Meeting commenced with a Prayer: 7:00pm

Introduction of Committee and Staff:

Attendees

Parents and Friends: Angela Cassidy (President), Caterina Thompson (Vice President), Joanne Brooks (Secretary), Melissa Dance, Briar Ayliffe, Wendy Nielsen, Bec Sward, Wendy Palmer and Lucy Gayler

Staff: Elaine Doran, Brendan Gill, Joe Sandric, Anne Menzies, Anna Bombardieri, Angela McCarthy, Andrea Reece and Jacynth Cornish

Apologies

Toni McGinniss (Treasurer), Debbie Wills, Jane Steele, Caroline Jager, Katrina Cooper and Gerard Cronly,

Confirmation of Previous Minutes

• Noted that Melissa to provide photo of electronic white board referred to in agenda item General Business and amendment to funding submission (August Agenda Item 9.1) to be discussed this meeting.
• 7 August 2013 Meeting Minutes confirmed as True and Accurate.

Moved by: Melissa Dance    Seconded by: Caterina Thompson

Presidents Report

• Angela thanked everyone for attending and provided a brief recap of events over the past month, thanking everyone who helped make those events happen, and advised further details of events would be discussed later in the meeting.

Treasurer’s Report

Account Balances

<table>
<thead>
<tr>
<th>Account Balance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Account as at 4th September 2013</td>
<td>$18,632.72</td>
</tr>
<tr>
<td>Fair Account as at 4th September 2013</td>
<td>$3,308.55</td>
</tr>
</tbody>
</table>

• During August major fundraising activities provided a substantial increase in revenue of $11,558, partially offsetting the expense of the Round 2 Funding Submissions of $10,610, resulting in our General Account decreasing from $22,790 in August to $18,632 in September.
• The sharp rise in profit during August is mainly due to Bring a Bag for Fair Day ($115), Sausage Sizzles ($819), the P&F Dinner ($4,800) and the Father’s Day Stalls ($1,064) although expenses for the Sweet Stall have yet to be incurred.
• Entertainment Book Sales are not yet included due to Entertainment Publications not sending through the funds till all books have been returned.
• Update provided on P&F Mid-Year Dinner which was very successful, with a great night had by all as well as raising approx $4,500. Angela made special mention of Toni McGinniss and all her helpers for their incredible work in providing such a wonderful event. For further details please refer to the next P&F Newsletter.
### Principal’s and Directors Reports

#### Principals Report
- Expressed appreciation on behalf of the school staff for all the P&F’s hard work during the year. As the whole school has benefited from the numerous events held. The children enormously enjoy the sausage sizzles, Mothers and Father’s Day Stall, the disco etc and the Mid Year dinner provided a wonderful social occasion for the school and parents as well as raising money and therefore providing additional much needed resources for the School.
- Advised of Staff News
- Provided update on Capital works at Kingston Campus
- Plaques for the Grade 10 class of 2012 will arrive in 2-3 weeks, with 2013 plaque to be organised in Term 4.
- Special prayer service and presentation for retiring Archbishop Adrian Doyle on Wednesday 11th September.
- Advised of Important Events coming up in September.
- Please See Appendix B (located at end of minutes) for the detailed report.

#### Kingston Campus Report – Brendan Gill
- Class teachers attended Tasmanian Catholic Education cluster days.
- Fireman Barry from Tas Fire Service provided a fire education program to the Prep to Grade 6 classes.
- Reported that the Year 3 to 6 Swimming Program and the Prep to Grade 4 Kingborough Sports Centre Programs ran smoothly.
- Advised Early numeracy interview program work continues to occur.
- Noted that Betta B has made an appearance several times.

#### Huntingfield Campus Report – Joe Sandric
- Swimming Program went well.
- Subject Selection for Year 8, 9 and 10 was held this month, with Grade 7 subject selection changing format with all subjects now offered as Taster subjects.
- Advised that Student Leaders had made a card thanking P&F for the Energy and Goodwill they had distributed while working on the Father’s Day stall.
- College Leadership Team has been working on a Teaching and Learning Framework, refining learning support at the College and using the AITSL framework to improve teaching and learning. This is being done in part due to the feedback received from parents in Term 1.
- Advised that the college is currently looking at an electronic feedback process from families.
- Please See Appendix C (located at end of minutes) for the detailed report.

