



## QHPS PFA

### Minutes of Monthly Meeting

Thursday 02/08/18 at 7.30pm

**Principal:** Jo Menzel

**President:** Clive Enever

**Vice President:** Fiona (Foz) Shanahan

#### **Members:**

Angela Grist (AG), Bahar Davies (BD), Cameron Knott (CK), Carlene Egan (CE), Clive Enever (CEN), Erin Henderson (EH), Fiona Bryan (FB), Fiona Shanahan (FS), Gina Harris (GH), Greta Balsillie (GB), Heidi McIntosh (HM), Jane Crane (JC), Joan O'Brien (JO), Justine Graham (JG), Karen O'Toole (KO), Kasslea Shaw (KS), Kathleen Pleasants (KP), Leah MacDonald (LM), Linda Reed-Enever (LRE), Lorna Polsen (LP), Minnie Rockes (MR), Nadia James (NJ), Oriane Landry (OL), Patrick Boyer (PB), Rachele Bertuch (RB), Renee Selkrig (RS), Sam Watts (SW), Stephanie Woelfie (SW), Tammy Ayre (TA), Virginia Jones (VJ), Leah Jansz (LJ), Myf Truscott (MT), Jodie Waters (JW), Jimeal Ekanayake (JE), Ainslie Frost (AF)

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**Present:** CEN, FS, PB, JC, KS, AG,

**Guests:** JM

**Apologies:** TA, GH, MR, HMc, KO, EH, AF, RS

#### **Previous Minutes:**

Motion to approve previous minutes put forward by CEN and seconded by KS

#### **Reports:**

-Principal – no formal report tabled

-Treasurer – FS delivered on behalf of KO. YTD \$6,345 raised, as at 30/4 \$25,206 closing balance (< \$9.300) leaves \$15,336 of which \$3,300 promised to Sensory garden.

-Correspondence – nil

#### **General Business/ Actions carried fwd from previous meeting:**

- *Kate Monotti has been asked to take photo of front of school for generic cards, then GH to explore print costs. **Carried fwd.***
- *Action: CEN to add PFA running a cake/ sweet stall alongside election BBQ – discuss at a later meeting **Carried fwd.***
- *Action: KS to give feedback to Eagle Boys re inconsistent slice sizes as possibility that this contributed to confusion re what to issue **Carried fwd till next we order***

#### **Current/ New Business:**

- Pie Drive update

- KO update shared by FS. Same prices and flavours/ sizes as last year. Art room to be sorting and collection point. Helpers to sort orders needed from 2pm Fri 24/8. JC, FS, KS & PB offered to help KO.
- *Action: KO to coordinate count of orders and to communicate via facebook or otherwise if extra help needed.*
- Staff Appreciation Day
  - \$50 for coffee, milk and related supplies spend put fwd by KS, and seconded by AG; moved.
  - *Action: RB and KS to coordinate set up/ pack up & all others to consider baking/ bringing something.*
- VIP Day
  - Date change needed. It was requested that as much notice be provided as possible for potential visitors.  
Since meeting, JM has confirmed that new date for VIP Day will be Monday September 17th and it will run from 9.00am -11.00am. JM advised Narelle is happy to put calls over the PA to stagger the flow of visitors to morning tea.
  - *Action: JM to ask staff to start organising invitations for this event and to promote to school community in newsletter*
  - *Action: KS happy to coordinate with suggestion newer members approached to learn process. This includes, liaising with EH to arrange flyer, posting notice on noticeboard for helpers and wording for newsletter*
- Trivia Night
  - To be held at Spring Gully soccer rooms Fri 14/09
  - Committee; AF, KS, AG, VJ, JO, VH, & Ian Mc
  - *Action: Committee to arrange/ decide upon timing, pricing, posters, donations, booking of venue, raffle(s), exploration of liquor licence, quiz, activities, decorations etc. Update to be given at next PFA meeting.*
  - *All PFA members encouraged to donate prizes, seek donations, using letter available at office. NB please check first at office that businesses haven't already been approached.*
- Pizza day in September
  - Concept was tabled, with a wait and see approach re whether it could be combined with The Junior School Council Footy Colours Day. KS has offered to coordinate.
  - *Action: JM to explore. Update since meeting from JM: Jnr School council do plan to do this and JM has requested they pick a Friday in September. JM to communicate once date is set*
- Seating mats/ foam squares
  - Concept of free 2<sup>nd</sup> hand carpet, or new carpet squares tabled and consensus was no from a hygiene perspective for the 2<sup>nd</sup> hand idea, and no from a storage perspective for newly purchased carpet squares.
  - *Action: MR to explore compact foam squares as per original idea*

- Projects needing financial support
  - FS suggested that we have good finances and as there are a number of school projects needing \$'s we consider spending on these. Ideas raised included shade sails over new sandpit (that would also require pine edging) & shelving for library. After discussion and review of promised spends versus expected incomings, it was decided \$5K could potentially be dispersed without leaving us short of funds. This was put fwd by CEN, seconded by PB and moved.
  - *Action: JM to seek a 'wish list' from teachers so that at next meeting all needs could be tabled and considered.*
  
- Fathers Day Stall
  - FS offered to coordinate
  - *Action: FS to arrange notices asking for help on noticeboard, Facebook etc, flyer (to be done by EH), and then posted around school, baskets in classrooms, wrapping sessions etc*
  
- 2019 draft Calendar of events in the interest of clear intention and relevance.
  - Tabled by CEN
  - *Action: all to review / consider / suggest*

**Agenda items proposed for next meeting:**

Any additional agenda requests to be forwarded to the office, or to the Minutes Secretary (VJ), Correspondence Secretary (JC), Vice President (FS) or the President (CEN) a week prior to the upcoming meeting.

- Goodbye gift to Oriane
- Pie Drive review
- Trivia Night update
- VIP Day planning
- Pizza day
- Foam squares
- Project spending
- 2019 draft calendar

**Meeting closed at:** 8.50pm

**Next meeting scheduled for:** Fri 7<sup>th</sup> Sept @ 9am

**PFA MEETING CALENDAR SCHEDULE:**

Thurs 11<sup>th</sup> Oct @ 7.30pm

Fri 2nd Nov @ 9am

Thurs 13<sup>th</sup> Dec @ 7.30pm