



QHPS PFA

Minutes of General Meeting

Friday 2nd March 2018 9am

Principal: Jo Menzel

President: Clive Enever

Vice President: Fiona (Foz) Shanahan

Membership: Gina Harris (GH), Joan O'Brien (JO), Oriane Landry (OL), Virginia Jones (VJ), Nadia James (NJ), Lorna Polsen (LP), Kasslea Shaw (KS), Linda Reed-Enever (LR-E), Karen O'Toole (KO), Cameron Knott (CK), Stephanie Woelfie (SWO), Rachele Bertuch (RB), Fiona Shanahan (FS), Heidi McIntosh (HM), Sam Watts (SWA), Carelene Egan (CE), Patrick Boyer (PB), Bahar Davies (BD), Minnie Rockes (MR), Clive Enever (CE), Jane Crane (JC)
Principal: Jo Menzel (JM)

Note: Kathleen Pleasants (KP), Erin Henderson (EH), Renee Selkrig (RS), Ainslie Frost (AF) & possibly others joined at/ since meeting. *Membership list has not been updated since Extraordinary meeting minutes.

Present: CE, KO, KP, RB, EH, VJ, RS, AF, JO, MR

Guests: nil

Apologies: KS, NJ, FS, JC, BD

General Business/ Discussion:

- Position of Correspondence Secretary was discussed. Jane Crane nominated in absentia, motion put forward by CE and seconded by KO. Discussion that Secretary to maintain Membership list. All voted in favour, therefore motion carried.
Action: VJ/JC to liaise re sharing of Secretary duties
- Discussion regarding dissemination of minutes & maintenance of membership. Outcome; minutes will be posted on school website and a link to these will be posted on Facebook and emailed to current membership. Agenda to upcoming meeting will be circulated at time of posting previous minutes.
Action: VJ/JC to post link to membership and Facebook
Action: JM to arrange for minutes to be posted to PFA page on school website
Action: JM to arrange for current PFA list to be updated and then shared with Exec's for communication purposes.
- Discussion regarding meeting times re visited. Previous decision re-endorsed. Meetings will be held first week of the month alternating between 7.30pm Thursday evening with 9am Friday morning. An annual meeting schedule to be proposed taking into account occasions where school holidays or other major events interfere with above.
Action: VJ/CE to put forward schedule of meetings
- IT solution to file sharing discussed EG drop box or alternative. Previous years Committees kept documents on a usb that KS currently holds.
Action: CE to follow up with JM and School ICT re a solution moving forward.
- Easter Raffle Discussion. Previous years' timeline provided by KS prior to meeting was tabled and discussed. Discussion around fundraising purpose was held and JO was asked to make suggestions based on her knowledge of the 'build'. After discussion, motion put forward by VJ and seconded by EH that money raised be put towards a water pump and dry creek bed in the Sensory Garden. All voted in favour, therefore motion carried. All agreed to keep tickets at \$2 and books of 10 tickets to be issued per family.
Action: KO to coordinate ticket books.
Action: EH to do graphics/ put together posters, book covers, basket poster
Action: GH/ VJ to coordinate Easter raffle activities and communicate via different mediums including PFA noticeboard outside Rm 5
- Mother's day pre purchase of chocolates. BD had spotted a good special on chocolates and suggested via Facebook making an advance purchase for shortfalls expected at Mother's Day/ other upcoming events. JO put forward motion and VJ seconded. All voted in favour that \$50 be spent on 50 choc boxes.
Action: BD to make purchase.
- PFA presence in the community. General discussion re how we'd like the many faces of PFA to be visible throughout the school. Discussion around different people coordinating different events, more consideration to social/ school community events that don't necessarily raise money, and regular presence at Assembly.
Action: CE to attend next assembly
Action: all members to give thought to possible social events we could run. JM requested that logistics of event location be considered carefully.

Reports Tabled:

- Principals' report – as tabled
 - As at Census day last week, headcount was 10 above cap of 385.
 - New staff & students in leadership roles named and welcomed.
 - Acknowledgement of 'Cuppa catch up' with HM
 - Acknowledgement of Bushland picnic
 - Suggestion re reinvigoration of Bushland and possible 'Friends of Bushland group' to be set up with help of Ian McBurney
 - Curriculum day Wed 7/3 (and last Wed off for Prep's)
- Treasurers Report - as tabled
 - \$10K allocated to Basketball court & surrounds is yet to be removed from PFA account.

Agenda items proposed for next meeting:

- Calendar of events – circulate prior to meeting and review content. Suggestion to consider changing morning/ afternoon appreciation teas. Note: changes to fundraising activities will need to be put forward to School Council.
- Mothers Day planning
- Calendar of meetings
- IT sharing solutions, including updated Facebook closed group and decision re administrators of this.

PLEASE FORWARD ANY REQUESTED AGENDA ITEMS TO THE OFFICE, OR TO THE MINUTES SECRETARY, PRESIDENT OR VICE PRESIDENT AT LEAST A WEEK PRIOR TO THE UPCOMING MEETING.

Meeting closed at: 10.20am

Next meeting scheduled for: Tuesday 17th April 7.30pm

(Note: date changed as a result of school holidays and the need to start planning for Mothers Day event).

PROPOSED PFA MEETING CALENDAR SCHEDULE:

Note: Victorian school holidays

Term 1 ends: Thurs 29/3

Term 2 commences: Mon 16/4 & ends Fri 29/6

Term 3 commences: Mon 16/7 & ends Fri 21/9

Term 4 commences: Mon 8/10 & ends Fri 21/12

Dates & Times proposed for 2nd general meeting onwards:

Note: These may change after checking against calendar of events, including School Council meeting schedule, and will be confirmed at the next meeting.

Date	Time	Location
Tuesday, 17 th April 2018	7:30 PM	Multi-Purpose Room QHPS
Friday, 4 th May 2018	9:00 AM	Multi-Purpose Room QHPS
Thursday, 7 th June 2018	7:30 PM	Multi-Purpose Room QHPS
Friday, 20 th July 2018	9:00 AM	Multi-Purpose Room QHPS
Thursday, 2 nd August 2018	7:30 PM	Multi-Purpose Room QHPS
Friday, 7 th September 2018	9:00 AM	Multi-Purpose Room QHPS
Thursday, 11 th October 2018	7:30 PM	Multi-Purpose Room QHPS
Friday, 2 nd November 2018	9:00 AM	Multi-Purpose Room QHPS
Thursday, 6 th December 2018	7:30 PM	Multi-Purpose Room QHPS