#### Pastoral Report
- Leanne is currently on Leave therefore no Pastoral Associate Report has been submitted this month.

#### Business Arising from Previous Minutes

8.1 **Entertainment Books**
- The Entertainment Books have been finalised with 257 books being sold out of the 558 that were originally distributed, resulting in a profit of $3,084 to be received by cheque this month. As noted last month this is approx $500 down from the previous year thought to be due to the increase in the number of books being sold by other organisations in the community.
- Mel confirmed that the process will be changed and from next year families will be able to choose to be put on a register, resulting in them receiving an empty envelope instead of the book. If they wish to purchase a book they can return the envelope, but if not then they do not have to take any further action. This should assist in reducing the number of books that are not returned in a timely manner.
- Angela made special mention of Melissa’s hard work in relation to the Entertainment books as it has been a lengthy process and expressed a big thankyou as it is a big Fundraiser for the College.
8.2 Fundraising Dinner

- Update provided by Angela on behalf of Toni as part of the Treasurer’s Report.
- The dinner was very successful, with a great night had by all, as well as raising approx $4,500.
- Thank you to all who attended and to those who supported the dinner by donating prizes.
- Angela made special mention of the great work of Toni McGinnis, the mastermind behind the highly creative occasion, and all her band of helpers for their incredible work in providing such a wonderful event.
- For further details please refer to the next P&F Newsletter.

8.3 St Aloysius College and Parish Fair

- Fair Newsletter to be distributed by the end of this term.
- Raffle books have been finalised and printed and will be distributed late next week with 20 Prizes on offer worth approx $4,900 in total, this includes an Apple IPod to be provided by P&F. This is an improvement over previous years with the 2011 raffle totalling only $2,800 in Prizes and 2010 totalling approx $4,600.
- It was suggested that a table could be set up near the coffee stations at Grandparents Day for Raffle tickets to be sold, Elaine and Angela to further discuss.
- Bring a Bag or Gold Coin Day was very successful, with a huge number of bags received. It was suggested that parents would appreciate more notice of the day and maybe it could be straight after school holidays and advertised as a Spring Clean. Angela advised that the Fair committee is considering having another bring a bag day in Term 4 but optional only and not free dress. Angela to discuss further details with Elaine.
- The only fair fundraising day scheduled in Term 4 is Tombola day on Wed 23 October.
- Our fair supporters page on the college website is up and running. We extend our appreciation to Samantha Wilton for her work in getting the new link on the website for us.

8.4 Kingston Kinder to Grade 4 Disco

- Joe Sandric Grade 9 will run the disco on 20th September in the Sisters of Charity Centre during the day. It is to be a no charge free dress day and Icy poles will be provided.
- Kinder-Grade 1 disco to be held first possibly from 1.00 – 1.45 pm followed by the Grade 2 – 4 disco from 2 – 2.45pm. Angela and Brendan to further discuss times.
- Some parent assistance will be required in a supervisory role on the day.
- Elaine advised Scott had previously agreed to perform one disco per Campus per year, but Scott may be not available during school hours. Angela to liaise with Joe re Music.
- Canteen will offer a special pizza deal on the day.
- Bec Sward inquired if the disco was the same day as the Cross Country and the Book Week Parade. Brendan confirmed that unfortunately it was due to it being the only time that was available as there were numerous activities scheduled in Term 3, and suggested that there is a possible chance that the Grade 3-4 may be back in time for the disco.

  **Action:** Liaise with Brendan re School Disco Times – Angela
  **Action:** Liaise with Joe re School Disco Music – Angela

8.5 Grade 10 Plaques

Item discussed as part of the Principals report.

8.6 Business Calender

- Angela advised that half of the businesses from last year have indicated that they would like to be involved again this year. Angela recommends that next year it should be produced in colour.
- Joe indicated that he would like to see it go ahead as we are getting our brand out in to the community.
- Angela advised a co-ordinator is required and to please contact her if anyone is interested.

