



# Holy Cross School Parents and Friends Association MINUTES



<b>Date:</b>	<b>Wednesday, 10 May, 2017</b>	Term 1: 23 Jan – 31 Mar
<b>Time:</b>	6.30pm	Term 2: 18 Apr – 23 Jun
<b>Venue:</b>	Holy Cross School Library	Term 3: 10 Jul – 15 Sep
		Term 4: 03 Oct – 01 Dec
<b>Chair:</b>	Melanie Emmerick	
<b>Present:</b>	Sarah Hamilton, Joe & Suzie Dobson, Desiree Gebler, Kymberlee Jackson, Hayley Hope, Fr Neil Muir, Rachel Bowe, Jim Bahceci, Enza Bahceci, Marnie Gabbert, Christina Wight.	
<b>Apologies:</b>	Leanne Woodley, Damian Martin-Blakey, Jules Prentice, Belinda Patmore	

Agenda Item:	DESCRIPTION:	ACTION
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1.	Previous Minutes of AGM – Wednesday, 22 <sup>nd</sup> March, 2017	ACTION
	Outstanding Agenda / Action items to be followed up?	<b>Mel</b> to complete P&F Constitution Document.
2.	Parish Priest's Report – Fr Neil Muir	
	Father Neil commented on how well he feels the P&F are doing so far. He talked about the recent budget indications and assured us that we would not be affected so much as the Catholic sectors in NSW and Victoria.	
3.	Principal's Report – Sarah Hamilton	ACTION
	<p><b>HATS</b> – Sarah revealed new reversible hats which would be ideal for school as they can incorporate house colours. Debate around the changing of the Mallon colour from White to something else was raised, it was agreed that we could set up a POLL on the P&amp;F FB page and see what response we get from the wider community. We came down to 3 colour choices Purple, Orange and Green. It was agreed that Preps could keep their red hats for the time being and purchase the new reversible/house hats in term 2 for the sports carnival and have them already for Yr1.</p> <p><b>Holy Cross Positive Behaviour Policy:</b> Sarah asked if the parents wouldn't mind looking at the attached documents and providing feedback at the next meeting. It is important that parents and children find the documents easy to understand and buy into.</p> <p><b>Tuckshop</b> – A report from Belinda revealed that the tuckshop is operating at a loss, therefore Belinda is going to cut a day to reduce overheads. Tuckshop will not be available on Mondays and it is expected that some prices will increase.</p>	<p><b>Mel</b> to create a POLL on the P&amp;F Face Book page</p> <p><b>All members</b> to review the Policy Docs and provide constructive feedback at the next general meeting.</p> <p><b>All members</b> Any thoughts or ideas from members appreciated.</p>
4.	Treasurers Report – Joe Dobson / Hayley Hope	ACTION
	<p>Following changes in legislation the P&amp;F bank account has been closed and all monies have been transferred to the schools accounting system.</p> <p>A Special Meeting was convened on Weds 3<sup>rd</sup> May at 5pm between Sarah Hamilton, Joe Dobson, Hayley Hope, Melanie and Carolyn (<i>HC finance officer</i>) to discuss the handover of funds and the new legislations in place.</p> <p>Current balance is \$44,623.</p> <p>We raised \$2458.60 at the school disco.</p>	<p><b>HH</b> to provide a spreadsheet showing all transactions at each General Meeting.</p> <p>Carolyn (<i>HC Finance Officer</i>) to provide a monthly report from the school accounts system.</p>
5.	President's Report – Mellie Emmerick	
	<p>Apologies for the massive agenda &amp; frantic hurrying along of discussions. ☹</p> <p>Feedback from the school disco was great, the only improvement could be to start the BBQ earlier as people were lining up for food almost straight away.</p> <p>Feedback from Mother's Day wrapping event? (Fri 5<sup>th</sup> May) A very well attended event, 29 volunteers showed up and all seemed to have fun.</p>	<p><b>Mel</b> to give Damian a list of song requests for the next disco.</p> <p><b>HH</b> – Receipts for all purchases to be submitted to Carolyn with PO's</p>

