## St Paul's Catholic School Gracemere Parents & Friends Association Meeting 5<sup>th</sup> February 2024 3:30pm in Library. **DRAFT ONLY NOT ACCEPTED AS TRUE AND CORRECT**

**Attendees:** Anthony Greene (Principal), Carly Hill (President), Belinda Sutton (Secretary), Ashlee Moston-Duggan (Treasurer), Tina Smith, Sarah Coombs.

Agenda Item	Discussion	Decision /Action	Person/s Responsible
1 Meeting Opening	Meeting opened 3:27 pm		Carly Hill
2 Prayer			Anthony Greene
3 Acknowledgement of Country and Welcome			Carly Hill
4 Apologies	Mel Raguse, Joanne Volling, Allys Johnson		Belinda Sutton
5 Previous Minutes	Motion to accept previous minutes made by Belinda Sutton, seconded by Carly Hill.	Minutes signed by President /Secretary.	Carly Hill Belinda Sutton
6 Business arising from previous meeting	<b>TCC Instrumental Music</b> Thank you from Mr Alexander and TCC Music department for agreeing to jointly fund the purchase of new instruments. Will need to follow up invoice for this. <b>Year 6 Graduation</b> Photobooth well used and enjoyed by all. As so well received, suggestion made that the P&F fund photobooth at graduation in the future. Committee to revisit this.	Invoice to be followed up.	Anthony Greene
7 Special business resolved outside normal meeting	Received suggestion regarding displaying a large ruler/sign at the school. Quote for same obtained and unanimously approved by committee to be installed ready for first day of school 2024.		
8 Correspondence	Fundraising promo material. Discussed holding a colour run without fundraising this year and biannual colour run with fundraising.		
9 Treasurer's Report	Received. Balance as at 14/12/2023 \$69108.54 Discussed possibility of monthly ledger reports to assist with record keeping regarding payments made, due, etc. Tuckshop coordinator contribution for 2023, CSPQ grant and freezer purchase not processed on current ledger. Old freezer and pie warmer have been sold. Ruler invoice received and paid. Query as to why P&F receive funds from sales of homework/library bags when not purchased by P&F.	Ashlee will email Emma Longhurst. Anthony to follow up.	Ashlee Moston- Duggan Anthony Greene

Apologies: Mel Raguse, Joanne Volling, Allys Johnson.

10 Accounts for	See above		
Payment			
11Tuckshop Report	Received. Thanks to P&F for the new chest freezer. Volunteer roster looking good for Term 1 with some new volunteers. Implementing online food handling safety training for volunteers (voluntary). New items on menu: GF/DF banana bread DF choc milk GF hot dog buns DF cheese Beef burger Tuckshop will now provide basic sandwiches, ham and cheese pockets for the staff room freezer for students who forget lunch.		Tina Smith
12 Principal's Report	<ul> <li>Received <ul> <li>Current enrollment 322</li> <li>New staff settling in well</li> <li>Trauma awareness PD – strategies have been put into place</li> <li>15 days of writing/maths/spelling, using first weeks for revision and creating routines</li> <li>Macqlit groups starting week 4</li> <li>Parent Teacher interviews week 9</li> <li>Office/reception revamp</li> <li>Library broken into over holidays</li> <li>Year 6 retreat onsite</li> <li>Looking at alternative venues for Year 5 camp.</li> </ul></li></ul>		Anthony Greene
13 General Dusifiess	Discussed possibility of girls hat with cutout for hair. Unsure if product available from supplier. <i>Beef Week</i> Have been allocated 3 slots for visit to Beef Week. Nicole following up how many students can attend per slot. Beef Boot competition. <i>NAPLAN breakfast</i> Suggestion of P&F to provide simple breakfast items to classes participating in NAPLAN on each day of testing. Most likely deliver food to each classroom prior to morning bell. <i>Date claimers</i> <u>Disco/BBQ 8 March. *cash float needed</u> Bar and food packs worked well last year. <u>Trivia Night 17/24/31 May depending on</u> availability. Possibly held offsite. <u>Colour Run</u> 21 June	Anthony to follow up with uniform rep. Carly will forward info to Anthony. Belinda will follow up dates/sessions with Nicole. Carly to follow up.	Anthony Greene Carly Hill Belinda Sutton

	<u>Golf Day</u> TBC may need to be held in Rockhampton due to limited golf buggies at Gracemere.	Carly to follow up.	Carly Hill
	Family Fun Night 9 August *cash float needed	Carly to confirm will Bills Amusements.	Carly Hill
	Athletics carnival 12 June Chromebooks Question if school chromebooks can be taken home for the purpose of homework. From previous experience, have been issues with breakages, proper/acceptable useage, bullying. Chromebooks are to stay at school. School Board will be working on homework policy this year for uniformity and clear expectations for each year level. Supporter Shirts Committee has agreed to discounted rate for new families only. Will need Google form sent home to gauge interest. Trophies Suggestion made for P&F to assist with cost of repairing/replacing trophies damaged/destroyed when library broken into. Committee in unanimous agreement for same.	Anthony to find and distribute Google form.	Anthony Greene
14 Next Meeting Date	AGM Wednesday 13 March 3:30pm location TBC Subsequent General Meetings 3 <sup>rd</sup> Wednesday of Term.		
15 Meeting Closed	4:45pm		

Endorsement:	
President	 
Secretary	