



## Meeting Minutes

<b>Meeting Date</b>	Monday, February 8 <sup>th</sup> , 2016
<b>Meeting Venue</b>	Staff Room
<b>Meeting Time</b>	18:30 – 20.00
<b>Type of Meeting</b>	General Meeting
<b>Attendees - Committee Members</b>	<ul style="list-style-type: none"><li>• Dave Thomasson ( President )</li><li>• Andrew Harris ( Committee Member )</li><li>• Lisa Rowe ( Treasurer )</li><li>• Paul Kettle ( Secretary )</li></ul>
<b>Attendees - Staff</b>	<ul style="list-style-type: none"><li>• Wendy Stafford</li><li>• Fiona Hepi</li><li>• Nicola Lee</li><li>• Janine Walsh</li><li>• Amelia Toffoli</li><li>• Jim Miller</li></ul>



<b>Attendees – Parents / Guardians</b>	<ul style="list-style-type: none"><li>• Paula Galvin</li><li>• Jo Whittington</li><li>• John Kelly</li><li>• Marie Kelly</li><li>• Justin Mercy</li><li>• John Gibbons</li><li>• Colette Gibbons</li><li>• Jonathon Morris</li><li>• Kristin Larson</li><li>• Paula Smith</li><li>• Sarah Muriale</li><li>• Lucia Chodorowski</li><li>• Tamara Brutti</li><li>• Kyllie Whitehead</li><li>• Ben Harrison</li><li>• Siobhan Allen</li><li>• Patricia Sanchez</li><li>• Raffy Tekeyan</li></ul>
<b>Apologies</b>	<ul style="list-style-type: none"><li>• Garry Millar ( Vice President )</li><li>• Gillian Rowe ( Parent )</li><li>• Antonnia Lazzara ( Parent )</li><li>• Jude Sorenson ( Parent )</li><li>• Shauna Alban ( Parent )</li><li>• Daniela Tonon ( Parent )</li><li>• Natasha Watts ( Parent )</li><li>• Annamaria Cream ( Staff )</li></ul>



## Discussion Points

### **Meeting opened at 6.30 pm ...**

Welcome to everyone from Dave ... good to see new faces. Introductions around the table ...

Everyone reminded to update name and email on attendance register so minutes can be sent out.

### **Opening prayer ... Tracey Gall**

### **Review of Previous Minutes ... Paul Kettle**

1. Dave to organise a letter to the wider Community, will send to Annamaria for distribution. To date, there are 62 Orders, need a minimum of 100 to get Free Delivery ( refer more details below in AOB ).
2. Small Grants Process – has been finalised and available on the School Website. Item Closed.
3. Ponds ... how we can improve the fish pond area outside the gym, held over to 2016. Wendy did speak to Mark Sills and Amanda Savino ( incorporate student art ) ... need to refer to the SLT ( Senior Leadership Team ). Amanda is very keen and is currently a WIP. Nico is still interested in being involved. If genuine interest amongst the school, then definitely worth proceeding. Andrew / Nico to make contact with Amanda ...
4. Mucky Duck ... WIP Garry / Sharlene – Nicola said that there has been a brief chat, but needs to have a proper conversation.
5. Sand bags ... WIP Garry
6. Uniforms – all completed, item closed.

### **Financial Report ... Lisa Rowe**

*Refer attached financial summary.*

1. Wendy to follow-up about \$ 300 set aside for the World Teachers Day.
2. Small Grant for Camera has yet to be spent ( June last year ).