6.	SUB-COMMITTEES & DATE CLAIMERS:	ACTION
	<p><b>MOTHERS DAY STALL &amp; PAMPER MORNING – 11<sup>th</sup> &amp; 12<sup>th</sup> May</b>  Organiser: <b>Kymberlee</b> Jackson. \$1538.90 was raised from the Gift Stall. Special thanks to everyone involved especially Wendy Rogers and Suzie Dobson for the extra help manning the stall and breaking it down. Kym did another fabulous job as convenor and is looking for a new recruit to take over this event next year. Anybody interested please contact the P&amp;F.</p> <p><b>WORKING BEE - Sat May 20<sup>th</sup></b>  Organiser: <b>Jim</b> Bahceci. Please bring Gurneys, wheel barrows, shovels, gardening gloves. Focus will be on Gurneying the paths and walkways, more sand to be distributed in the prayer garden. The Bat shed to be organised, sorted and cleared out whilst a stock take is undertaken on all boxes and craft items. Please contact Jim for if you have any queries.</p> <p><b>DIOCESAN Parent Engagement Workshop - Sat May 27<sup>th</sup> - St Monica's</b>  A poster was showed to committee members and is also displayed on the P&amp;F Facebook page, please register if you would like to attend. The event is FREE but you must register.</p> <p><b>National Simultaneous STORY TIME - Wed May 24<sup>th</sup> - Library</b>  <b>Jo Neil</b> has ideas for school activities, please approach Jo if you would like to help or volunteer your services. No P&amp;F involvement at this stage is required.</p> <p><b>MOVIE NIGHT – Fri June 9<sup>th</sup> – School Oval under the stars</b>  Sub Committee: Des, Marnie, Enza, Suzie. <b>ACTION:</b> To arrange a Special Planning Meeting to discuss ideas and requirements. As this event will be held prior to the next general Meeting, the sub-committee will need to agree a budget and approach the Treasurer for a purchase Order to be 'Executively Approved' (<b>HH, MEL, SH</b>) within a reasonable timeframe.</p> <p><b>ATHLETICS CARNIVAL - Fri June 16<sup>th</sup></b>  No sub-committee has been formed for this as yet. P&amp;F members will have a presence on the day and would like to offer BBQ and refreshments. Much the same process as for the Cross Country event, help is required for the setting up and break down of gazebo's, manning the BBQ, giving out icy poles to finishing athletes. <b>ACTION:</b> To plan and agree a budget for the purchase of food and sundry items to be actioned at the next general meeting. (<b>HH</b>)</p> <p><b>HC Parent Engagement DAY – Sat July 29<sup>th</sup> – Paradise Palms</b>  Hosted by Holy Cross School, with \$4000 grant funding from the Dioceses. , and has picked the venue and thought about various workshops to offer. <b>ACTION:</b> For members to consider an appropriate name for the event, to think about what outcomes we would like to achieve from the day, and how best to facilitate families. Please offer Sarah any constructive and helpful advice, to aid decision making.</p> <p><b>CAIRNS FESTIVAL GRAND PARADE (School Carnival Float) - Sat Aug 26<sup>th</sup> – Cairns City &amp; Esplanade</b>  A joint sub-committee has been formed (Teachers &amp; P&amp;F) with BRAD Henry as lead organiser. Jo Burnett and Ali Stefanovich have attended 2 x workshops at The Tanks Arts centre provided by cairns regional Council to gather idea's and decide on the theme. The theme is "Shine" Holy Cross will be highlighting its 30 year anniversary (Pearl) with 'The Pearl of the Northern Beaches' float – an array of shining, brightly lit sea creatures and reef articles. Clusters of children in different costumes are invited, craft workshops will be run for parents to produce masks, costumes and scenery etc. <b>ACTION: ALL MEMBERS:</b> For those who would like to attend on behalf of the P&amp;F body, the next meeting is on Weds 24<sup>th</sup> May at 3.30pm in the school staff room.</p> <p><b>30th Anniversary Bush Dance - Sat Sept 9<sup>th</sup> - Holy Cross School</b>  <b>Sarah</b> will be the lead organiser and I am sure will be glad of any help we can volunteer. More details to follow.</p> <p><b>Father's Day Stall / Father's Day Breakfast - 31<sup>st</sup> Aug /Fri 1 Sep – Multi Purpose Area</b>  To be discussed at a future General Committee Meeting.</p> <p><b>CHRISTMAS FAIR – Sat 18<sup>th</sup> Nov – Holy Cross School</b>  A sub-committee will be formed, whereby Special Meetings can occur outside of the P&amp;F Monthly General Meetings. <i>(There are only 6 general meetings before Fair Day!)</i>  This year we would like to organise the rides and fireworks ourselves, hoping to increase the sponsorship from businesses to pay for the hire of rides. All progress to be reported and voted on at monthly general meetings.  Sub-committee roles: Up for grabs are the following roles, if you are interested please contact <b>MEL or Damian</b>.  Chairperson – Overall Stall Convenor - Raffle Ticket Organiser – Food and Beverage Co-ordinator - Marketing – Signage &amp; Advertising – Bar Manager – Silent Auction Organiser – (there are probably more...)  Roles already volunteered = Sponsorship – <b>Hayley &amp; Marnie</b> - Stage Entertainments Organiser – <b>Christina Wight</b>. MC – <b>Damian</b> - Mud Map creator – <b>Joe Dobson</b>. Communications/Flyers/Social Media - <b>MEL</b>  <b>ACTION: Set up the first Christmas Fair Sub Committee Meeting - MEL</b></p> <p><b>YEAR 6 GRADUATION (TERM 4) - Weds Nov 29<sup>th</sup></b> To be discussed at a future General Committee Meeting.</p> <p><b>TRIVIA / QUIZ NIGHT – Postponed until Term 1 2018</b> To be discussed at a future General Committee Meeting.</p> <p><b>INTERSCHOOL DISTRICT SPORTS CARNIVAL – NO DATE – SMITHFIELD HIGH</b> To be discussed at a future General Meeting.</p> <p><b>WELL BEING GROUP – Postponed until further notice.</b> To be discussed at a future General Meeting or RE-launched if things get too stressful with organising this year's mammoth list of events!!! ☺</p> <p><b>NB: Please can members bring Diaries/Calendars/Devices to the next P&amp;F, so we can decide and agree additional dates for The 'Special Meetings'. Thanks</b></p>	