  **Action:** Organise for a Co-ordinator for the 2014 Business Calender by Dec 2013 Meeting
8.7 Sandpit Cover in Main Playground

- Issue raised last year following the purchase of the cover in the prep playground.
- Questioned if it was possible that After School care who also utilise the area may consider purchasing one.
- Ceaser to look at the issue and consider possibly redesigning the area to make it clean and safe and minimise any health and safety risks.
- Brendan to provide advice on the best option for covering the sandpit and relevant cost at the November Meeting, with the possibility of P&F and the School co-funding it.
- Expectation is to arrive at a decision by the end of year so that it can be installed during the Holidays in order to minimise any disruption to the school.

**Action: Provide Sandpit Cover solution and associated costing at Nov Meeting – Brendan**

8.8 Improved Method of Distribution of School Notices and Location of old P&F Notice Board

- Brendan advised that there is currently a system in place where if a parent would like the notices to be distributed via the youngest child rather than the oldest child, a parent needs to advise the Huntingfield or Kingston Office and they will make the change accordingly.
- The old P&F notice board has been located and requires some minor repairs before it can be set up on a wall. Elaine suggested possibly near the Move Well, Eat Well sign near the Canteen.
- Angela to provide further update in November once the glass is repaired.

**Action: Organise repair of old P&F noticeboard and provide further update at Nov Meeting – Angela**

8.9 Funding Submissions

- Brendan confirmed that the P&F are not expected to fund the headphones requested and denied in the Round 1 funding submissions that were mistakenly purchased by a Teacher.
- Joanne and Angela advised that due to an inadvertent error made in the Prep submission for the purchase of three sets of readers concentrating on phonological development (one set per Prep class), the Prep Submission should have been $1,650 rather than the $600 previously submitted.
- Angela put forward the motion that the P&F approve an upward adjustment of the original submission from $600 to a total value of $1,650.

  **Objections: None**  
  **Motion Approved: All - to the value of $1,650**

- Angela put forward the motion that:
  The P&F Executive may approve an adjustment up to $500 to any Funding Submission previously approved at a P&F Meeting, but if the adjustment amount required is greater than $500 it has to be voted on and approved at a P&F Meeting.

  **Objections: None**  
  **Motion Approved: All**

8.10 Father’s Day Stall Update

- Angela advised the Father’s Day stall was very successful on both campuses.
- Angela thanked Joe on behalf of the P&F and the students for the enthusiasm, energy and sense of fun that he brought to the Huntingfield stall that helped to make it so successful.
- Angela noted items in high demand this year were the stationary items and chocolate. The chocolate sold out at Huntingfield and had to be restocked for the Kingston stall. On the other hand books this year were slow sellers after being in high demand last year.
- Leftover stock will form part of the Novelty stall at the fair to be sold with only a very small mark up in order to clear out all old stock. This is based on the past experience that students do not wish to purchase the same items as were sold at the previous year’s stall.
- Angela on behalf of the P&F, and Elaine on behalf of the Staff, thanked all the volunteers who helped make the Father’s Day Stall a success, and expressed particular appreciation for the helpers who took so much care with the choosing of and beautiful packaging of the gifts, and with the compassion and the time they gave for those children who needed some extra assistance on finding and purchasing a gift for their special person, of particular note was Lesa Ratcliffe’s thoughtful gesture of taking the time to quickly create a special person card for a student who needed a more general card rather than a father’s day one
- It was noted that in future in addition to a tag for a Father/Mother’s day a Special Person one is also required.
9.1 Tas. Catholic Schools Parents Council Letter
- P&F received a letter from the Tasmanian Catholic Schools Parents Council requesting payment of $2,972.
- Elaine advised we are not legally obliged to pay the bill, it is at our discretion.
- It was decided that at this stage the P&F would not be paying the invoice, instead Angela would contact the Council to discuss any ramifications that might have and also find out further information of the services they provide to us or on our behalf, and to suggest the possibility of a council representative attending a St Aloysius P&F Meeting to discuss their role. Angela to report back next meeting

