



ST EMILIES CATHOLIC PRIMARY SCHOOL

P&F MEETING MINUTES

Date: Wednesday 10May
Time: 6.00pm
Venue: Staff Room, St Emilie's Catholic Primary School

Present: Stuart Munro (Principal), Anne Aquino (Assistant Principal), Alison (President), Rebecca (Vice President), Tiffany (Secretary), Janice, Rebecca T, Frances, Sheila, Lynsey, Jasmine,
Apologies: Nicole (Treasurer), Fiona,

NO.	TOPIC	WHO	SUMMARY	ACTION ITEMS
1.	Welcome	Alison		
2.	Prayer	Stuart		
3.	Minutes of Previous Meeting (Acceptance)	All	Accepted: Bec Seconded: Tiffany	
4.	President's Report	Alison	<p>Thank you for attending the meeting.</p> <p>Evening P & F meetings Due to responses in the P & F survey re: evening meetings we asked parents to RSVP if they planned to attend the evening meeting by the Monday before, 3pm. If less than 4 parents (other than the executive) the meeting would revert to a morning meeting. We will continue with this system next term.</p> <p>P & F Survey We have begun responding to the responses in the survey and once the Leadership team have had a chance to respond it will be released to the community for their perusal.</p> <p>Thank you to those families who completed the survey. It would be worth putting out a P & F survey every second year to ensure we are meeting the needs of the school community.</p> <p>Term 2 This term we have soup and pizza lunch, 2 x subway lunches, parent fun night and the raffle books going out.</p> <p>Krispy kreme fundraiser has been postponed till term 3 as it was felt there is a lot on this term and we'd like all our families to be able to participate if they choose to. We will announce the new date once it's been organised with Krispy Kreme.</p>	



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5	Principals Report	Stuart	<p>Two and Three Way Interviews Two Way Interviews for Kindy and PP, and Three Way Interviews for Years 1 to 6 will take place on Wednesday 31 May. As with the interviews in Term 1 along with the Open Night and the upcoming reports for PP to Year 6, this forms an important part of our reporting process.</p> <p>Kindy 2018 Interviews Anne and myself have almost completed the Kindy 2018 Interviews. We have had close to 80 applicants for the 60 available positions. The feedback from new families and sibling families has been overwhelmingly positive about what we are doing here at St Emilie's.</p> <p>Interschool Soccer, Football & Netball for Year 6 All Year 6 children will be participating in Interschool Cricket, Soccer and Netball over the next 5 weeks on Friday afternoons. The children will be competing in a round robin competition against the local double stream Catholic primary schools.</p> <p>NAPLAN NAPLAN Testing has been this week. The children in Year 3 and 5 have completed 3 of the 4 tests required.</p> <p>Building Update Some delays with the completion of the Toilets and cladding of the turret and ceiling. Furniture was delivered today and we are looking to have the area operational soon.</p> <p>Change of Reconciliation Dates Due to Fr Giovanni being away from the end of May, the Reconciliation dates have been changed. The parent/child workshop will be the night of Wednesday 28 June. Reconciliation will take place on the Tuesday 18th July, Wednesday 19th July and Thursday 20 July, which is week 1 in Term 3.</p> <p>Pupil Free Day Tuesday 6th June is a Pupil Free Day. Paul Swan will be presenting a PD day to Salvado Catholic College and St Emilie's on Mathematics</p> <p>Sacramental Commitment Masses We had a number of children who did not go to one of the 8 masses offered in March so there are extra Sacramental Commitment masses scheduled for the weekend of 20th and 21st of May.</p> <p>Office Procedures Policy Reminder A reminder that due to a review of our processes the following procedures now apply - only School Office Staff are permitted behind the front counter and the 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&F will be collected and placed in the cupboard/correspondence tray to be collected.</p>	



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			<p>Events Coming Up</p> <ul style="list-style-type: none">● Year 2 Assembly & Mother's Day Morning Tea- 12 May● Eagles Cup vs Xavier--12 May● Mazenod House Day House Day--19 May● Eagles Cup @ Sacred Heart--19 May● Year 1 Assembly--26 May● Eagles Cup @ Notre Dame--26 May● Two Way & Three Way Interview Day--31 May● Eagle Cup vs St Munchin's--2 June● WA Day Public Holiday--5 June● Pupil Free Day--6 June	
6.	Treasurer's Report	Gillian	Financial totals as they currently stand from term one are: P and F total \$2095.48 Expenses \$1983.78 Current profit \$111.70	



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7.	BUSINESS FROM PREVIOUS MINUTES			
	Class Representatives	Bec	<p>More class representatives have been allocated for Kindy and Year 5. Bec still coordinating with Vicky regarding document for duties and enlisting help of previous reps to assist with finding new reps.</p> <p>Contact lists have been emailed out but without parent name so Bec will liase with office to see if new lists can go out to class reps with parent names.</p> <p>Bec to meet with leadership team to discuss duties of rep and simplify the role of class rep document.</p>	<p>Bec to simplify document on duties of class rep with leadership team and then Vicky Elloy to send.</p> <p>Bec/Vicky to email Last year rep to advise they will need assistance to advertise for new rep.</p>
NO.	TOPIC	WHO	SUMMARY	ACTION ITEMS
8.	NEW BUSINESS			
	1. P & F survey results	Alison	<p>The main feedback revolved around communication and evening meetings. A facebook page has been set up and this will be advised in the reminders this week. Also meetings for the p and f will be in the evening providing we get enough people rsvp to attend.</p> <p>Leadership and P and F executive have been contacting those who provided feedback on the survey with follow up responses.</p>	<p>Ensure everyone is aware of the new p and f facebook page and how to join the group.</p>
	Parent fun night	Bec	<p>Las Vegas gaming night 23 June. This is a social event and not a fund raiser. Main aim for parents to interact and get to know each other a bit better. Tickets are on sale, they will be sold at the office and also after each assembly leading up to the date also.</p> <p>Currently we have enough volunteers for the event.</p>	
	Raffle	Alison	<p>Booklets look great, They will go out later this term. Due back 24 July and drawn 4 Aug at assembly.</p> <p>Additional tickets not sold to be sold at Livingston/Harrisdale after all booklets are returned.</p>	<p>Bec to confirm dates for stall at Livingston and also to follow up with Sheila regarding selling them at Harrisdale Stockland too.</p>
	Krispy Kreme	Alison/Bec	<p>Postponed til term 3</p>	<p>Alison and Bec to follow up for a new date in term 3</p>
	AOB - Launch night for new undercover area.	Everyone	<p>Discussions to hold a wine and cheese evening to peruse the new area on the same evening of the disco -4 Aug</p>	<p>Date and event to be finalised next meeting.</p>



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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
Thursday 6 April	Hot Cross Bun fundraiser	Tiffany
New date required.	Krispy Kreme * <i>Postponed til term 3</i>	Bec
Monday 22 May	Subway Lunch	Alison
Friday 9 June	Subway Lunch	Alison
Monday 12 June	Raffle to go out (drawn 4 Aug)	Bec/Lynsey
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



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CLASS REPS 2017

Kindy Gold	Sheree Taylor	Year 3 Gold	
Kindy Blue	Rosa Massimi	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	Clare Jeeves
Year 1 Blue		Year 5 Blue	Jodie Chandler/Lisa Harvey
Year 2 Gold		Year 6 Gold	
Year 2 Blue		Year 6 Blue	

