St Francis Xavier
Catholic Primary School

P&F Meeting – 18/11/2015

Start time: 6.20 p.m.

<table>
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<th>Welcome:</th>
<th>President – Julia Grisan welcomed all parents and Olivia and Mary to the Meeting</th>
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<td>Prayer:</td>
<td>School Prayer read by Olivia Rostirolla</td>
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| Attendance/Apologies | • Sara Sugars, Michelle King, Mary Oxenham, Olivia Rostirolla, Sharon Pengelly, Julia Grisan, Wayne Large, Sharnie Contor, Julie Kay, Julie Manera, Tanya Youman, Lynette Jordan  
  • Apologies: Nil |
| Minutes of last meeting | Minutes of last meeting dated 28 October 2015 were circulated. It was moved that the Minutes be accepted as a true record of the Meeting. Moved: Julia  
  Seconded: Sharon  
  Motion Passed |
| Business arising from Minutes | • Sara has drafted a letter for submission to Council requesting Council construct a footpath along Mackenzie Street. The letter will be sent to Olivia for approval and then to Council within the next couple of days.  
  • Further quotes for the Marquee/s the P&F wishes to purchase for the School with the School Name and Logo on them were presented. Julia moved that the P&F purchase two 3m x 6m marquees from Blair Signs at a costs of $4,730 (including Artwork)  
  Seconded: Michelle King  
  Motion Passed  
  • Tanya Youman will place the order on behalf of the P&F and, follow same up as necessary. |
<p>| President's Report | • Given at AGM – no separate report provided |</p>
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<th>Principal’s Report</th>
<th>• Report presented at AGM – no separate report provided</th>
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| General Business | • P&F to arrange sausage sizzle after Mass on 3 December 2015 (no tuckshop that day). Julia is looking for volunteers to assist. Julia to purchase additional sausages on behalf of P&F if required.  
• Christmas Carols to be held on 2 December 2015. Discussion re softdrinks, chips, lollies to be purchased  
• Discussion regarding “Tea & Tissues” on the first day of school in 2016.  
• Olivia suggested that next year the P&F may wish to consider the following:  
  1. The “Just 1 Thing” initiative;  
  2. School/P&F Fundraiser;  
  3. Bursaries to students (Cultural/Academic/Sporting);  
  4. 2 Discos (Term 1 & Term 3);  
  5. Recognise World Teacher’s Day;  
  6. P&F to have regular input into newsletter;  
  7. Hold meetings at different times of day to allow different people to attend;  
  8. Arrange P&F Meeting Dates at the outset of the year and, provide to parents to allow as much notice as possible;  
  9. Parents to be invited to have input into Meeting agendas;  
  10. Minutes of meetings to be prepared and circulated as soon as possible following meetings;  
  11. President to meet with Olivia one week prior to meetings to discuss agenda.  
• Discussion re School based Facebook Page with P&F input. Investigate if School Stream app is appropriate  
• P&F to purchase gifts for departing staff, Marcelle Price, Annette Marsh, Rachel Worsley, Casey Maunder and Belinda Browne.  
• Gifts to be purchased – Bottle of Wine for contract teachers; Engraved Pens for Full time staff leaving. Sharnie will organize the wine and, Michelle will organize the pens.  
• Discussion re feedback regarding Fortnightly Newsletter. |
| Treasurer’s Report | • Presented at AGM – no separate report provided |
| Next Meeting: | • To be determined |
| Meeting closed | • 7.39 pm |