



Holy Cross School Parents and Friends Association MINUTES



Date:	Wednesday, 9 Aug 2017	Term 1: 23 Jan – 31 Mar
Time:	6.30pm	Term 2: 18 Apr – 23 Jun
Venue:	Holy Cross School Library	Term 3: 10 Jul – 15 Sep
		Term 4: 03 Oct – 01 Dec
Executive:	Mel Emmerick (President / Chair) Hayley Hope (Treasurer) Jim Bahceci (Vice President) Adam Schmalz (Grants)	
Ex-Officio:	Sarah Hamilton – Principal. Fr. Neil Muir – Parish Priest	
P&F Committee:	Suzie & Joe Dobson, Jim Bahceci, Leanne Woodley, Adam & Georgia Schmalz, Kym Jackson, Mavis Israel	
Apologies:	Rachel Bowe, Christina Wright,	

Agenda Item:	DESCRIPTION:	ACTION
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1.	Parish Priest's Report – Fr Neil Muir	ACTION
	Opening prayer. Brief mention of father Rush workshop. Consolidating Pope Francis' focus on importance of <u>listening</u> . Reconciliation preparation underway. Appreciation of P&F and school staff. Bishop has confirmed will visit Holy Cross for the 30 th anniversary celebrations.	
2.	PREVIOUS MINUTES – 11 th July 2017	ACTION
	Minutes received and approved by President, Secretary and Committee members. Outstanding Actions: (1) Performance Shirts – Christina has been busy with Choir commitments but has sourced a different style of shirt which Mel presented to those present – still awaiting the design concepts from company. Overall consensus voted NO to the new style. (2) Ashlyn's Holy Cross Bags Campaign – The order has been placed, delivery to be supplied in time for the event. (3) Fridge for Library: Bought and Installed – 3yr Gold warranty, if breaks down will be replaced with no questions asked.	Mel to continue to liaise with Christina. Await design concept and present at next meeting. Agenda item closed. Agenda item closed.
3.	TREASURERS REPORT – Hayley Hope	ACTION
	Current balance \$39 748.39 Commitments \$12 169.50 Balance after Commitments \$27 578.89 Tracking spreadsheet available at the meeting. Invoices received and paid: Invoice paid for Father's Day gifts 2222.50 Invoice paid for 2016 Accounts Audit 660.00 Invoice Paid for Fridge and Mel reimbursed 330.00 July nibbles reimbursed to Mel 29.80	Treasurer's report received and approved by President, Secretary and Committee members.
4.	FINANCIALS / ALLOCATION OF P&F FUNDS VOTING	NOMINATED BY / SECONDED BY
	Sundry Items – Nibbles for next P&F Meeting \$30 Leftover budget from Father's day stall to be used for wrapping paper, pizza and drinks for wrapping night (25/8), morning tea for stall volunteers (31/8), raffle prizes, sundries. \$777.50 Tony Sheehan retired from assisting with fair	Joe Dobson / Sarah Hamilton Mel Emmerick / Susie Dobson (Mel to order paper) Jim Bahceci / Leanne Woodley

	<p>organisation – thank you gift for years of volunteering. \$40</p> <p>Water coolers \$3745</p> <p style="text-align: right;">TOTAL \$ 4602.50</p>	<p>Leanne Woodley / Susie Dobson</p> <p style="text-align: center;">ALL MOTIONS PASSED</p>
5.	AGENDA ITEMS / NEW BUSINESS	ACTION
	<p>ADAM SCHMALZ – GRANTS UPDATE:</p> <p>Have registered for Gambling Community Benefit Fund Grant - \$35000. Due the end of this month.</p> <p>Application for power to set up 'men's shed'. In process of obtaining quote from Taipan Electrical. Main cost likely to be excavation work – proposal to include other services that may also be of benefit such as water & sewage pipes whilst excavation work is being carried out. CES now has employee to assist with master planning for schools– may be able to help.</p> <p>Principal Sarah Hamilton has supportive contact from Marlin Coast Men's Shed – also happy to assist. We won't be registering ours as a 'Men's Shed' due to specific rules and regulations of that association.</p> <p>Principal Sarah Hamilton reports school is also in process of applying for \$30 000 grant for STEM lab to replace current computer lab which is becoming obsolete due to introduction of personal tablets.</p> <p>BELINDA PATMORE – TUCKSHOP UPDATE:</p> <p>Belinda unable to attend with update.</p> <p>Request for P&F endorsement for trial of new frozen yoghurt. This company sources ingredients locally and very good product with less preservatives etc. Samples provided to meeting to taste. Only slightly more expensive – would replace current Bulla frozen yoghurts.</p> <p>Company also keen to have stall at Christmas Fair.</p> <p>Money Counting Machine. (Coins and notes)</p> <p>Quote for \$925.00. Question raised re location of coin counting machine that had been donated by Wonder Fair years before. Consensus to see if this machine can be located. Concerns raised re regular calibration required. Continue usual process for money counting rather than outlay funds this year, depending on arrangements that can be made for this year's fair.</p> <p>Air conditioning in library.</p> <p>'Fixed' on a few occasions early in the year – repeated problems. In process of being replaced at considerable cost (\$30 000). Slow process for reasons beyond school's control, CES now assisting. School's priority for it to be working again ASAP.</p> <p>Car Park Advertising: Putting up & taking down of signs.</p> <p>In process of renewing current agreements. At present 2 have renewed, 2 are coming down and waiting to hear from the rest.</p> <p>Overseeing the car park advertising is to be part of the role of treasurer to ensure no loss of information.</p> <p>Proposal that removed and unwanted signs be painted over and put up to advertise the space.</p> <p>Graduation – Junior Formal (Party / Disco)</p> <p>Query on behalf of year 6 parents whether ok to organise an event on the evening of the last Friday of term outside of school.</p> <p>Confirmation from school principal that this would be outside of the school's concern and therefore up to the parents. A private event rather than a school event.</p> <p>Fair Sub-Committee Update:</p> <p>Insurance – certificate of currency is being confirmed.</p> <p>Rides including dodgem cars, Big Dipper slide and teacups have been booked – still waiting to hear from some businesses.</p> <p>Looking into option of 'Sign up' App to assist with organising volunteers.</p>	<p>Adam Schmalz to continue with application. Jim Bahceci to assist.</p> <p>Agenda item closed.</p> <p>Tuckshop update carried forward to next meeting. Consensus to go ahead with trial in tuckshop. Item closed. To be followed up by Fair Committee. Item closed.</p> <p>Subcommittee to address at next fair meeting. Quote to be kept and issue raised in 2018 unless needed for 2017 fair.</p> <p>Agenda Item Closed.</p> <p>Adam to remove signs not being renewed.</p> <p>Hayley to continue to liaise with businesses re renewal of agreements and invoice as required. Agenda item closed.</p> <p>Agenda Item Closed.</p> <p>Next meeting in year 1 and 2 eating area (near tuckshop) following Years 1 and 2 mass Sunday 20th August – 11.00am</p>

