St Eugene P & F General Meeting
Monthly Meeting Minutes
Wednesday 8 February 2017

1. Meeting commenced: 3.15pm
2. Attendance: Simone Fry, Skye Shaw, Janelle Schlitter, Natalie Mann, Leiza Dunlop, Cathy Masotti, Nickii Cook, Georgina Glenton, Brad Olsen, George Inggs, Rebecca Inggs, Katherine Hart, Samantha Milne, Renee Wardlaw
3. Apologies: Naomi Laauli, Kathy Levis
4. Minute taker: Janelle Schlitter
5. Chairperson: Leiza Dunlop
6. Prayer: School Prayer distributed and read
7. October Minutes
   Moved by: Skye Shaw   Seconded by: Janelle Schlitter
8. Business arising from previous meeting:
   a. Leiza Dunlop addressed the group and gave a brief outline of what the P&F do and their involvement in the Feast Fair. It is our major fundraiser, is held Bi Annually at the end of the mass the priest gives his blessing. $35K was raised at the 2015 Feast Fair. It was agreed we needed to form a Sub Committee for the Feast Fair as a matter of priority. A date was set to hold the meeting on Monday 20 February 2017 at the school. At the meeting we could elect a Feast Fair Convener to work with the parish & the P&F.
      ACTION: Leiza Dunlop to contact Amanda and have this advertised in the school newsletter & on Skool bag.
9. Correspondence In
   a. Two brochures for the Mother’s Day Stalls
10. Correspondence Out
    a. NA
11. Reports to Meeting
    a. Treasurer – Skye Shaw
       A copy of the updated Sporting & Academic Funding Request Form was provided, the form now has specific area to add parents bank account details which can be provided on application instead of having to chase them up. A short outline of the Financial Report funds available with an estimate of income for 2017 plus a list of the commitments for 2017
       Moved by: Skye Shaw   Seconded by: Leiza Dunlop
    b. Principals – Marisa Dann
       Very busy start to the year with a new mission group, the restructure of the school timetable specifically to allow more teaching & learning time. After review we found we weren’t using our time efficiently.
       The Air Conditioning in the Resource rooms wasn’t completed over the holidays due to the uncertainty of the long-term use of the building. We are looking at a master plan, until we have decided on these changes the Air Conditioning will not go ahead. An elevator is needed. The $30K the P&F donated can be given back now, if you would like it.
       The trial of the new pick up area is well underway, so far it is looking good & running a lot better. There has been discussions with Dell over the past 6 months regarding issues we have had with Laptops, they finally agreed to issue us with a new fleet of Laptops.
       We enrolled 1178 students for 2017
       Marisa to arrange for the $30K to be returned back to P&F.
      Moved by: Marisa Dann   Seconded by: Janelle Schlitter
c. President – Naomi Laauli
   Copy of report read to the meeting by Leiza Dunlop
   
   **Moved:** Leiza Dunlop  **Seconded:** Skye Shaw

d. Stall Coordinator – Karen Bishop
   NA
   **Moved by:**  **Seconded by:**

e. Disco Coordinator – Kathy Levis
   Year 12 have been asked to volunteer at the first Junior school disco which will be held on Friday 24 February 2017. Kathy Levis has been advised of the date and the security company called. Flexi school has been set up with someone already purchasing a ticket. Kathy to put the notice in the next school newsletter & on Skool bag. There isn’t much stock needed as there was plenty of left over from last year. Some stock will be used at the Welcome Back BBQ.
   
   **Moved by:** Skye Shaw  **Seconded by:** Janelle Schlitter

f. PR Team – vacant

g. NA
   **Moved by:**  **Seconded by:**

h. Grants Officer – Natalie Elliott
i. NA
   **Moved by:**  **Seconded by:**

j. Volunteer Coordinator – Vacant
k. NA
   **Moved by:**  **Seconded by:**

11. General Business
   a. Welcome Back BBQ has been advertised. Leiza Dunlop to speak with Alison regarding what volunteers she needs for the day. The BBQ is held after Sunday mass on 19 February 2017. There are usually games, Ice Blocks for the kids and a BBQ. Drinks are there for people to purchase. A request needs to be sent out for volunteers, there are usually some year 12 students who also help.
   
   b. P&F Meeting Times, Leiza Dunlop suggested times for meetings should not be decided until after the AGM in March as a new committee may be elected which may have different requirements.
   
   c. Feast Fair – it is agreed to hold a meeting on Monday 20 February 2017 at 7pm at the school to form a sub-committee with the intention of finding a convener who can coordinate between the Parish & school.
   
   d. Georgina Glenton asked if there were any particular fundraising projects scheduled for 2017. Leiza Dunlop advised that when events come up we use the Skool bag app, newsletter & now the volunteer app that is sent out as an email for the convenience of parents. It worked well with the few events at the end of last year & we will continue to improve this process.
   
   e. Simone Fry asked about the possibility of having the paintings around the school upgraded. Simone mentioned Jenni Fowler could speak with Dave Grace to obtain quotes and present them to the P&F committee for consideration.
   
   f. Brad Olsen asked about the school having two websites. Marissa Dann said she would look into this. Cathy Masotti advised Brad to in the first instance always use the Parent Portal. Nickii Cook asked about having emails saved or remembered for these apps so we don’t have to retype them each time you go into something new. Marisa Dann mentioned the school is moving away from the public website as they have been advised to do so for Child Safety.

12. Next Meeting date:  8 March, 2017
13. Meeting Closure:  3.40pm