



# Holy Cross School Parents and Friends Association MINUTES



<b>Date:</b>	<b>Wednesday, 14 June, 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>Executive:</b>	Melanie Emmerick ( <i>President / Chair</i> ) Hayley Hope ( <i>Treasurer</i> ) Damien Martin-Blakey ( <i>Secretary</i> )	
<b>Ex-Officio:</b>	Father Neil – Parish Priest, Sarah Hamilton – Principal.	
<b>P&amp;F Committee:</b>	Rachel Bowe, Suzie & Joe Dobson, Marnie Gabbert, Des Gebler, Adam Schmulz, Vicky Brown	
<b>Apologies:</b>	Naomi McGregor, Jim & Enza Bahceci, Craig Crawford MP, Hayley Hope	

Agenda Item:	DESCRIPTION:	ACTION
--------------	--------------	--------

1.	Parish Priest’s Report – Fr Neil Muir	
	Father Neil opened the meeting with a prayer. Father Neil had received great feedback from the Movie Night and reported how things are going in the parish.	
2.	Previous Minutes – 10 <sup>th</sup> May, 2017	
	<p>Minutes received and approved by President, Secretary and Committee members.</p> <p>(1) Feedback was sought on the Positive Behaviour Policy and Tap Chart. Everybody agreed that the Tap Chart was easy to understand and would feel comfortable discussing this with their children. The School Board are meeting next week and this topic will be discussed further there.</p> <p>(2) Thoughts or idea’s regarding increasing Tuck-shop revenue – As Belinda was not present we decided to move this on to the next meeting.</p> <p>(3) Community Road Safety Grant application deadline was missed and so this item can be held over to next year, Adam Schultz will look for other similar grant opportunities in the meantime which can link into this topic.</p> <p>(4) The outcome of the MALLON POLL on our P&amp;F Face Book Page was an overwhelming vote to keep Mallon White. This also sparked discussion around the history of house colours and tradition. There is a possibility of the year 6’s educating the Preps on their house colour when they join the school.</p>	
3.	Treasurers Report – Hayley Hope	ACTION
	<p>Still a work in progress figuring out the easiest and most efficient way to keep tabs on expenditure, especially around events/Floats/Cash handling.</p> <p>The Purchase Order book now sits with the school and all invoices received need to be minuted or executively approved.</p> <p>All receipts for purchases made by individuals relating to an event can be reimbursed through the school by completing a Receipt Remittance Form (attached)</p>	<p>HH to provide a spreadsheet showing all transactions at each General Meeting.</p> <p>Carolyn (HC Finance Officer) to provide a monthly report from the school accounts system.</p>
4.	Agenda Items	ACTION
	<p><b>ASHLYN SHIELS – RECYCLABLE / RE-USABLE BAGS</b></p> <p>Year 6 student Ashlyn presented to the P&amp;F, seeking for the school community to invest in Re-usable bags which will be custom designed with a slogan announcing Holy Cross School’s commitment to protecting the environment and reef. Ashlyn requested if the school + P&amp;F could allocate equal money to buy the first 500 and they could fundraise for more if need be. Mrs Hamilton proposed that if we could use the current 30 Year anniversary logo she could utilise grant money towards purchasing them. The idea was met with great enthusiasm and we would like to see this idea come to fruition. Ashlyn to get a quote from the company and indicate turnaround time for purchase and delivery.</p> <p><b>CHRISTINA WIGHT - MUSIC STAND BANNERS</b></p> <p>Christina showed us the finalised PROOF of banners, the committee approved the design and had already voted to allocate \$1200 of funding, which should cover the full cost of 25 banners.</p> <p><b>CHRISTINA WIGHT – PERFORMANCE ATTIRE</b></p> <p>The committee voted against the polo shirts proposal that Christina reintroduced. It was felt that Vests/waistcoats are too expensive and old fashioned, so it was agreed to return to the drawing board and look up corporate wear button up blouses with capped or three</p>	

	quarter sleeves that can have a logo added to them. <b>AFL Team to Mackay</b> - Jacinta Roberts <i>on behalf of Jo Van-Ewyk / Fiona Duffy</i> The AFL team won their competition and could go to MACKAY to represent the school – Money required to put towards the cost of travel has been approved by the committee.	
5.	<b>FINANCIALS / ALLOCATION OF P&amp;F FUNDS VOTING:</b>	<b>NOMINATED BY / SECONDED BY</b>
	Father’s Day Stall Gift Orders 3000 Athletic Carnival Event Budget 500 Cairns Festival Grand Parade Float - lighting 500 Sundry items (Nibbles for P&F Meeting) 30 Electrical Safety Test & Tag Labels 50 Performance attire 2500 Ashlyn Shiels – Recycled bags 500 AFL team to Mackay 500  <b>TOTAL \$7,580</b>	Joe Dobson / Suzie Dobson Damian M Blakey / Des Gebler Mel Emmerick / Suzie Dobson Mel Emmerick / Suzie Dobson Rachel Bowes / Des Gebler Christina Wright / Vicky Brown Marg Judd / Suzie Dobson Jacinta / Suzie Dobson <b><u>ALL MOTIONS PASSED</u></b>

6.	SUB-COMMITTEES & DATE CLAIMERS:	ACTION
	<p><b>HC Parent Engagement DAY – Sat July 29<sup>th</sup> – Paradise Palms</b></p> <p>Hosted by Holy Cross School, with \$4000 grant funding from the Dioceses. Sarah 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>BEDTIME STORY TIME – Weds 9<sup>th</sup> AUG (Book Week) School Library</b></p> <p>P&amp;F to provide refreshments for kids from 5.30 onwards Milo and cookies – so kids can get comfy in the library with their readers. Last year a small stall was manned by Suzie, Mel and Sascha – No fundraising. The general P&amp;F meeting will follow at 7pm.</p> <p><b>CAIRNS FESTIVAL GRAND PARADE (School Carnival Float) - Sat Aug 26<sup>th</sup> – Cairns City &amp; Esplanade</b></p> <p>A joint sub-committee has been formed (Teachers &amp; P&amp;F) with BRAD Henry as lead organiser. Jo Burnett and Ali Stefanovich will be holding workshops and would like members of the P&amp;F to be involved in this. A letter has gone home to parents over the school holidays with information on what is required.</p> <p><b>30th Anniversary Bush Dance - Sat Sept 9<sup>th</sup> - Holy Cross School</b></p> <p><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></p> <p>To be discussed at a future General Committee Meeting.</p> <p><b>CHRISTMAS FAIR – Sat 18<sup>th</sup> Nov – Holy Cross School</b></p> <p>First meeting to be held on Sunday 18th June at Bluewater Bar &amp; Grill wherein a Sub-committee will be formed of interested candidates. Special Meetings will occur fortnightly outside of the P&amp;F Monthly General Meetings. All progress to be reported and voted on at monthly general meetings.</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>	

<b>Meeting closed:</b>	9.30pm
<b>Next Meeting:</b>	Tuesday 11 <sup>th</sup> July - 6.30pm <i>Need a volunteer to provide nibbles at next P&amp;F meeting – Food Budget = \$30?</i>
<b>Xmas Fair Sub Committee</b>	Sun 2 <sup>nd</sup> July 2017 – Leanne Woodley's or Mel's House (TBC)
<b>Future Meeting Dates:</b>	Weds 12 <sup>th</sup> July 2017, Weds 9 <sup>th</sup> August, Weds 13 <sup>th</sup> Sept, Weds 11 <sup>th</sup> Oct Weds 8 <sup>th</sup> Nov – Last official P&F of the year. 1 week before FAIR DAY - 2 weeks before end of Term 4