7.	FINANCIALS / ALLOCATION OF P&F FUNDS VOTING:	NOMINATED BY / SECONDED BY
	<p>School mentoring program 6500</p> <p>Replacement of water coolers (year 5/6 area) 4600</p> <p>Renovations for fairy floss/popcorn/snow cone 1000</p> <p>Performance attire (waistcoats) for 80 children 2500</p> <p>Music Band stand \$30-\$40 (25-30 needed) 1000</p> <p>School Camera 1000</p> <p>Fridge for Library 300</p> <p>Collapsible CLAX Trolley for Tuckshop/Library 285</p> <p>Sundry items (Nibbles for P&amp;F Meeting) 30</p> <p style="text-align: right;"><b>\$17,215</b></p> <p><b>ALL OTHER ITEMS TO BE CARRIED OVER TO NEXT GENERAL MEETING</b></p>	<p>Joe Dobson / Suzie Dobson</p> <p>Sarah Hamilton / Christina Wight</p> <p>Hayley Hope / Suzie Dobson</p> <p>Mel Emmerick / Suzie Dobson</p> <p>Enza Bahceci / Marnie Gabbert</p> <p>Rachel Bowes / Des Gebler</p> <p>Hayley Hope / Des Gebler</p> <p>Mel Emmerick / Suzie Dobson</p> <p>Hayley Hope / Suzie Dobson</p> <p style="text-align: center;"><b>ALL MOTIONS PASSED</b></p> <p><b>HH/Mel/Sarah</b> To raise Purchase Orders</p>
8.	CARRIED OVER FROM LAST MEETING:	ACTION
	<p><b>Community Road Safety Grants</b> – Round 6</p> <p><b>Sum Dog Licence</b> –\$120 per class - \$320 Total - \$700 for Maths English &amp; Spelling – Held over until next year 2018 to take advantage of a full years licence. To be added to wish-list for Allocation of Funds voting. Can also be levied as part of the teaching curriculum if it was felt to enhance student learning.</p> <p><b>Insulated Cups</b> – Possible school merchandise opportunity.</p> <p><b>Entertainment Book</b> – Available to purchase, advertised in newsletter.</p>	<p><b>Adam Schmulz / Ayton Russell</b> to provide update at next meeting.</p> <p><b>Des</b> to spruik cups at next meeting</p>
9.	ANY OTHER BUSINESS:	ACTION
	<p>A delegate to provide nibbles at each P&amp;F meeting – Food Budget = \$30</p> <p>Agenda requests to be sought on day of meeting and added to the agenda. At least 10 copies of the agenda to be printed off and distributed at the meeting.</p> <p>AOB to be removed from the agenda to avoid last minute debating and to enable structure to meetings and keep within a reasonable timeframe. Principle and Presidents reports to be removed as an agenda item so we can get stuck in to the nitty gritty!</p> <p>Carolyn Mealing (school Finance Officer) to be added to the mailing list to receive a copy of the P&amp;F Minutes to note discussion/nomination of financials.</p> <p>Holy Cross P&amp;F Face Book page is gaining momentum – please invite parents and friends to see what we are up to and what events are happening soon.</p>	<p><b>Suzie Dobson</b> volunteered for 14<sup>th</sup> June</p> <p><b>Damian</b></p> <p><b>Damian</b></p> <p><b>Damian</b></p> <p><b>Admin to keep updating</b></p>

<b>Meeting closed:</b>	9.30pm – 3 hours
<b>Next Meeting:</b>	<b>Weds 14<sup>th</sup> June 2017. 6.30pm</b>
<b>Future Meeting Dates:</b>	<p>Weds 12<sup>th</sup> July 2017</p> <p>Weds 9<sup>th</sup> August</p> <p>Weds 13<sup>th</sup> Sept</p> <p>Weds 11<sup>th</sup> Oct</p> <p>Weds 8<sup>th</sup> Nov – <i>Last official P&amp;F of the year. 1 week before FAIR DAY - 2 weeks before end of Term 4</i></p>