

**WHITFORD CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF P&F MEETING – WEDNESDAY 21<sup>ST</sup> SEPTEMBER 2016**

**Meeting Opened**

- Meeting Opened 7.34pm

**In Attendance**

- Karen Draper, Pina Pettinicchio, Tamara McGougan , Lisa Briscoe, Nadine Cooperwhite, Chris Pawle, Brad Ford, Cath Hughes, Andrew Dunlop, Donna Kretschmer, Megan Miles

**Apologies**

- Desiree Von Bergheim, Susan Daniels, Ines Elloy, Andre Kurmoo, Fiona Ballard

**Prayer**

- Cath Hughes

**Approval of Previous Minutes**

**Approved:** Nadine Cooperwhite

**Seconded:** Pina Pettinicchio

**Business Arising From Previous Minutes:** Confirmation of Movie day at Sacred Heart for WCPS students, Monday 5<sup>th</sup> December

**Correspondence In**

- NAB re. Eftpos machines
- Kelly Richards re. Fete Flyer

**Correspondence Out**

- Email re. Boost Juice Van attending school Fete

**Principals Report**

- A hard copy is available at the office

**Approved:** Nadine Cooperwhite

**Seconded:** Karen Draper

**Treasurers Report**

- A hard copy is available at the office

**Approved:** Lisa Briscoe

**Seconded:** Nadine Cooperwhite

## First Business

- **Movie Day:**  
Monday 5<sup>th</sup> of December was confirmed as the date for the Movie Day at Sacred Heart. This is a free movie for all WCPS students put on by the P&F and Sacred Heart.  
Sam Hales and Carol Pendlebury to choose appropriate movies for students.  
Westside Bus Company needs to be booked to transport students.  
The day will be split into 2 groupings; Years 1/2/3 & Years 4/5/6.

## General Business

- **Give 10- Helping Hands:**  
So far we have only collected 25 forms.  
It was decided to re-issue the "Helping Hands", programme at the beginning of next year.  
The document will be re-worded to soften it before distribution.  
We can put it in the newsletter at the same time too.  
It's a very good reminder to parents of volunteering opportunities around the school.
- **Cadburys Chocolate F/R:**  
There are only 4 outstanding families to pay. Lisa to chase these up.  
So far the chocolate boxes have made \$6703.25 in total.
- **Entertainment Books:**  
\$2548 has been made in total. \$150 down from last year.  
Lisa to look into other ways to run this F/R next year to simplify.
- **Paver F/R:**  
There have been 101 pavers bought so far.  
Pina's rough estimation is that this F/R will make us \$3270 in profit based on these numbers.  
The closing date is tomorrow the 22<sup>nd</sup>.
- **NAB Signatories:**  
It was decided that the entire P&F Executive committee be signatories on the NAB P&F a/c.  
At the moment it is Pina Pettinicchio, Nadine Cooperwhite, Lisa Briscoe and Cath Hughes.  
Therefore, Karen Draper and Chris Pawle are to be made signatories also.  
Any two members of the Executive can sign a cheque.  
Cath Hughes will be removed as a signatory. There were no objections to this.  
All were in agreement.
- **Fete:**  
All on track. License will be mailed out tomorrow the 22<sup>nd</sup>.  
Possibly look into St. Johns Ambulance attending and setting up a tent. This is not a requirement.  
Entertainment will be on the half hour. We will need a few more acts to fill in the vacant timeslots in entertainment. Allison to send out a call for entertainers on FB.  
It will be wise to have extra gazebos available in case of very sunny weather.  
At the beginning of term 4, each class will be given its allocated WCPS stall to manage.  
Students can be given 15 leaflets each to do a letter drop for advertisement.  
A sponsorship letter will go out at the beginning of next term to businesses wishing to sponsor a WCPS stall for \$150.  
All pre sold wristbands will have the date and WCPS stamped on them.  
Another donation request went out today.  
Food is on track. Plant stall is on track. Craft stall is on track.
- **Eftpos Machines:**  
Pina got a quote from NAB to hire Eftpos Machines for the Fete.  
They are \$100 to hire first machine, which includes \$6000 fee free, or \$190 with \$15000 fee free.  
Each machine thereafter is \$10 each to hire.

We all agreed to hire eftpos machine, choosing the \$190 option.

An additional 5/6 machines will also be hired at \$10 p. machine.

Most businesses will have their own machines.

Nadine to collect all cash constantly during the day from the WCPS stall holders.

We are to make the Police aware of the Fete and that there will be cash floating around on the day.

We will need to advertise "Eftpos Machines Available", on the posters and any advertising material.

### **Final Business:**

- **Busy Bee:**

Chris Pawle requested another Busy Bee to finish off the remaining work at Pre Primary.

This includes, building a retaining wall, moving an existing shed and replacing it.

Tamara asked him to gather quotes first.

She is unsure yet what exactly will be done in relation to the shed in that area.

The fencing also needs replacing.

- **ACM:**

The date has been changed to Tuesday November 29<sup>th</sup> at 7.30pm in the library.

The P&F needs to be more involved and proactive at this meeting as it's meant to be their AGM.

We need a few more strategies to get more parents attending this important meeting, such as,

1. More advertising in the newsletter and on FB.
2. Having a current Board Member be interviewed and putting this in the newsletter to give parents an insight into being a Board member.
3. Advertising food and drinks at the meeting will also help.

The P&F should also consider holding a "Welcome to our School", get together for new and existing parents. This very casual soiree could include nibbles and drinks and be held on the Quad at the beginning of the school year.

**Next Meeting:** Wednesday 19<sup>th</sup> October 2016 at 7.30pm

**Meeting closed:** 8.50pm

