

St Brendan's School P&F Agenda 21st November 2017

Attendees: Lisa De La Haye, Immanuel De La Haye, Nicole Cole, Laureen Smith, Maureen Kelly, Peta Shine, Patrick Shine

Apologies: Brendan Gerrard

Item	Information	Decisions / Actions / Due / Responsible Person
Meeting opened	Welcome, apologies Alteration & Prioritisation of agenda items	
Minutes from previous meeting	Minutes of meeting held on 8 th August (no September General meeting due to fete review meeting, no October meeting due to lack of quorum) Recommendation: That the Committee confirm the Minutes of 8 th August Meeting Moved: Laureen Seconded: Patrick	Carried
Business arising	Payment for stage	School to issue letter for payment for stage for payment by P&F. Laureen to pay outstanding amounts as per invoice submitted by school for payment for stage.
Correspondence	nil	
Principal's report	See AGM 21 st November report	
Treasurer's report	See AGM 21 st November report	
Fete	Information: rides company has been booked, specific rides will be booked next year Seek fete convenors at the beginning of 2018	
General business	Information: List of existing staff for gift	Laureen will purchase a gift card on behalf of the P&F
P&F minutes	Information: distribution of P&F minutes	Nicole to arrange the distribution of P&F minutes on school website and, when launched, parent portal, as well as continuing in school newsletter P&F Secretary - send minutes to P&F executive and school leadership team for checking and amend if necessary. Minutes then to be submitted for putting on the school website by school personnel as well going out with the school newsletter. Minutes to be emailed to executive and school leadership team.
2018 P&F dates	Information: 2018 P&F calendar - see below	Additional dates to be set at the 13 th February meeting and as required during the year. Laureen to produce P&F calendar for 2018
2018 Budget	Information: Nicole will request some money for landscaping of courtyard after the works at the first 2018 meeting	Agenda for 13 th February – Landscaping, 2018 budget,
Next meeting	On this night an Extraordinary AGM will also be held to fill vacant executive positions	Tuesday 13 th February 7:30 pm
Meeting closed	9:15 pm	

2017	P&F MEETINGS - TUESDAY 7:30pm General Meetings unless otherwise noted	P&F EVENTS
TERM 1	21 st February AGM + General Meeting 21 st March	Harmony Night – Friday 3 rd March Working Bee – Sunday 26 th March
TERM 2	18 th April 16 th May 20 th June	School Disco – Friday 21 st April Mothers' Day Stall – Friday 12 th May Trivia Night – Saturday 20 th May
TERM 3	18 th July 15 th August 12 th September – Fete Review Meeting	Fete Working Bee – Sunday 20 th August Fete – Sunday 27 th August Fathers' Day Stall – Friday 1 st September
TERM 4	17 th October 21 st November AGM + General meeting	Movie Night – Friday 10 th November

2018	P&F MEETINGS - TUESDAY 7:30pm first Tuesday of month General Meetings unless otherwise noted	P&F EVENTS
TERM 1	13 th February Extra-ordinary General Meeting + General Meeting 6 th March	Harmony Night – Friday 2 nd March Working Bee – Sunday 25 th March
TERM 2	1 st May 5 th June	School Disco – Friday 20 th April Mothers' Day Stall – Friday 11 th May Trivia Night – Saturday 19 th May
TERM 3	7 th August 11 th September	Mother's Night Fete Working Bee – Sunday 19 th August Fete set up – Saturday 25 th August Fete – Sunday 26 th August Fathers' Day Stall – Friday 31 st August
TERM 4	9 th October 6 th November AGM + General meeting	Movie Night – Friday 10 th November