	<p>Thank you letter & Certificate of Appreciation to Tony Sheehan: Agreement to invite him to next P&F and present with token of appreciation.</p> <p>Resignation of Secretary and appointment of new Secretary: Damian moving to Gold Coast, has offered to fly back for the Xmas Fair to honour his commitments as MC. Leaving party TBC. Suzie Dobson has agreed to be Acting Secretary. If anyone is interested in this role please notify President before the next P&F meeting.</p>	Mel / Hayley to provide.
6.	SUB-COMMITTEES & DATE CLAIMERS:	ACTION
	<p>CAIRNS FESTIVAL GRAND PARADE (School Carnival Float) - Sat Aug 26th – Cairns City & Esplanade Next workshop this Friday 18th August – 1.30pm – 6.00pm We do not need any more boxes but 2 litre drink bottles are required. 30th Anniversary Bush Dance - Sat Sept 9th - Holy Cross School Unable to source a band for the bush dance. Looking at option of an 80s themed dance instead. Damian offered to DJ with Ayton assisting with organisation of lighting etc. (TBC) Looking into catering options – concern would be dependence on RSVPs.</p> <p>Father's Day Stall - Thurs 31st Aug – Multi Purpose Area Wrapping party Friday 25th (in conjunction with final preparations for festival float 4-8pm)</p> <p>Father's Day Breakfast - Fri 1 Sep – Multi Purpose Area - Teachers and staff to organise.</p> <p>CHRISTMAS FAIR – Sat 18th Nov – Holy Cross School – Next Fair meeting Sun 20th Aug 9.30am near tuck shop</p> <p>YEAR 6 GRADUATION (TERM 4) - Weds Nov 29th To be discussed at a future General Committee Meeting.</p>	
7.	FEEDBACK FROM PAST EVENTS:	
	<p>GRAND PARADE FLOAT CRAFT WORKSHOP – Fri 16th June Good turnout. Lots of fun and enjoyed by those able to come.</p> <p>PARENT ENGAGEMENT MINI CONFERENCE – Sat July 29th Thank you to Principal Sarah Hamilton and APRE Jacinta Roberts for organising such a well-run event and going to so much extra effort –very much appreciated by those able to attend. Numbers influenced by sport and other commitments the same weekend.</p> <p>BEDTIME STORY TIME – Wed AUG 9th Well attended and seemed to be enjoyed by all those present. Thank you to Jo Neil and all the staff involved.</p>	
8.	ITEMS / TOPICS HELD OVER:	
	<p>Sum Dog Licence – Start of 2018 Community Road Safety Grant Application – Cycle safety 2018 Quiz/Trivia night – Term 1 Well Being Group – Postponed until further notice</p>	
9.	ANY OTHER BUSINESS:	
	<p>Reports some parents questioning purchase of replacement fridge – these parents to be encouraged to come to meetings to be part of decisions that are made.</p> <p>Committee members are encouraged not to table agenda items on behalf of others, ask them to complete an agenda request online. Or if they have a complaint to notify the Principle directly.</p>	Damian

Meeting closed:	8:30 pm
Next Meeting:	Wednesday 13 th Sept - 6.30pm
Xmas Fair Sub Committee:	Sunday 20th August - 9:30am
Future Meeting Dates:	Weds 11 th Oct, Weds 8 th Nov (<i>Last official P&F of the year</i>). Sat 2 nd Dec – End of Year P&F Bash? (TBC)