St John’s P & F Association
General Meeting
9 February 2016
Held in the Viv Burton Room, St John’s

MEETING OPENED: 6.15pm by Grant Lorenz

PRESENT: Ange Millard, Grant Lorenz, Judy Hafemeister, Heather McHugh, Kiara Williams, Anna Lucas, Tania Melcer, Belinda Dart, Leesa Murray, Jill Shaw, Denise Mulligan, Anita Crawford, Father Jamie Collins, Tracey Ferguson & Amy Rickleman

APOLOGISES: Nicholas Lynch, Rachel Skuse, Katrina Burns & Anna Moloney

MINUTES OF PREVIOUS GENERAL MEETING

October 2015 minutes were tabled and accepted as true & correct.

Moved - Kira Williams
Seconded - Judy Hafemeister

Father Jamie engaged in welcome pray

REPORT ON ACTION OF MATTERS ARISING FROM PREVIOUS MEETING

<table>
<thead>
<tr>
<th>Task from Previous Meeting (Who)</th>
<th>Action/Outcome (What)</th>
<th>Completed (When)</th>
</tr>
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<tbody>
<tr>
<td>No previous action noted</td>
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SECRETARY ADVISE OF ANY CORRESPONDENCE

Secretary had no correspondence to report.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting were tabled and accepted as true & correct.

Moved - Kira Williams
Seconded - Judy Hafemeister
**VICE PRESIDENT’S REPORT**

Grant welcomed everyone to the General Meeting and highlighted that he looked forward to another year with the P & F.

**School Buses** – Grant highlighted that this was a great initiative of the P & F Committee, with buses to arrive on Friday 12th February 2016, quotes were obtained from (3) business in the area, Wideland, Twb, Blacks, Roma & Vanderfield, Roma. Vanderfield were successful in providing two buses with the business to carry out servicing and maintenance of the buses. Registration of buses will be completed, with Plash designing the logo which will then go with buses to signasaures.

Jill Shaw enquired if school buses will be hired out privately as a great way of raising funds, Grant Lorenz reported that at this stage buses will not be hired for private use due to insurance and the school having to provide drivers. School trailers will be supplied by Larry Hafemeister, trailers will be built by Larry and supplied when completed.

**Fundraising** – looking for more fundraising ideas / options, current fundraising events Father’s Day, Mother’s Day & Grand final raffle we need to look to further ideas.

**TREASURERS REPORT**

Katrina Burns not present at General Meeting, bank account balances were emailed to Ange Millard, Secretary and read to Committee as follows,

Reported current Bank Accounts for as of February 9th 2016,

**P & F Account Balances as at February 2016**

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Moonlight Fair</td>
<td>$146,600.54</td>
</tr>
<tr>
<td>General</td>
<td>$14,704.00</td>
</tr>
<tr>
<td>Uniform</td>
<td>$37,069.34</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>$186,479.15</td>
</tr>
</tbody>
</table>

Total amount in P & F Accounts is **$384,853.03**

Moved that bank account balances are true & correct

**Moved** – Judy Hafemeister  
**Seconded** – Grant Lorenz
Reported Accounts for payment

Accounts for payment

| No Accounts were tabled at General Meeting | Carried over to March General Meeting |

PRINCIPAL

Denise Mulligan reported on behalf of Nicholas Lynch in his absence on the following;

**Staff Changes** 6 new teaching staff, 3 primary, 1 prep, 1 Grade 4 & 1 Grade 5, all teachers are settling in well, with 3 Secondary teachers on leave, coming back throughout the year with 2 for secondary with 1 x part time & 1 full time.

**Canada Trip** – 35 students and teachers departed St John’s school on Friday 15th January, students had a great time of skiing & sightseeing with great feedback on students conduct and behaviour. Only issue occurred on the return flight with a flight cancelled and students and teachers delayed in Los Angles for 3 days, students were held up in Hotel rooms due to risk assessment and duty of care not including stop over, students coped very well with the delay and final flight through to Brisbane and back to Roma.

**3 D Printers** – 3 x 3D Printers & 3 x 3D Mini printers, printers housed in design tech area, students have already tested printers. Main printer located in the library, 2 printers being sent to St Patricks, Mitchell & 1 x Minumbi.

**Asbestos** has been removed from classroom building near reception, with building to be removed soon to commence shed for buses and storage of sporting equipment.

**ICT/Library room** required for working with specialist teachers, Bernie Markham is positive education with a counsellor to be onsite full time by the end of Easter.

**No Computer room** for P – Grade 6 students, Laptops supplied for Grade 4, mobile trolley has laptops for Grade 5 upstairs and mobile trolley for Grade 6, junior classes all have iPad’s with progression to move laptops down through the years.
ITEMS FOR DISCUSSION

Parent Liaison Role—Kira Williams spoke about the concern raised by new parents regarding communication within the school, Kira meet with Nicholas Lynch to discuss the idea of having someone engaged by the school to be a parent contact.

The issues parents have is information on;

- Buses;
- School Notices;
- Tuckshop;
- Events (i.e. Swimming Carnival);
- Introduction of Term Payment ($35);
- Parents are not feeling informed of what is happening within the school

The idea for a Meet & Greet morning was discussed this hasn’t been well supported previously but look at holding a Meet & Greet on Thursday March 3rd being the tentative date (8.30 am – 9.30am) near the tuckshop area, the morning will be an opportunity to meet members of the school, arrange a tour and explain the process of the P & F Committee with the morning open to all new parents.

The position of a Parent liaison was well supported by the P & F, Grant Lorenz highlighted that it was something that needed to be discussed further in the coming weeks, the concept was well received with further consideration and discussion to be given regarding;

- Is this a volunteer role?
- Should it be a paid position?
- Call for an Expression of Interest?
- Should it be someone already in the school
- Looking at a separate email for the P & F (Secretary) this position could also have a separate email for quick response

Grant Lorenz to discuss further with Nicholas Lynch in progressing this position.

Changing Banks— the P & F will look to change from the Commonwealth Bank to the Westpac Bank to assist in streamlining accounts and providing internet banking with the use of EFTPOS banking.

Heather McHugh mentioned that the Moonlight Fair have a Westpac Account that provides a safe night. This is used during the Moonlight Fair, where Roma Security keep the money after the fair they would meet at the bank the next working day.

With the high volume of money Roma Security would prefer that they collected the money
throughout the night at different intervals. To date Heather McHugh indicated that the Westpac Bank have been very helpful along with the P & F being able to utilise this facility.

P & F Committee agreed to have all P & F Bank Accounts moved from the Commonwealth Bank to Westpac Bank effective immediately.

Moved – Anita Crawford
Seconded – Heather McHugh

Invoice – Gabby Barron submitted an invoice for concrete work to the Uniform Shop, invoice is for Grulke Concreting Bobcat Hire & Garage for the amount of $2,632.00 as dated the 30.11.2015 for paths to be concrete to the entrance area.

Moved that be approved for work to be carried out and account to be paid
Move – Heather McHugh
Seconded – Judy Hafemeister

Prep Area – limited shading provided at back area and around the Prep area near the sandpits, Gravel area outside Primary area is limited also, highlighted that building will be removed and new building to incorporate adequate shade area.

Primary Oval – noted that when students returned to school it wasn’t mowed, why? With the current heat and danger of snakes it was disappointing to see this as it looked untidy. Grant Lorenz mentioned that it was not a P &F issue but would report to Nicholas.