



P&F Rosary Park - Agenda - General Meeting

	Details	Person Responsible	Time
Date	04/12/2018		
Time	Meeting opened 18:35pm meeting closed 20:20pm		
Venue	Royal Federal Hotel, private room upstairs.		
Welcome	By Natalie	Chair	1min
Apologies	Emma Gilling, Melanie Dagg	Chair	1min
Attendees	Rachael Lunan, Sallyanne Stanbridge, Amanda Drage, Natalie Samaras, Hannah Wilson, Rebecca Jackson, Elisha Ayton-Mason, Katherine Geczy	Chair	1min
Conflicts	Declaration of any conflicts.	All	1min
Acknowledgement of Country	"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, the Wonnarua people, and pay my respects to Elders past, present and future. I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside in this area, and who are present here today."	Chair	1min
School Prayer	The end of the year approaches and our work for the moment, is almost complete. Let us remember the many blessings we have received this year, the friendships we have made, the challenges we have met, the struggles we have endured, and the achievements we have celebrated. Let us be thankful for all the graces bestowed on our education community, on our school. Lord Jesus, we thank you for your presence in the life of this association and our school.	Chair	2min
Previous Minutes	"I move that the minutes be confirmed as a true and accurate record of the last meeting." Minutes of the last quarterly meeting held 14th November 2018 were adopted as being correct, moved by Hannah seconded by Amanda		2mins
Principal's report	Thank you to the dedicated P and F group for your support of the school, staff and children this year and for the very warm welcome you gave me in my first year at RPCS. I look forward to working with you all again next year. I would like to acknowledge the continued dedication of my staff whose tireless work has made for a successful year of learning at RPCS, with many more plans for 2019. Thank you for everyone's support in welcoming me this year.	Principal	5 mins

A great attendance at the awards night last week. Thanks to all who came along.
 -Update on OOSH application: still in progress. Aim to be ready for the 4th February. Needing to confirm security gates, grants from the government for this, quotes for fans to provide better ventilation.
 -Update on demountable: architect concluded that they will have to move the two demountables and change the fencing layout within the school to accommodate this. Aiming for the 2nd Jan for this to be completed. Air conditioning in these new temporary demountables is included.
 Wishing you all a happy and holy Christmas.

Presidents report


Thank you to everyone for their continual support an generous giving of their time. We are all working in unity in providing an amazing learning opportunity for our children.

P&F President

5 mins

Treasures report

\$2000 from entertainment book to come in yet.

		ROSARY PARK CATHOLIC SCHOOL P&F ASSOCIATION	
		DECEMBER 2018 GENERAL MEETING FINANCIAL REPORT	
EXPRESS STATEMENT FUNDS AS AT 14/11/2018		\$ 9,491.51	
EXPRESS STATEMENT ACCOUNT			
EXPRESS STATEMENT FUNDS AS AT 14/11/2018		\$ 9,491.51	
INCOME			
Date	Description	Amount	
21.11.2018	Transfer from Internet Acc - Year 6 Funds	\$ 5,694.89	
26.11.2018	Cash Deposit - Bag / lunch bag / smock sales	\$ 1,287.00	
26.11.2018	Pie Drive cash	\$ 71.00	
		\$ -	
		\$ -	
		\$ -	
TOTAL INCOME		\$ 7,052.89	
Sub-Total after Income		\$ 16,544.40	
EXPENDITURE			
Cheque No	Payee	Amount	
19.11.2018	Harlequin - School Bags / lunch bags / Smocks	\$ 1,000.00	
19.11.2018	Entertainment Book	\$ 1,300.00	
19.11.2018	Harlequin - School Bags / lunch bags / Smocks	\$ 947.88	
26.11.2018	CHEQUE: 707949 - Rosary Park - Year 6 Funds	\$ 5,694.89	
03.12.2018	CHEQUE: 707950 - N. Samaras - Reim. P&F Flowers	\$ 110.00	
TOTAL EXPENDITURE		\$ 9,052.77	
* cheque unrepresented at time of reporting			
Sub-Total after Expenditure		\$ 7,491.63	
EXPRESS STATEMENT FUNDS AS AT 04/12/2018		\$ 7,491.63	
INTERNET BUSINESS SAVER			
INTERNET STATEMENT FUNDS AS AT 12/09/2018		\$ 5,696.19	
Date	Description	Amount	
31.10.2018	Credit Interest	\$ 3.61	
30.11.2018	Credit Interest	\$ 2.75	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
TOTAL INCOME		\$ 6.36	
Date	Payee	Amount	
21.11.2018	Transfer to Express Account	\$ 5,694.89	
TOTAL EXPENDITURE		\$ 5,694.89	
EXPRESS STATEMENT FUNDS AS AT 04/12/2018		\$ 7.66	
TOTAL P&F FUNDS AVAILABLE AS AT 04/12/2018		\$ 7,499.29	
1 of 1			

