Meeting Minutes
St Martin’s School P&F Association
Tuesday 13TH October, 2015 at 7.00pm. In the Resource Centre

1. Welcome

2. Opening Prayer

3. President’s Comments

   - Nicky thanked the Executive Committee for their support throughout her period as President.
   - Prep Orientation Evening is on 9 November 2015 and Matt will show a P&F PowerPoint.
   - Prep 2016 Welcome Drinks – Planning meeting not scheduled until 5 February 2016 but Nicky offered to help coordinate this event (PPP points to be allocated). Nicky to organise Welcome Drinks flyer this week.

4. School Principal’s Report – available on request

   - Major and Minor Capital Works and Maintenance.
   - Planning Meeting for Strategic Planning 2016.
   - Learning and Teacher at St Martin’s: Making Learning more Visible 2016
   - New Parent Engagement Model - Targeted talks to support P&F (suggested: Fr Tom on Religion, Literacy, Cyber Bullying, Maths, Guest Speaker, food to be provided).
   - Quality Assurance Summary

Other items:

   - Canberra trip submission. School Board: 3 of 4 approved. Next stage, discuss with staff. Strong curriculum links. Cost in the region of $1,000 with subsidy.

   - Beanie school hat, only needed approval at Board level. Approved.

5. Reports from:

   i. Treasurer’s Report presented by Lauren - Motion to Pass the Treasurer’s Report. Passed by Nicky and seconded by Pauline.

      - Fathers’ day stall took $400, agreed we will continue with the same format next year.
      - $250 paid to Katie Arro-Steele (see September Minutes for details)
o DVA grant paperwork lodged.

o Lauren is in the process of reviewing Constitution against Model Constitution. To provide notice that at the AGM we will approve changes to the Constitution via a Special Resolution - number of meetings per year, Constitution states 4 per year, we are presently having 10, model suggests 8 meetings. Lauren to continue with four main meetings. Nicky to note, changes will be made via AGM Nomination Form.

o Internet banking working well.

o Our Constitution states the outgoing President can be involved in the P&F for one further year. Support Nicky to stay involved. Encourage Executive Members to stay for two years so there is continuity and we avoid four new Executive Members joining at the same time (eg, two current members 2015-16, two new members 2016-17, continuing).

o Discussed $50,000 to be paid from P&F for improved ratio of laptop to student in 2016.

ii. Secretary Correspondence – Nothing to report.

6. Agenda Items:

• 60th Gala Event – 45 tickets sold to date. More advertising to follow and Emma-Jane has asked class convenors to promote.

• School Systems Roadmap (Matt) – No new system this year will continue review in 2016 To look at: who is involved, schedule of tasks, further understanding of market, communication from Archdiocese Fund and CathEd. Need time to test (and run in conjunction with other systems) Quicker, TryBooking, School24, Tick Business, all of which are at difference stages of development.

• Renew Carebookings – Motion to Pass at $200 p/annum – Passed by Kirsty and Seconded by Matt.

• World Teachers Day 30th October – P&F traditionally provide a morning tea, great feedback last year. Maria to order from the same mum at school. Last year's cost $481. Motion to Pass a World Teacher Day Morning Tea for $500 – Passed by Nicky and Seconded by Pauline.

• Teachers' Gifts for end of year – Mick to advise Nicky as soon as possible names of staff leaving and years of service.

• Communication of the AGM coming up 10th November – Discussed the roles of the 2016 Executive Committee. The Executive Committee is to be made up of the President, Vice President, Treasurer and Secretary. Mick agreed the Events Coordinator and the two other general positions should remain, as well as the PPP Coordinator, but be listed separately from the Executive. Nicky to work on communication.

• Venue for Year 6 Graduation – Mick to confirm venue next week. Discussed the P&F and school each making a $250 donation towards food rather than parents bringing a plate. Motion to Pass P&F making a $300 donation annually towards the Year 6 Graduation Evening – Passed by Lauren and Seconded by Frank.

7. Close 8:35pm.