

# ST EMILIES CATHOLIC PRIMARY SCHOOL

## P&F MEETING MINUTES

**Date:** Wednesday 15th February  
**Time:** 9.00am  
**Venue:** Staff Room, St Emilie's Catholic Primary School

**Present:** Stuart Munro (Principal), Anne Aquino (Assistant Principal), Alison McEniery (President), Rebecca Richards (Vice President), Tiffany Gates (Secretary)  
 Gillian Norris, Rebecca Tennent, Kerry Ross, Lynsey Bills

**Apologies:** Nicole Grima (Treasurer), Fiona Allard

NO	TOPIC	WHO	SUMMARY	ACTION ITEMS
1.	<b>Welcome</b>	Alison McEniery		
2.	<b>Prayer</b>	Stuart Munro		
3.	<b>Minutes of Previous Meeting (Acceptance)</b>	All	<b>Accepted:</b> Alison McEniery <b>Seconded:</b> Anne Aquino	
4.	<b>President's Report</b>	Alison McEniery	<p>Welcome to everyone to our first meeting of 2017. No doubt we are in for another busy year of fun and fundraising. Welcome to Tiffany Gates as Secretary this year, thank you for taking on this role. We also look forward to working with the Leadership team and staff.</p> <p>Thank you to Vicki Elloy for taking on the new role of lead class representative. Bec will be working with Vicki to define the role.</p> <p>This meeting I would like allocate an event to a parent to organise and be responsible for planning and running the event.</p> <p>We will trial morning meetings this term as the attendance to evening meetings continues to be low. We will evaluate this before the first meeting for term 2.</p>	
5.	<b>Treasurer's Report</b>	Gillian Norris on behalf of Nicole Grima.	There is currently \$1817.09 in the P&F account. P And F Levy to go towards the building. Minimal expenses so far with the main one being the purchase of an ice maker for P&F functions.	
6.	<b>Principal's Report</b>	Stuart Munro	<p>Two way interviews - Beginning Week 6 this term and continuing into Week 7. Great opportunity for families to meet with the teacher of their child/ren early in 2017 and a vital part of the reporting process.</p> <p>Building Update          Work is progressing steadily and we are still hopeful to have the facility up and running for the beginning of Term 2.</p>	