### **Welcome BBQ ...**

PF welcome 28/02/2016 ( 3 – 6 pm ) ... swimming pool open. PF will fund. Wendy to organise Try Booking – so we can organise numbers for catering. Need a committee to help coordinate. Dave to coordinate ... Daniella has agreed to participate ... there will be a life guard for the pool. Open to the whole school and families. Wendy will send out a bulk email once try booking has been done. Will organise flyers ... not sure what the pool limit ( committee will need to organise this ). Previous numbers have not been that high in the past. If not successful this year, won't happen again. Please notify PAK. Amelia said that there is some confusion over whether or not this is for new parents only, or all ... we want everyone to attend, not just new. On try booking, will mark down vegetarian and gluten free. They will need to indicate adults / children. Need to specify that the parents are responsible for their children in the pool. Advertise as a ticketed event ...

### **Options for Mother's Night Out ...**

Andrew looked at a few options, main decision made was that it was not going to be held at School. Suggestions, Kalamunda Bowling Club and Lesmurdie Club, both can cater for the event. Last MNO was about 110 ... costs are fairly similar. Both have bar staff / facilities ... have a tab, people can purchase their own drinks once the tab runs out. Andrew have made a tentative booking at the KBC ( 07/05/2016 – mother's day is on the 8<sup>th</sup> ) – no deposit has been left. Bowls is an extra \$ 10 per person. As there can only be a certain number of people on the green at once, they are flexible. Preferable for the event to be on the 14<sup>th</sup>, Wendy confirmed that there is nothing on that date. Andrew will amend booking, a bond will need to be paid 2 months in advance. Can work on the finer details later ... most important thing is locking in the date.

1. KBC ... only cater on Saturday Nights for a private function ( Fridays is a member night ). Can use their kitchen or provide a caterer. Can also do a Lawn Bowls evening there as well.
2. LBC ... can do Friday or Saturday ( Boronia room can cater for 300 ). Less flexible with catering, they have to do the catering. Don't have the Bowls.



**PF Events for 2016 ...**

3. Junior School Disco ... Friday October 28<sup>th</sup> ( Term 4 ) ... Halloween !! Tammy is running ... Nicola, need to be careful about the theme ... we are a Catholic School. Nicola is ok for the date. Confirm date of Friday November 4<sup>th</sup> ... need a theme ...
4. SciTech ( Paula ) ... Wendy to send Paula some dates and will report back next meeting.
5. World Teacher's Day Morning Tea ... October 5<sup>th</sup> ... Siobhan said that Catholic School celebrates on a specific date, she will confirm and report back next meeting.
6. Need Anna-Maria's input on Movie / Quiz Night ...
7. Give the Bush Dance another go ... Nicola said that it is always a good night in other school. Did not bring the numbers. Clashed with a Mazonod event last year ... marketing for the event was not that great ... hit the advertising earlier and harder. Build the desire for the kids ... evening even with a BBQ etc. Last year was Feb ... earlier in the term ... maybe the timing was not right. Not much in terms 2 ... only Mum's night ... September, chance to get the marketing done ... coordinate to review Student Art on the 16<sup>th</sup> ... are their people going to be available to set up on a Friday ... Saturday a better night in terms of set up ... Saturday October 15<sup>th</sup> ... carry over. Dave ... need someone to volunteer to run point and lead the committee .... Tammy to run point ... work with Wendy on a Date.
8. Entertainment ... Dave to email Melanie to see if she is happy to do again this year.



