


Meeting Minutes for the 2<sup>nd</sup> meeting of the P&F held on April 12th, 2018

	<p>St Anthony's P &amp; F Meeting</p> <p><b>Minutes</b></p> <p>12/04/18 St Anthony's School 7:00pm</p>
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Name	Role	Initials	Comments	Attendance
Claudia Vinson	Chairperson	CV	Apologies	
Troy Burnell	Vice Chair	TB	Apologies	
Ros Kingston	Treasurer – 3/4 Rep	RK		A
Anna McGovern	Secretary – 5/6 Rep	AM		A
Anita Cunningham	School Principal	AC		A
Kelly Greatbatch	Grade 2 Rep	KG		A
Sarah Campbell	Grade 1 Rep	SC		
Sarah White	Prep Rep	SW	Apologies	
Emma Evans	Prep Rep	EE		
Kellie Pearce	Kinder Rep	KP		A
Jen Davis	Kinder Parent/Canteen	JD		A
Carly Wilson	Canteen 2 IC	CW	Apologies	
Stuart Anthony	Parent	SA		A
Justine Brooks-Bedelph	Parent – grade 4 Rep	JB		A

<b>1.</b>	<b>Welcome and Opening Prayer</b>
	Acting Chair Ros Kingston - Anita Cunningham welcomed members and meeting opened with a prayer.
<b>2.</b>	<b>Variations/Additions to agenda</b>
<b>3.</b>	<b>Confirmation of Minutes of Previous Meeting</b>
	The Minutes of the meeting held on 01/03/18 to be confirmed as a true and accurate record.  Moved: JD                      Seconded:                      SA
<b>4.</b>	<b>Correspondence Register</b>
<b>4.1</b>	No correspondence recorded
<b>5.</b>	<b>Reports – Available on request</b>
<b>5.1</b>	Principal Report – available on request <b>Moved: JD                      Seconded: SA</b> Catholic Education week – March <ul style="list-style-type: none"> <li>- New strategic plan – copy on front door of school &amp; in classrooms</li> <li>- Grade 6 attended Mass at St Thomas More's</li> <li>- Father Michael Tate visited (Vicar General) school</li> <li>- St Anthony's presented cheque as contributed large amount of money</li> </ul> Easter Week – celebrated with Mass at school Family Mass – Palm Sunday Mass

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5.2	<p>Treasurer – report available on request      <b>Moved: JD      Seconded: SA</b>          Broke even for 2017 after \$7000 contribution to school after covering costs from previous year – profit \$3386 otherwise          Balance Sheet          Bank Statement          Bank Reconciliation - \$19986 in bank          Profit &amp; Loss tracking \$4500 profit          - Sunrise \$400 approx profit          - Canteen small loss \$100 after set up costs          - \$249 commission school banking</p>
5.3	<p>Clothing Pool – report not available      <b>Moved:      Seconded:</b>  <b>Mel Walkden &amp; Sarah Routley</b> have taken on running clothing pool completely          Waiting on polo tops still – chasing supplier</p>
5.4	<p>Canteen – report available on request      <b>Moved: SA      Seconded: KG</b>          Sent out feedback forms – some good feedback returned          Ordering closer to day of canteen suggested          -move ordering to Monday          App would be appreciated to make payment easier  <b>Tick boxes – most popular were:</b>          Potato pie, fried rice, quesidilla, toasted sandwich, Hawaiian pizza, snack box, pasta bolognese  <b>Most popular items ordered first term – ham &amp; cheese toastie, cake of the day &amp; chicken burgers</b>          Removing:          Sweet chilli chicken wrap, sushi           Look at finding another manager from Term 3 due to Jen needing to step down</p>
6.	<p><b>Ongoing Business</b></p>
6.1	<p>School Twilight Fair – 30<sup>th</sup> November, Fair Committee update – Ros Kingston Convenor          Update: 4 people flagged for Fair Committee from survey monkey– meeting early Term 2          Outsource food/rides for commission          Run stalls easy to manage          Approach Parish - ?run inconjunction Car Boot sale, Trash n Treasure, BBQ, scones etc</p>
6.2	<p>Survey Monkey Results          27 responses – 17 online, 10 on paper          Claudia forming a list regarding results eg fair committee members, organisational support, sponsorship</p>
6.3	<p>Uniform Update – girls winter uniform &amp; polo tops          Polo tops, clothing pool managers following up          Girls winter tunics – Claudia raised the expense of winter uniform              - requests for parents to contact if issues obtaining uniform              - 4 schools contacting Targets to discuss talking to supplier/maker</p>
6.4	<p>Canteen Online Ordering/ App Update – investigating options CV/RK          myschoolconnect – Ros has put link on committee page to look at          set up by a parent – cost per order 33 cents for canteen          includes uniform ordering, events payments          can use creditcard, paypal or load money to account          volunteering section</p>
6.5	<p>Sunrise Bakery          Refer Treasurers report</p>
6.6	<p>School Magazine (Jono Bishop) &amp; Tea Towel update          Jono will obtain quote for magazine and advise          Tea towel – proof available, Ros will post on Committee facebook page          Poll on P&amp;F page re other items eg aprons, bags however design may need to be altered &amp; minimum amounts required therefore tea towels only will be ordered this time.</p>

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<b>6.7</b>	Fireworks – School Board Event, P&F organise food 29 <sup>th</sup> of June Fireworks night proposed P&F BBQ, glowsticks, Change of Law – licensed pyrotechnician required to be there – advised by Workplace Tas, query as to whether can go ahead due to this Sponsorship for the night organised by the Board only
<b>6.8</b>	Bunnings BBQ – as fair year suggest deferring to 2019 Justine and Kellie offered to manage organisation of BBQ and will follow up with Claudia
<b>6.9</b>	Subway - ?start Term 3 once canteen settled Anna will follow up information and ordering days with view to starting Term 2
<b>7.</b>	<b>General Business</b>
<b>7.1</b>	Cross Country P&F will sell wraps/rolls, muffins or cake, tea & coffee Need large esky Motion to purchase large esky Moved: KG Seconded: SA
<b>7.2</b>	P&F Logo – for discussion Jono Bishop offered to design if receives a brief Justine put forward motion to run a competition for children to design logo Seconded: SA & unanimously agreed P&F will forward details to classroom
<b>7.3</b>	Mother’s Day Raffle Thank Kellie G for organising raffle tickets and now distributed Volunteers required 11 <sup>th</sup> of May to sell raffle tickets Newsletter to request helpers, Grade 6 will also help
<b>7.4</b>	
<b>7.5</b>	
<b>7.6</b>	
<b>7.7</b>	
<b>7.8</b>	
<b>7.9</b>	
<b>8.</b>	<b>For Information and Noting</b>
<b>8.1</b>	Social Media Policy – Anita following up re school page, committee
<b>8.2</b>	
<b>8.3</b>	
<b>8.4</b>	
<b>9.</b>	<b>Next Meeting 10<sup>th</sup> May</b>
<b>9.1</b>	<b>Thursday 7pm</b>

**Meeting Concluded at 8.10 pm.**