**Action: Contact Council and Provide Update next Meeting – Angela**

9.2 Fundraising Ideas
- Angela advised that although we would like to do more, the P&F must be careful of how much we take on as there is a limit on how much we can ask of people, as currently we do ask a lot of everyone.
- It is reassuring to see that currently the P&F receives a very good response when requests go out so we are assuming that our current balance is acceptable to most.
- Angela suggested that maybe some guidelines would be appropriate, for example, this is what the P&F does, our staples so to speak, and maybe each year we have something new and different as well e.g Wine Night.
- Elaine advised that she would not like to see the P&F go away from the sausage sizzles, the Father/Mother Day Stalls, Easter raffle etc as these are core activities that she believes the children currently look forward to and obtain a lot of enjoyment out of and if not held would be sorely missed by the children, and in the end it is for the good of the children as to why we are all here.
- Angela advised that it will be decided at a later date if the P&F will hold a mid-year function next year, but during the year the following fundraising ideas have been suggested to the P&F by parents for the 2014 school year:-
  - School Calendar with class photos, School Recipe Book and a Donut Drive.
  - Some schools produce a calendar where each class has a page dedicated to them, these schools find they are fairly easy to produce and are quite good money earners. The P&F liked the idea but was concerned that St Aloysius already produces a business calendar and therefore another one on the market would be excessive. The P&F would like to review the idea again early next year, with the possibility of combining the two calendars into one.
  - Krispy Kreme Donuts can be pre-ordered from Melbourne, with the P&F receiving a percentage of the sales amount. Due to it being a direct competition for our Fairy Floss and Sweet stall which have high profit margins it was unanimously decided not to order the donuts to sell at the St Aloysius School and Parish Fair. P&F was unsure if the idea is at odds with the Move Well, Eat Well principal, but will further investigate as a potential fundraising idea for 2014 and will review at the February P&F Meeting.
  - Angela put forward a parent’s suggestion of creating a recipe book with our favourite recipes from the families of the school, with the book being sold at the school, school fair, online, mother’s day stall etc. The P&F thought it was a nice idea in theory, but three years ago a school recipe book was produced as part of the St Aloysius Fair Cake Stall and it was not an overly popular item. Therefore considering the time involved in creating and producing the book and the fact past performance has shown it’s not a big seller, the P&F decided not to proceed with this idea.
  - Wendy and Briar suggested “Carols by Twilight”, although not necessarily to be held as a big fundraiser but as more as a social, pleasant end of year event. Feedback on the idea was extremely positive with everyone keen to see the event go ahead this year. General discussion suggested that the event could be held at Huntingfield, possibly from either 5-8pm or 6-9pm on Friday the 13th December with BYO rugs, snacks and drinks. Angela to further follow up idea with Elaine and provide update at November Meeting.

**Action: Review School Calendar as Fund Raising option at March 2014 P&F Meeting**
**Action: Review Krispy Kreme Donut Drive as Fund Raising option at Feb 2014 P&F Meeting**
**Action: Liaise with Elaine on ‘Carols by Twilight’ provide update at Nov P&F Meeting**

Correspondence In/Out
- None.
Grade Representative Items

- No Grade Rep items were raised this month.

General Business

Caterina advised Fair Collection is fairly steady with approximately two to three people per session dropping off a couple of bags each.
Angela to investigate having a drop off at Huntingfield on the same Monday as Bring a Bag day.

Next Meeting 13\textsuperscript{th} November 2013 - 7pm
Meeting concluded: 8.29pm