**AOB ...**

2. Brick Pavers ( Jo ) ... Thanks to Wendy for the Flyers. How do we get out to the wider community ... can we do a mail out ... felt that it was a Community Event rather than a fund raiser. Will make some money ... has not yet been over promoted. Wendy said that it has been put on face book ... some “ old girls “ don't have emails or have not updated their addresses. There was a closing date, but this has carried over ... need to let people know we have extended. How can we do it so that people can complete online rather than printing out, filling in, scanning and email back. Can we do Try Booking ? Dave will investigate ...
3. Justin re Hockey ... has been working with Jim and Amelia with different initiatives to grow Hockey at St. Brigid's. Has been involved with Hockey for over 40 years. Would love to take on a journey over a say 5 year programme ... currently has a junior and senior team ... aim to have a small Junior Team + Year 7. With Hockey Western Australia can donate their services. They come with little kits and freebies for the kids. Aim to help kids get enthused about Hockey. Looking at things like Home Fixtures for games ... have had games a long way away. Potential for a great hockey fraternity ... great opportunity for us. Open up for other students outside the school ... an idea. Flow on effects for the school can be very positive. Jim went to Guildford Grammar ... has built a new field, have been invited by them to attend. Hockey Australia is very keen to be involved into St. Brigid's ... gives them a pathway right through their senior grades. Need 1 set of Hockey Goals ( x 2 ) ... quotes \$ 3.5 - \$ 4.5 K. Only takes 3 weeks to get them ... working with Jim and Amelia on Hockey Grants. Hockey is the top sport for Boarders ... can we start Minki Programmes now ... grants could allow us to do it for no charge. Olympic Hockey Team are linked through to Guilford Grammar. Prefer the nets to be taken down ... aluminium, so easier to move. Nets are safer ... there is a sports budget ( sports coordinator and head of Physical Education working through ). Outsourcing coaches ... working with staff on clinics. Minkis can be 5 YO + ... School has people that can do the line marking. Cost neutral for school ... have to have toilets and catering for home fixture events. Carry forward to next meeting ... PAK to put agenda. Hockey Season starts in Mid-April ( 3 week turnaround ) so under no time urgency. Letter to go out to parents to summarise the programme ... prefer to put on the agenda so people who have a view can make an appearance at the meeting if they so desire. Hockey WA will be formally notified that we want to be a home ground – a big coup to get this. Looking at getting a Coach / Co-Ordinator ... will cost \$\$.
4. Wendy ... second hand face book ... currently has 526 Members, good feedback. Will continue throughout the year. Thanks to Christine and Russell with their help in getting up and running.
5. All forms ... can we have 1 form for everything instead of the multiple forms. Of if they can type directly into the PDF. Action for SLT to investigate and come back to us.
6. P&F Federation are having their annual even 21/03/2016 ... important year with elections. Justin Langer ( father of 4 ) may be the Key Note Speaker ... depending on the Cricket Calendar ... Siobhan to send details so PAK can include with the minutes.
7. Would be good to have more visibility around Budget ... SLT to advise.
8. Phone App ... won't allow you to enlarge ... Dave believes a 3<sup>rd</sup> party does this. Used to be able to enlarge. Wendy to find out best person to send feedback ...



**Meeting closed at 7.50 pm**

<b>Action Item ...</b>	<b>Assigned to ...</b>
1. Draft letter to send out to the wider community in relation to Pavers	David Thomasson
2. Make contact with Amanda Savino re the development of the School Pond.	Andrew Harris / Nico Brutti
3. Discuss with Nicola the use of the Muck Duck Band ( deposit already paid ).	Sharlene Willock / Garry Millar
4. Sand Bags – requirements / costsings etc	Garry Millar
5. Scitech - Wendy to send Paula some dates and will report back next meeting.	Wendy Stafford / Paula Galvin
6. World Teachers Day – report back at next meeting on the day that the Catholic Schools celebrate	Siobhan Allen
7. Movie / Quiz Night	Annamaria Cream
8. Bush Dance – Tammy to take the lead and work with Wendy on a Date.	Tamara Brutti / Wendy Stafford
9. Entertainment Book – Dave to email Melanie to see if she will do again this year.	David Thomasson
10. Pavers – investigate using Try Booking to assist in the collation of the purchasers	David Thomasson
11. Include Hockey on next Agenda	PAK
12. See if 1 Form can work for all Forms in one year, alternative, have forms that can be typed into and emailed back without having to print out.	SLT
13. P & F Federation Annual Event – Siobhan to send details to include in PF Minutes	Siobhan Allen
14. More visibility around School Budget	SLT
15. Correct person to send feedback to on Phone App ( wont allow to enlarge )	Wendy Stafford.