

Date/Time of Meeting: 11th June 2019, 7pm

Location: St Agnes School Library

Attendees: Andrew Lankowski, Julie Kluck, Gareth Greenwood, Shane Boyce, Bernadette Judd, Elliott Murray, Georgie Thomson, James Walsh, Andrew Catto, Matthew Lechte, Chris Reed, Michael Gleeson, Olivia Keegan

Guests: Cr Krista Adams

Apologies: Nelle Griffin, Katrina Ryan, Liam Beatty

1. Meeting Open & Welcome

Meeting opened at 7.08pm by P&F President, Julie Kluck.

1.1 Facebook Streaming

A trial was conducted throughout the evening, to live-stream the P&F meeting to Facebook. Georgie introduced the concept and explained that a limited number of invited participants were viewing the meeting online. This was followed by a quick round-table of introductions, to allow for acoustics to be assessed by the online participants.

2. Opening Prayer

Opening Prayer led by Bernadette Judd.

3. Previous Minutes

3.1 Minutes Ratified

Motion moved (by Gareth Greenwood, seconded by Matthew Lechte) to ratify minutes from previous meeting; vote passed.

3.2 Actions from Previous Meeting

3.2.1 Mini Mudder Revenue Options

Brett Sommerfeld waiting on information from school regarding easements. Still investigating options.

3.2.2 Ownership of Christmas BBQ (Julie Kluck)

Bernadette will be discussing with Year 5 parent body in Term 3.

3.2.3 Facebook Streaming

See 1.1 above.

3.2.4 Athlete's Foot Awards Program

No further details, still pending.

4. Positions Vacant

The following P&F committee positions are (or will be) vacant:

- BBQ Coordinator
 - Ideally would lead the coordination for the following BBQs:
 - Athletics Carnival (Ekka week)
 - Bunnings BBQ 10th November
 - Christmas BBQ
- Tuckshop Convenor (will be vacant 2020)

5. Principal's Report

See below for Principal's report.

6. Treasurer's Report

See below for Treasurer's report.

Shane will be investigating whether any attractive rates are available for term deposits.

7. Secretary's Correspondence

The following items of correspondence were shared at the P&F meeting:

- 'Salute' magazine (Qld Government)
- Test n Tag booking request email (Julie to Tony Bachlinzanakis)
- Lord Mayor's Suburban Initiative Fund Application email
- Email from Jayne at Boho Hair (fundraising offer)

8. Committee Updates

8.1 Events (Georgie Thomson, on behalf of Amy Walsh)

8.1.1 Mother's Day Event

- Approximately 90 attendees
- Approx. \$2k raised via raffles
- Feedback received that a different night could work well (Friday/Saturday)

8.2 Fundraising (Julie Kluck, on behalf of Keira Sommerfeld & Katrina Ryan)

8.2.1 Bush Dance

- Date: Friday 21st June
- Volunteers for setup & tuckshop still welcome
- Tickets available until ~18-19 June

8.2.2 Father's Day Stall

- Date: Friday 30th August
- Gifts being ordered soon

8.2.3 Mother's Day Stall

- Good feedback for student wrapping creations

8.2.4 Trivia Night

- Date: 10th August
- Venue: Hall
- Ticket price: \$25 (includes food), BYO drinks
- Hoping to raise \$2500-\$3000

8.2.5 Fete

- Discussion about potential for raffling big prize (car, \$10k cash etc.)
 - Concern around commitment in selling enough tickets to cover costs
 - Downside - \$14k outlay for car, half of sales may come on day of Fete = risky
 - Potential to instead spread the message re ticket buying etc., then aim for 2022 big prize push
 - Big success by St Joachim's with car – netted \$35k
 - Volunteered (ticket selling) in pairs
 - Had free printing (lots of glossy brochures)
 - Online ticket sales be very useful
 - Consensus that it'd be useful to obtain the roster details that St Joachim's used

8.3 **Grants (Matthew Lechte)**

- \$1k paid towards Bush Dance (Lord Mayors grant)
- \$954 for Mini Mudder approved, awaiting payment
- Sporting grant (~3 team's jerseys) being worked on
- Decision on Community Gambling grant (for stage) to be made end of June