Minutes

\textbf{Prepared by}: Joanne Brooks
### Action List

<table>
<thead>
<tr>
<th>Date Raised</th>
<th>Issue</th>
<th>Action</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>Grade 10 Plaque</td>
<td>Plaques to arrive for 2012 class by end Sept, and 2013 plaque to be organised in Term 4. Update at Nov Meeting</td>
<td>Elaine Doran</td>
<td>Nov 13 Meeting</td>
<td></td>
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<tr>
<td>March 2013</td>
<td>Welcome BBQ</td>
<td>Review list of improvement ideas- Add to Dec 13 Agenda</td>
<td>Joanne Brooks</td>
<td>Dec 2013 Meeting</td>
<td></td>
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<tr>
<td>March 2013</td>
<td>Basketball/Netball Hoop – Kingston</td>
<td>To be reviewed once the 1.5M Development Fund List is prioritised to ensure new area includes Multipurpose Basketball/Netball Hoop or an appropriate substitute.</td>
<td>Nicole White</td>
<td>Dec 2013</td>
<td></td>
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<td>March 2013</td>
<td>Business Calendar 2014</td>
<td>Find Co-ordinator for 2014</td>
<td>Angela</td>
<td>Dec 2013 Meeting</td>
<td></td>
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<tr>
<td>March 2013</td>
<td>Fundraising Dinner</td>
<td>Regular updates to the Meeting and contact Linda Bonnitcha re Vet Students</td>
<td>Toni McGinniss</td>
<td>Sept 2013 Meeting</td>
<td>Completed</td>
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<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Details and volunteer request to be reported in next P&amp;F Newsletter</td>
<td>Angela Cassidy</td>
<td>On Hold until the Van becomes Available</td>
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<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Volunteer Details to be forwarded to Edna</td>
<td>Angela</td>
<td></td>
<td></td>
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<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Discuss possibility of organising groups by Grade Rep</td>
<td>Angela/Elaine</td>
<td></td>
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<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Discuss possibility of Secondary School being involved in Preparation</td>
<td>Joe/Elaine</td>
<td></td>
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<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Invite Edna/Leanne to next meeting to discuss Training requirements</td>
<td>Angela Cassidy</td>
<td></td>
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<tr>
<td>April 2013</td>
<td>Kingston Campus Disco</td>
<td>Angela to liaise with Joe re Music and Brendan re timing.</td>
<td>Angela Cassidy</td>
<td>ASAP</td>
<td></td>
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<tr>
<td>May 2013</td>
<td>Sandpit Cover in Main Playground</td>
<td>Provide Sandpit Cover Solution and associated Costing.</td>
<td>Brendan</td>
<td>November 2013 Meeting</td>
<td></td>
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<tr>
<td>May 2013</td>
<td>Potential Uniform Review in 2014</td>
<td>Discuss if a Uniform Review is required in 2014</td>
<td>Angela Cassidy</td>
<td>December 2013 Meeting</td>
<td></td>
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<tr>
<td>June 2013</td>
<td>Review Dunking Machine</td>
<td>Review Dunking Machine hire practices and discuss the rules regarding ongoing Maintenance requirements.</td>
<td>Angela Cassidy</td>
<td>February 2014 Meeting</td>
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<tr>
<td>June 2013</td>
<td>Entertainment Books</td>
<td>Provide Update next Meeting</td>
<td>Melissa Dance</td>
<td>Sept Meeting</td>
<td>Completed</td>
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<tr>
<td>June 2013</td>
<td>P&amp;F Noticeboard</td>
<td>Organise repair of old P&amp;F noticeboard and provide further update.</td>
<td>Brendan</td>
<td>November Meeting</td>
<td></td>
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<tr>
<td>Sept 2013</td>
<td>Tas. Catholic Schools Parents Council Letter</td>
<td>Contact council and provide update next Meeting.</td>
<td>Angela</td>
<td>November Meeting</td>
<td></td>
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<tr>
<td>Sept 2013</td>
<td>Producing a School Calendar with one class per grade.</td>
<td>Review as fund raising option for 2015</td>
<td>Angela</td>
<td>March 2014 Meeting</td>
<td></td>
</tr>
<tr>
<td>Sept 2013</td>
<td>Krispy Kreme Donut Drive</td>
<td>Review as fund raising option for 2014</td>
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<td>Feb 2014 Meeting</td>
<td></td>
</tr>
<tr>
<td>Sept 2013</td>
<td>Carols by Twilight</td>
<td>Liaise with Elaine and provide update</td>
<td>Angela</td>
<td>November Meeting</td>
<td></td>
</tr>
</tbody>
</table>
STAFF NEWS

Gabrielle Fisher commences her maternity leave next week. Frances Cole, who has been working two days per week with Gab in Grade 1, will teach the class full-time until the end of the year.
Carmel Shelvertom commences her maternity leave from the start of Term 4. Anne McWatters will teach Grade 2S until the end of the year.
Joe Sandric, Mike Ingham and Carol Otten have each returned from periods of leave, while Su Heyward is on leave until the end of this term. Casey Moore is teaching Grade 6HD while Su is on leave.