P&F Treasurer

5 mins

Canteen report	<p>Financials</p> <ul style="list-style-type: none"> ● Estimate finish the year on approx \$6000/\$7000, similar to amount in canteen account at the start of 2018 ● Next year sponsor 1-2 tablets for year 5/6 <hr/> <p>Canteen issues /Fundraising/Upcoming events</p> <ul style="list-style-type: none"> ● Pizza day scheduled for Friday Dec 7th ● 2019 - infants only window at canteen. Will have proper signage to start 2019 ● Volunteer Appreciation award and gift to present at presentation night as awarded to Jenny Furner for her tireless efforts in the canteen and at other school events in 2019. Will present this award again next year. ● Volunteer thank you morning tea was Thursday 29th and was a lovely get together. Will definitely organise another Christmas/thankyou gathering in 2019. ● Might need to get more equipment for next year ● First day February 4th for canteen ● Discussed options to keep recruiting. ● Some donated cookies to sell to help increase profits. <hr/> <p>Healthy Canteen Strategy</p> <ul style="list-style-type: none"> ● Introduce 20c fruit pieces for summer menu. This is going well, selling out of fruit each day. ● Last two weeks of term will have a special event- 10 canteen tokens only to get free \$100 item. ● Working on photos and nutritional panels, will have a document done for 2019. <hr/> <p>Menu to be emailed onto president to distribute to school members</p>	Canteen supervisor	5 mins
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Agenda Item	Discussion, Relevant documents	Time	Person responsible	Due by
RP's Expectation on fundraising figures for 2019	With the construction of the 8 new class rooms, airconditioning will be the first requirement. Based on the first quote \$40000 would be our fundraising target.			
Air-condition for new class rooms	Quotes/figures for 8 new classrooms <ul style="list-style-type: none"> ● Clements - \$4200 + GST for 1x10kw wall mounted split system. 	5mins	Hannah	

	<p>\$10-\$15k for ducted per class room.</p> <ul style="list-style-type: none"> • East coast air <hr/> <ul style="list-style-type: none"> • Valley Air Conditioning - to busy to provide quote <hr/> <ul style="list-style-type: none"> • Coal Fields Climate Control - Awaiting quote. <hr/> <ul style="list-style-type: none"> • New age air – Hannah to get quote <hr/> <ul style="list-style-type: none"> • Air extreem- Hannah to get quote <hr/> <ul style="list-style-type: none"> • Atack air. Hannah to get quote <hr/> <p>Aircon for the hall, not effective or efficient. More suitable is larger fans to be installed.</p> <p>Vote for split system instead of ducted. All voted for split system.</p> <p>Budget aim is for \$40000 for air conditioning</p>			
P&F meetings for 2019	<p>Proposed dates</p> <p>Term 1</p> <p>Wednesday 13th February start 6.30pm as Sallyanne has a meeting until 6pm</p> <p>Wednesday 13th March</p> <p>Wednesday 10th April</p> <p>Term 2</p> <p>Wednesday 8th May</p> <p>Wednesday 12th June</p> <p>Wednesday 24th July</p> <p>Term 3</p> <p>Wednesday 14th August</p> <p>Wednesday 11th September</p> <p>Wednesday 16th October</p> <p>Term 4</p> <p>Wednesday 13th November AGM</p> <p>Wednesday 4th December @Pub for christmas dinner.</p>	5mins	All	

