

MINUTES
St Ignatius Parents and Friends Meeting
12th March 2019

Attendees Rebecca Hay, Sandi Clark, Annette Chidzey Fiona Demptser, Claire Hewitt, Callum Harper, Clare Gordon, Leaia McElroy, Sarah Sims

Apologies Cathy Dykes

Meeting:

- Prayer and Welcome
- Minutes of 12 February 2019 – Moved : Sandi Clark Seconded: Claire Gordon
- Business Arising from previous Minutes:
- P and F account balance – Has Michael received funding requests?
- Volunteer requests - Rebecca drafted a care monkey request form
- Working Bee – Andrew advised Callum that no need to have one before the Open Day but will revisit end of term 2 to perhaps have a Working Bee closer to the opening of the gym / year 9 area (ie Feast Day)
- Open Day - See General Business notes
- Board Vacancy – P and F no longer have a representative at Board meetings
 – Will need to think about nominating someone but in the meantime a senior Executive will report back to us.
 - Annette to provide Criteria of being a Board Member (P and F advocate)
- New Logo - See General Business notes
- Fundraising - See General Business notes

- Correspondence Care Monkey replies – only Year 7 parents collated but will have full list when office staff have the opportunity.
- Reports Treasurer’s Report - \$22108 (with \$5K preapproved for BBQ). BBQ location to change and is still yet to be decided
 Principal’s Report – as circulated with Minutes. In addition to this, we discussed P and F representation at school events (eg Inaugural SICG International Womens Day celebration and the upcoming Digital Tattoo Session)
 Board Report- Meeting held but no minutes distributed
 Reports Moved: Fiona , Seconded: Callum
- General Business **Volunteer List**
 - What to do with email list? Care Monkey discussed but felt that there would be too many care monkey requests and it would lose its impace
 - It was decided that emailing each volunteer would be preferred
 - Sandi to email office staff to retrieve remaining list from across all levels
 - Sandi to gather data and email each of the volunteers who marked Y for Open Day.

Open Day

- Variation to last meeting – We will now be keeping both BBQ areas separate as per previous years
- Claire H has booked Yr 10 area.
- Sandi has emailed Andrew to advise of set up requirements
- Sandi has ordered Meat and Veggies
- Sandi to :
 - pick up Meat / Ice on Sunday 24th March
 - Purchase Bread basket , 3x bowls with lids
 - Liaise with Erin for items required (Erin to use staff discount) and / or investigate Cash n Carry option with discount
 - email Andrew Philp for the use of our Banners and request information of where the P and F tent is kept
 - set up Roster – 8.30 start recommended.
 - Liaise with Rebecca re signage (what drinks we have purchased)
 - Direct Any additional helpers to go out to Staff BBQ area if we have any floaters
 - Arrange float

Rebecca to:

- Create signage of prices – prices to remain at \$2.50 for sausages, \$1.00 for drinks
- Arrange Notice board, with bigger pics!

Leaia to:

- Pick up onions / Coleslaw at Ready Cut Veg on Friday 22nd March (before 12pm) and house it for us.

Annette to:

- Purchase 3 x large buckets to be used for drinks (and then kept for school use)
- Check if Aprons are in the P and F cupboard
- Reinforce that all Meat at the student BBQ is cooked before closing so we avoid last years scenario

Claire G to:

- Send Claire H last copy of Risk Assessment form

Claire H to:

- Send risk assessment to Kimberley Naylor for perusal

- Check if Food Tech room has any empty large cans we can use to collect dripping from BBQ

P and F Banner

- Rebecca emailed her concept to Tony for “approval”
- Tony would like banner to stay consistent across the board and recommended meeting with Rebecca/ Eva to discuss alterations
- Sarah has contact who makes Banners – will contact re prices etc once banner design is finalized

Parent Teacher interviews

- As with previous year, Uniform shop would like to open for Parent teacher interviews – Sam and Sandi available for Wednesday night but need assistance for the Thursday
- No volunteers available for the Thursday so Thursday no longer an option
- Sandi to ask Claire H to advertise via Facebook nearer to the interview dates

Fundraising

- Claire G has investigated the Comedy for A Cause option
- Claire G spoken to Potato Shed and advised that 3 Friday nights were free (3/5, 10/5 and 17/5) and that Potato Shed offered 30 Free hours after school to SICG . 160 seat capacity at \$25 a ticket. It was decided we would go with 17/5
- \$1600 flat rate paid to event
- Claire G to ensure that the school can spare 4 hours for this event BEFORE committing to anything
- Unanimously decided that if Claire, with sub committee of Fiona and Sarah, had clearance on usage (ie we would not be impeding on School usage of Potato shed) that she could go ahead and book event.
- All brochures completed by the Event holder (Comedy for a Cause) and hopefully will be ready for Open Day??
- Potato shed will follow up on Alcohol license – we would need to purchase alcohol and provide servers with RSA
- Given that next P and F meeting is the week before the event, Executives to arrange a mini meeting

Next Meeting

Tuesday May 14th at 6.00 PM

(This meeting will ONLY cover the upcoming Fundraising event and is being held earlier so we can then attend the Digital Tattoo Session held at 7 pm. It would be nice if we could wear name badges and supply supper –(Rebecca, Cathy and Sandi to arrange). Being a presence at events like this will help promote the P and F and school community spirit.