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		<p>1 to 1 2017 The 1 to 1 Bootcamp went well on Thursday of Week 1. This was an early opportunity to get the devices into the hands of the children. 95% of families present. There has been an early issue with some families using iMessages during the day to contact their children. As all families would understand if iMessages on the MacBooks are used during the school day, this can have a significant impact on the teaching and learning time in classrooms. An email was sent to all Year 4 families last week stressing this...</p> <p>Parent Information Evening 2017 Attendance Percentages A vital part of beginning the school year when class and whole school procedures are communicated to families. Kindy-63% Pre-Primary-72% Year 1--89% Year 2--58% Year 3--69% Year 4--85% Year 5--64% Year 6--64%</p> <p>SEQTA Engage Coneqt.p became SEQTA Engage late last year and will continue in 2017. New families will receive an email to set up their accounts later in Term 1. Once you have a child leave St Emilie's, at the end of Year 6 or earlier, you will not have access to that child's reports. We recommend all reports also be saved.</p> <p>Staff Commissioning Mass The staff attended the 6.30pm Mass on Saturday night and were welcomed and new staff were commissioned by Fr Giovanni. This is a big ask of staff, the majority who are not part of this parish, and they should be congratulated on this effort. New staff since Term 1 2016, Cassie Gawley, Chara Hynes, Candice Agustsson and Janine Curulli (who is not new but was missed when she started) were commissioned.</p> <p>Office Procedures Policy Due to a review of our processes the following procedures now apply. Only School Office Staff are permitted behind the front counter and adjoining alcove office area. The school phones are only to be answered by school staff. Due to the sensitive and private nature of documents etc. The message bags, paperwork, files etc must only be handled by office/school staff. Any notes/orders etc for the Uniform Shop, Banking or P&amp;F will be collected and placed in the cupboard/correspondence tray to be collected.</p> <p>The new office (first aid room) will be used for visiting Speech/OT/Psychologists etc. except for the following days and times: Monday – P&amp;F between 2-3.30pm (other times will need to be booked through the school office in advance) Tuesday – Uniform Shop 8am-10am (other times by arrangement)</p>	
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		<p>Wednesday – Banking 8am-9.30am, KZ Speech 9:30am - 4pm Thursday - Uniform Shop 8am-10am (other times by arrangement) Any notes/orders etc for the Uniform Shop, Banking or P&amp;F will be collected and placed in the cupboard/correspondence tray. There will be a review of this procedure once the refurbishment and upgrade of the old undercover area is completed.</p> <p>Sacramental Commitment Masses Sacramental Commitment Masses coming up in March. All children receiving a Sacrament in 2017 are expected to attend at least one Mass. The 2017 Sacramental dates were given to families at the Parent Information Evening and are on the website.</p> <p>Swimming Swimming training started at Riverton last Thursday for interested Year 3 to 6 students and will continue tomorrow. House Trials will be this Monday where the Interschool Team will be chosen for the carnival later in Term One.</p> <p>Events Coming Up</p> <ul style="list-style-type: none"><li>● House Swimming Trials--20 February</li><li>● Year 6 Assembly--24 February</li><li>● Family Picnic--24 February</li><li>● P and F Subway Lunch--27 February</li><li>● Ash Wednesday Mass--1 March</li><li>● Year 5 Assembly--3 March</li><li>● Two Way Interviews Begin--7 March</li><li>● School Photos--8 and 9 March</li><li>● Sacramental Commitment Masses--11 &amp; 12 March and 18 &amp; 19 March</li><li>● Kindy OT and Speech Screening Begins--13 March</li></ul>	
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NO.	TOPIC	WHO	SUMMARY	ACTION ITEMS
<b>8.</b>	<b>NEW BUSINESS</b>			
	Class Representatives	Alison	We only currently have 2 class reps. To avoid a lengthy process again this year it was Discussed previous rep to put on Face book pages of year levels to see who would like to take on the role. Old Rep will assist in finding new representative for the 2 classes in that year levels. Also Vicky to assist new reps with a year planner and ensuring that the document previous sent on what it entails to be a class rep is simplified.	Bec to email Vicky Elloy so she can send email to last year reps to put on their FB page. Vicky to simplify document on duties of a class rep.
	Class Contact Lists	Alison	Awaiting information and permission for for parents to be contacted.	Alison will follow up after forms due back on 17Feb
	Family fun night	Alison	Only 9 pre-order sausage sizzles returned. Poster to go up near office. Flyer for Kindy and paper copy for new families to go out. Also to go out in weekly reminders.	Alison will follow up after forms due back on 17Feb when forms due back.
	Parent Survey	Alison	Survey will go out by mid march. Answers will determine what event is run for parents in June. New question added re babysitting and more comment boxes to be added also.	Alison will amend and email via survey monkey by mid march.
	Events Term 1	Alison	Events for this term, discussed and allocated. The main one being hot cross bun fundraiser, Tiffany will take on with assistance from volunteers. St Emilies will not be used as a venue for voting this year so in lieu of this cake stall , it was decided on the days when families attend the Sacramental commitment mass they bring a cake and we have a cake stall on those dates. 11/12 March.	Alison to email Tiffany contacts /details re HCB fundraiser. Alison to liase with church to re cake stall
	Event Organisers	Alison	Organisers have been allocated for all the events for the year, need a coordinator for the lunches online.	Await forms back regarding lunch orders online coordinator or volunteer group. P and F team to ensure each organiser has adequate volunteers and support.
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<b>9.</b>	<b>AOB (AROUND THE TABLE)</b>			
	Uniform	Lynsey	Following up from last year regarding the condition of the uniform and suppliers. Checking about if the second hand uniform facebook page has been endorsed by the school.	Alison to liase with uniform and Leadership team to confirm if FB page is allowed and also what is happening regarding uniforms and supplier.

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### 2017 P&F EVENT LIST

Date	Event	Organiser
Friday 24 February	Family fun night	Alison
Monday 27 February	Subway lunch	Alison
Saturday 11 and Sunday 12 March	Cake stall - church masses (in lieu of election)	Alison
Friday 17 March	Subway lunch	Alison
Friday 24 March	School Busy bee	Stuart and Anne
Wednesday 5 April	Hot Cross Bun fundraiser (delivery date to be confirmed)	Tiffany
Monday 22 May	Subway Lunch	Alison
Friday 9 June	Subway Lunch	Alison
Wednesday 21Jun	Soup and bread lunch and sausage rolls	Alison
Friday 23Jun	Parent fun night	Alison
Monday 31Jan	Subway lunch	Alison
Friday 4 Aug	Disco	Alison
Wednesday 16Aug	Milo/muffin day	Alison
Friday 25Aug	Subway lunch	Alison
Friday 15Sep	Sports carnival subway lunch & coffee van	Alison
Wednesday 18Oct	Ice cream/Jelly cup recess	Tiffany
Monday 30Oct	Subway Lunch	Alison
Friday 10Nov	Outdoor movie night	Alison
Friday 24Nov	Subway lunch	Alison
School lunch online Wednesdays	*All year	Need coordinator
Krispy Kreme Donuts	*Early term 2	Bec
Raffle Term 3	*Early term 3	Bec and Lynsey



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### CLASS REPS 2017

Kindy Gold		Year 3 Gold	
Kindy Blue		Year 3 Blue	
Pre-Primary Gold	Sheila Gould	Year 4 Gold	
Pre-Primary Blue	Tahni Green	Year 4 Blue	
Year 1 Gold		Year 5 Gold	
Year 1 Blue		Year 5 Blue	
Year 2 Gold		Year 6 Gold	
Year 2 Blue		Year 6 Blue	