Trivia Night 19<sup>th</sup> May</b></p>	<p>Information:</p> <p>Darryl West has been booked to run the Trivia Night and has provided a run sheet for the night.</p> <p>Maureen Kelly was able to supply some comparative data/figures on last year's event.</p> <p>Advertisement of the Trivia Night has be included in the parish newsletter</p> <p>Recommendation: That the Committee is agreeable to the proceedings of the trivia night, as stated</p> <p>Moved: Peta ; Seconded: Sarah</p>	<p>Microphone, speaker &amp; drinks trough to be donated for use at this event, from St Brendan's'</p> <p>6 rounds, Lucky Door, 1<sup>st</sup> and 2<sup>nd</sup> prizes to be decided</p> <p>Sarah offered to donate round prizes. To send Peta a photo of items that she has.</p> <p>To be advertised on Moorooka Grapevine (fb page)</p> <p>Fete Planning Committee to assist Trivia Night set up, in the afternoon of 19<sup>th</sup> May.</p>

<b>Fete Meeting</b>	Next fete meeting will be 19 May 2018 at 2pm for a walk around school scoping for setup of fete, followed by attendees helping with set up for the Trivia Night.  The next fete meeting will be held on 20 <sup>th</sup> June 2018 @ 7pm, Salisbury hotel. All welcome to attend.	
<b>Fete</b>	Newsletter update #5 to be distributed tomorrow (2/5/18).  Lisa De La Haye has submitted a NAIDOC application for 2 year funding. Nicole has been listed as the school contact. To table document at next P&F meeting.	
<b>Next meeting</b>	Tuesday 5 <sup>th</sup> June @ 6:30 pm	
<b>Meeting closed</b>	8.00pm	

<b>2018</b>	<b>P&amp;F MEETINGS - TUESDAY 6:30pm</b> First Tuesday of month General Meetings unless otherwise noted	<b>P&amp;F EVENTS</b>
<b>TERM 1</b> (Tue 23 Jan – Thur 29 Mar)	13 <sup>th</sup> February Extra-ordinary General Meeting + General Meeting 6 <sup>th</sup> March	Harmony Night – Friday 2 <sup>nd</sup> March Working Bee – Sunday 25 <sup>th</sup> March
<b>TERM 2</b> (Tue 17 Apr – Fri 29 Jun)	1 <sup>st</sup> May 5 <sup>th</sup> June	School Disco – Friday 20 <sup>th</sup> April Mothers' Day Stall – Friday 11 <sup>th</sup> May Trivia Night – Saturday 19 <sup>th</sup> May
<b>TERM 3</b> (Mon 16 Jul – Fri 21 Sep)	7 <sup>th</sup> August 11 <sup>th</sup> September	Mother's Night Fete Working Bee – Sunday 19 <sup>th</sup> August Fete set up – Saturday 25 <sup>th</sup> August Fete – Sunday 26 <sup>th</sup> August Fathers' Day Stall – Friday 31 <sup>st</sup> August
<b>TERM 4</b> (Mon 8 Oct – Fri 7 Dec)	9 <sup>th</sup> October 6 <sup>th</sup> November AGM + General meeting	Movie Night – Friday 10 <sup>th</sup> November