Petty cash	<p>Procedures to process petty cash P&F Petty cash now kept in safe on school grounds. Documentation for money coming in and out, documented by 2 people. All fundraiser money is to be left on site and counted by two people.</p>	5mins	All	
P&F community news	<p>An edition in each newsletter, to encourage school community involvement and awareness.</p>	5mins	Natalie	
Tutorial Rooms	<p>To build a space for children to have private tutorial lessons in. speech, music, OT, ect. Option to use containerships. \$3000 per container ship. Would need cupboards, lino, glass sliding door, power, split system aircon, desk and chairs. Something that can be used for dual purpose oosh out of hours. Can we keep one of the demountables, Sallyanne chasing an answer. Room off the side of the canteen available on non canteen days to use in the meantime. Once construction of the new buildings has been completed and available space will be considered. Funds to be raised after air-conditioning needs met.</p>	5mins		
Grants	<ul style="list-style-type: none"> • Yancoal community support program. • Council Dollar for dollar • Other available grants. Amanda happy to follow up. • Sponsorship for air conditioning. Asking for local business' to sponsor an aircon unit per class room. Put together a marketing plan and proposal for this. 	5mins	Amanda to follow up on grants. Natalie to put together a marketing proposal.	
Play areas	<p>Creating a larger oval or space for the older children to run and expel some energy. Options to provide more play areas long term. This is hindered by the developement going ahead over the next year or so. But has been considered. There is not any land owned but the school currently that is not being used within the school development. Can revisit once constructions has been completed.</p>	5mins		
End of year presentation	<p>Congratulations to staff and students. Good feedback. Possibility to do a sausage sizzle before and afterwards next year. How can we improve for next year. ? divide the presentations to junior and senior. Possibly using st joesephs lochinvar, or a larger facility, like community hall.</p>	5mins		
Grand parents/VIP day,	<p>Cost to hold these breakfasts? who pays? School pays. Request from</p>			

mothers day, fathers day	mothers and fathers to have bacon and eggs rolls at both. Plus coffee van.			
P&F awareness	Let parents know who are new to the school how they can be involved to help the school. A standard letter with all details and options. Includes inductions dates and encouraging all extended family members to attend and be involved.			
Volunteers morning tea	Not as many came, they had already taken the day off for the pupil free day. Looking at different options for next year.			
Social Club	Start next year to bring the community together. Aim for twice in the first term for new families then once a term after that.			
School production Variety Night	Aiming for September.			
Fundraising	Aiming for no more than two main events for the year. Smaller fundraiser, for each term. Fundraising for air-conditioning for class rooms.			

Term	Fundraiser/Date	Person/s responsible	Profit
Term 1 Tuesday 29/1/2019- Friday 12/4/2019	Easter Raffle drawn 12/4/2019 (easter Sunday 21/4/2019) One prize per child	Amie Wright & Emma Gillings	Under \$500
	Pie drive	Hannah	\$1000 aprox
	Athletes foot at green hills \$5 per every pair of shoes. Parents need to tell them that they are from rosary park		
	Stuck on you labels		
Term 2 Monday 29/4/2019 - Friday 5/7/2019	Mothers day Stall Friday 9th May (mothers day 12/5/2019)	Leah Martin	\$500 aprox
	Entertainment book distribution Entertainment book company happy to write off a certain amount of books. So sending books home does help.		\$1000
	Ball/Dinner/Art Show/casino options.	Emma Gillings, Katherine, Natalie, Amanda	

Term3 Monday 22/7/2019 - Friday 27/9/2019	Fathers day Stall. Friday 30/8/2019 (fathersday 1/9/2019)	Leah Martin	
	Disco - options: Needs more volunteers to help. Each class is allocated a stall to run on the night. Afternoon going into evening. All family members are invited. Possibility to hold on a sunday. Stalls could include fairy floss, snow cones, face painting, temporary tattoos, sponge/pie throwing, Disco, hair colour, cake stall, lollies, dressup, sausage sizzle, drinks, tulloch wines. Allocate classes to run stlls so it is fair and students can take some ownership of options. Needs to start earlier and combine all years.		
Term4 Monday14/10/2019 - Friday 20/12/2019	Colour Run - Hold potentially at Gold Cobra.- provide obstacles, extended this to siblings and family to participate.	Hannah to chase up gold cobra	

Fundraising options discussed but not allocated for this year.

Fete - This would need to be held off site to accommodate the larger rides. Ride packages start at \$7200. It would be easier to have a family pass ticket that is available for pre purchase. Not selling individual ride tickets. This would involve alot of set up and applications.

Trivia Night - Community hall. Holds 20 tables of x10 people. \$20 per head = \$4000 Tulloch wines will do a pop up cellar door donating 20% profits, Beer - Soccer club has a licence, School sells soft drink, Everyone brings their own finger food.