8.4 **Tuckshop (Julie Kluck)**

- Tuckshop Convenor 2020 - P&F is currently seeking expressions of interest for this role
- I would like to extend a heartfelt thank you to **Alison Hedditch** for all the help she has provided myself and the tuckshop over the last 5 years
- Tuckshop is seeking a new volunteer to join the Friday roster on a 5-week rotation

8.5 **Uniform Shop (Julie Kluck, on behalf of Nelle Griffin)**

- Nomination for new Uniform Shop Convenor: Sara Pope.
- Suggested Point of Sale (web based) at counter for 2nd half of year for sales stats
- Suggested iPad purchase for P&F which can be used at will, to avoid borrowing from school
- Sale of winter stock is steady - no further winter orders to be placed
- Stocktake planned for either end of Term 2 or beginning Term 3

9. **Other Business**

9.1 **Gift for Belinda Dry (Julie Kluck)**

- Approx. \$350 raised from parents + \$500 from P&F
 - Spicers Resort voucher
- Mrs Barry looking at memento plate
- Message book from students
- Mrs Terri Lucas presenting gift during Friday assembly

9.2 Bunnings BBQ Feedback (Elliott Murray)

- Marketing not ideal
 - Be useful to have printed aprons & matching T shirts
 - Banner to help advertise school
 - Weren't enough volunteers to hold Bunnings raffle

9.3 Traffic Management Update (Gareth Greenwood)

- Cars parked near corner (Vaughan & Pitcairn Streets) every day causing traffic issues
 - Project has had constant delays and hoping to finish soon
- Cr Adams' PA has been approached for discussion, having difficulty getting response from Cr Adam' office
- Meeting had with OIC HP Police station – potential to get police sent down to issue tickets
- Cr Adams feedback:
 - Indicated that the Construction Management Team can be called to head out immediately to discuss situation with onsite construction manager.
 - Cranes etc. not to be brought in during school drop-off/pickup times.
 - Traffic Management not always required for construction on local roads, but addition of schools in area can trigger need for extra requirements.

10. Next Meeting

The next St Agnes P&F meeting is schedule for: **Tuesday 13th August 2019.**

11. Attachments/Reports

11.1 Principal's Report

A highlight in the last month was the Under Eights Activity Day at the end of May, we were fortunate to have a beautiful day and amazing parent support which contributed to a successful school community event.

The school/parish mass at St Joachim's on Saturday 25 May was well attended by families from both St Joachim's and St Agnes. We look forward to hosting the next school parish mass at St Agnes in Semester 2.

Our Year 4 to 6 students complete their sport program at Clairvaux McKillop this Friday. It has been a successful program again this year and we look forward to the Clairvaux students joining us at the Athletics Carnival next term.

Next week we will have a team of 42 students attend the Rugby 7's competition at East Ruby Union Club. The students have been training each Tuesday afternoon this term. We have a group of year 6 students who have been preparing for the Readers Cup challenge next week. Our choir will also attend the first Chorale rehearsal before the event in September. All of these extra curricula activities are possible due to the time given by our staff. Thank you to Liam Beatty, Libby Felsman and Rosemary Zorzetto for their efforts.

To end the term, we have a Year 6 drama performance on Thursday 27 June and P-6 dance presentation at assembly on Friday 28 June. Parents are welcome to join us at both presentations which will be held in the hall.

Currently teachers are finalising Semester One reports. Student reports will be available on the Parent Portal on Friday 28 June.

Discussion continues with families as they make a decision on enrolment for Year 5 and 6. It is an ongoing challenge for primary schools in our area to accommodate a drop-in enrolments in Year 5 and 6 and to find the best option for classes. In the past composite classes have not always been favourable, however staffing becomes problematic for the school if numbers reduce significantly. Our current open plan class with two teachers has been successful this year and we are hopeful we will be on track with enrolments to do something similar next year. Once decided, it is extremely helpful if parents let us know their intentions for Year 5 and 6, assisting with future planning and staffing. My offer to families to discuss their ongoing enrolment into Year 5 is still open and I have been very thankful to the families who have already come in to speak with me. It has been very helpful in gaining insights into concerns and possible solutions.