CAPITAL WORKS AT THE KINGSTON CAMPUS

We are at the planning stage with the Capital Works at the Kingston Campus. The College Board Sub-Committee, of which Brendan and I are members, has met with prospective architects. The Committee was provided with presentations from the architects. A planning scheme or brief is being prepared for presentation to the College Board and to the staff for input into the scope of works to be undertaken. While a firm timeline has not yet to be established, it is anticipated that the works will commence in 2014, once tenders have been sought from building firms and accepted by the College Board. I will provide updates on progress at future P&F Meetings.

GRADE 10 PLAQUES

I was informed today that the plaque for last year’s Grade 10 will arrive in 2 – 3 weeks. The plaque for this year’s Grade 10 will be organised in Term 4.

VISIT BY ARCHBISHOP ADRIAN DOYLE

Archbishop Adrian has been a long time supporter of our College. We have invited him to join us on Wednesday 11th September so that we can thank and farewell him as he retires as the Archbishop of Tasmania. We are planning a special prayer service and presentation for Archbishop Adrian on that day and he has also been invited to have morning tea with the staff at the Huntingfield Campus.

IMPORTANT EVENTS DURING SEPTEMBER

11th Archbishop Adrian visiting the College
13th GRANDPARENTS AND SPECIAL PERSONS DAY
16th College Board Meeting at 6.00pm
17th Installation of our new Archbishop, Julian Porteous
19th RE Showcase Day
20th Southern Catholic Primary Schools Cross Country Event for our Grades 3 – 6 team at the Rokeby Police Academy
20th Book Week Parade & P&F Kinder to Grade 4 Daytime Disco
25th Southern SATIS Athletics Carnival for our Grades 7-10 team
27th Kingston Campus Assembly at 11.30am
27th Footy Colours Day to raise money for the Archbishop’s Samaritan Fund
27th Term 3 concludes.

Elaine Doran

PRINCIPAL

Appendix C

St Aloysius Catholic College – One College on Two Campuses.

P & F Report September, 2013
Week 3.5A

- The Year Three to Six Swimming Program began and ran all this week
- Year 9 and 10, 2014, subject selection ended this week.
- Year 8, 2014, subject selection began this week.
- Prep – Grade Four KSC Visits begin

Week 3.6B

- The Year Three to Six Swimming Program ran all this week and ended on Friday
- Betta Bee came to KC Assembly on Monday thanks to a surprise helper!
- Tuesday was the Year 7 to 10 Athletics Carnival at the Domain.
- Father’s day stall at both campuses – thank you P&F
- Teachers working through the AITSL standards at KC
- Prep – Grade Four KSC Visits continue

Week 3.7A

- On Monday we had the Senior Band extended rehearsal at HC until 8.00pm getting ready for the Grandparent Day, Fair... etc.
- Tuesday saw the Senior Drama class off to Playhouse costume dept. getting ready for their performance.
- Tuesday also saw the Grade 5/6 teachers working on RE project they are developing.
- Tuesday night saw the HC staff begin the process of understanding, reflecting on and “growing” as teachers using the AITSL Teacher Standards.
- Fireman Barry Blackhall working with our Prep to Six students on Tuesday, Wednesday and Thursday.
- The Primary Fairer World Festival was on Thursday and the Secondary one was on Friday.
- Empowering Local Schools meeting and update
- Chess Tournament @ SCC
- Class Teacher Cluster Days
- Fire Drill – Tasmanian Fire Service attended
- Prep – Grade Four KSC Visits continue

Week 3.8B

- On Monday the Year 5 and 6 students involved in SOFOS competition
- Wednesday sees the Year 5, 6 and Senior Drama students will be watching the Terrapin Puppet
- Special persons Day/Grandparent’s Day is on Friday the 13th!
- Prep – Grade Four KSC Visits begin
- Cluster Days continue

Regards

Joe & Brendan