In the last two weeks we have replaced all of the chain and rubber on one of the Junior Playgrounds and some of the cracked rubber and broken chains on the Red Playground. The Red Playground is aging and will require a substantial investment in replacing the remaining rubber in the future.

Over the school holidays we will be putting in a ramp outside the current Year 4 classrooms on one side of the steps. Block D downstairs is the only building space in the school which is not accessible via a ramp.

OHSC will be renovating the kitchen within the next month which will open up the room and add more storage. OHSC will from the start of the holidays will begin using the old parish room currently called the Echidna Room. The expansion to another space will assist with the increase in enrolments.

This Friday at assembly, the school community will acknowledge Melinda Dry for her lengthy service to the St Agnes community. Melinda has been a friendly and dynamic member of the St Agnes community for 27 years, ensuring that our St Agnes students have had high quality care out of school hours. Melinda has always been

approachable and keen to assist whenever she can with school events. Whilst Melinda will be missed, we all wish her the very best as she embarks upon a new challenge in the future.

One of our school goals this year has been to conduct an internal review in alignment with the National School Improvement Framework. As we work through the domains we are specifically looking for evidence in our school and areas we are inspiring to improve. Our intent is to share this information on the Parent Portal and in the newsletter.

I will be on Long Service Leave for the first two weeks of next term. Liam Beatty and Rachelle French will capably look after the school in my absence.

I am looking forward to the Bush Dance as a great way to the end the term and look forward to sharing the evening with the community.

Bernadette Judd

11.2 Treasurer's Report

Profit and Loss

St Agnes Parents and Friends Association

For the month ended 31 May 2019

Trading Income	May 2019
Event Revenue - Mothers Day High Tea	4,050.00
Fundraising - Envirobank	25.70
Fundraising - Grant Income	1,000.00
Fundraising - Stalls - Mothers and Fathers Day	1,863.00
Services Income - Uniform Shop Income	2,712.00
Total Trading Income	9,650.70
Gross Profit	9,650.70
Operating Expenses	
Event Expense - Mothers Day High tea	5,050.00
Recurring School Donation - Parent Focus Evenings	450.00
Service Expense - Tuckshop Convenor Wages	281.08
Service Expense - Tuckshop Supplies	1,428.72
Service Expense - Uniform Shop Bank Charges	63.53
Service Expense - Uniform Shop Supplies	5,192.40
Total Operating Expenses	12,465.73
Net Profit	(2,815.03)

Statement of Cash Flows

St Agnes Parents and Friends Association
For the month ended 31 May 2019

Operating Activities	May 2019
Receipts from customers	9,650.70
Payments to suppliers and employees	(12,465.73)
Net Cash Flows from Operating Activities	(2,815.03)
Net Cash Flows	(2,815.03)
Cash and Cash Equivalents	
Cash and cash equivalents at beginning of period	78,308.17
Cash and cash equivalents at end of period	75,493.14
Net change in cash for period	(2,815.03)

Significant Movements

Cash Received

1. Grant (BCC) \$ 1,000
 2. Mother's Day Stall \$ 1,863 (Net Profit \$435.92)
 3. Mother's Day High Tea \$ 4,050 (Net Profit \$2,060 incl. \$500 Grant – further costs?)
- \$ 6,913

Cash Expensed

1. Uniform Shop (Net) \$ 2,544
 2. Tuckshop (Net) \$ 1,709
 3. Mother's Day High Tea \$ 5,050 (incl. \$500 Float)
- \$ 9,303

Upcoming Significant Movements (June)

1. Tuckshop Income +\$ 7,816 (Term 1 Sales) RECEIVED
2. Bush Dance +\$ TBA (nil costs expensed to date)
3. Uniform Shop Supplies -\$ 4,029 (Winter Clothing) PAID
4. Fete – Ride Deposit -\$ 3,000 (to be confirmed)

Forecast cash balance of +\$80k as at 30 June.