

**ST JOSEPH'S SCHOOL  
P&F MEETING**

**TUESDAY 9<sup>th</sup> of May 2017**

**Commenced at 7:06pm**

1.0	Welcome, Prayer and Apologies		
1.1	<b>Present:</b> Melissa Fuller, Brooke Hammond, Travis Bienkowski, Belinda Curtis, Jen Stokes, Rebecca Lorimer, Natalie Williamson-Holley, Sandra Bennett, Naomi Edwards Jodie-Anne Lunny, Natasha Pitter, Jenny Gorman, Stacey Gaston, Nelly Barr, Trish Russell		
1.2	<b>Apologies:</b> Simone Magno, Katie Simson, Harena Plattell, Leesa Hall, Justine Mclindan, Tracey Clifford and Karen Ruben		
2.0	Acceptance of Previous Minutes of Meeting	Action	Who/When
2.1	<b>Review of previous Meeting Minutes</b>  <u>Accepted by:</u> Belinda Curtis  <u>Seconded by:</u> Naomi Edwards	Today's minutes to be reviewed and accepted at the next P&F meeting	

3.0	General Business – AGENDA ITEMS	Action	Who/When
	Principal's Report	See attached	Travis Bienkowski
3.2	Treasurer's report	Opening Balance: \$9382.48 Closing balance: \$9494.38 (drying rack money and camp bus still to be taken out) See treasurers report attached for monies received and expenditures.	Jen Stokes
3.3	School Board Report	<ul style="list-style-type: none"> <li>• Architect visited school today for capital development.</li> <li>• School has applied for approval to purchase land next to Kindy area, where an extension will take place to amalgamate the Kindy and Pre Primary to an inclusive Early Years Centre, incorporating before and after school care, approval pending.</li> <li>• Protective Behaviours program has now been implemented into the school.</li> <li>• Changes to several school policies were made and passed by the Board. When all policies have been updated they will be made available to the community via the school website.</li> </ul>	Naomi Edwards
3.4	General Business 1. Mother's Day Stall  2. Mother's Day Morning Tea  3. PJ Disco  4. Defibrillator	All stock has arrived... Costs of items range from \$2 to \$5. A time table will be set in place for students to purchase items.  Class reps put out request to each class asking for donations of food for the morning tea to be held in the Library after Mass.  Brooke tested out DJ box in Josephite Centre. The sound was not sufficient enough for a school disco. Travis recommended trying the PA system that has been donated to the school. If PA system is not sufficient, Brooke will continue to try source another stereo system within the DJ budget.	Stacey Gaston, Belinda Curtis and Tash Pitter  Class reps, Mel, Jen and Bec to set up and pack away morning tea.  Brooke Hammond
		Brooke met with Saint John Ambulance. Saint John's recommended a Defibrillator within the school. Nat Williamson has inquired about grants that the school can receive to lower the cost. The School Board also discussed the idea of installing a defibrillator within the school and made a unanimous decision it was not viable due to the initial and ongoing costs, the restrictions of times of access and the fact that the town has	Brooke. Hammond and P and F members present

	two defibrillator machines that are accessible if needed. It was put to a vote and majority was against the idea of installment. It was therefore not moved and the P and F will not proceed with the defibrillator.	
5. Cook Book	<p>The cook book is a fundraiser made up of step by step recipes donated by parents and community members. Pages range from 48 to 160. The book will contain pictures and photographs. Once recipes are collected and put together, the book will be sent away to a binding company. The cost to bind the book depends on the amount of pages it contains. The approximate cost will be around \$14, selling retail for between \$15 and \$25.</p> <p>To have the cook book completed for Christmas, it must be up and running in the very near future.</p> <p>The go ahead of processing the cook book and selling them as a keep sake fundraiser was motioned and passed by all present.</p>	Tessa Ferraro sourced all the information and will coordinate the construction of cook book.
6. Krispy Kreme Fundraiser.	<p>Melissa will send out notes to parents next week for Krispy Kreme orders.</p> <p>Orders will remain open until the 1/6/17. The cost per dozen will be \$19 for original glaze and \$23 for mixed dozen of original and chocolate. The school makes a profit of \$6 per dozen donuts ordered. Orders must be in two weeks prior to delivery.</p>	Melissa Fuller
7. Buddy Bench	<p>Buddy bench has arrived and Leigh (the school grounds man) has completed the foundation. Sam and Melissa plan to have each child within the school decorate a tile each with a fish of their own promoting the concept of “we all swim together as a school” the tiles will be placed around the buddy bench for a colorful decoration and place for students to come together and help one another in times of sadness or loneliness.</p> <p>The Harvey Reporter will come and take photos upon completion.</p>	Melissa Fuller and Sam Baggetta
8. Sausage Sizzle for Saint Joseph’s Day	<p>The total cost to the P and F for the purchase of sausages, bread and ice-creams came to \$106.</p> <p>Thank you to the parent volunteers that gave up their time to cook sausages for the children. It was a great day of celebration.</p>	
9. Bus Funding for Camp	<p>Travis will liaison with Sophie in regards to payment. The P and F usually donate \$1500 per year.</p>	Travis Bienkowski and Melissa Fuller
10. Sport Jerseys	<p>It came to many parents and students attention that other schools wear sport jerseys at interschool sporting activities. Belinda Curtis researched cost of jerseys.</p> <p>The total to purchase 50 embroidered jerseys for the school would total \$960. It was put to the P and F to fund the cost to purchase the sports jerseys. It was decided by all to look into further donations or shirts that may already be available or may be lost in storage. The P and F will readdress the funding at the next meeting</p>	Belinda Curtis
11. Show gate coordinator	<p>A show gate coordinator is needed to fill the timetable for 2 volunteers to man the show gates at all times. Jodie Lunny volunteered to co-ordinate the time table</p>	Jodie-Anne Lunny
12. P and F Communication	<p>Best way to communicate as a committee was discussed. Newsletters, emails and class reps will continue to endeavor to ensure everyone is informed of necessary information.</p>	Jodie-Anne Lunny
13. Meeting Times	<p>Most convenient meeting times were discussed. Altered times have been trialed in the past but 7pm at night has always seen higher attendance. Meeting times will remain at 7pm until further notice.</p>	
14. Parent Survey	<p>It was suggested that a parent survey be conducted in order to receive input from parents that are unable to attend meetings as to what the P and F should be raising money for and expenditures parents want to see around the school.</p>	Jodie-Anne Lunny Melissa Fuller Jenny Gorman Travis Bienkowski
15. Action Grant	<p>Alcoa has provided the school with grants and voluntary labor yearly in the past. Frank Chiera has again put forward another offer for the school to apply for an action grant of a total of \$4000 along with eight construction workers from Alcoa. A decision needs to be made by Next Monday as to what the school would like to use the grant and labor towards. The application must be in by Friday 19<sup>th</sup> of May.</p> <p>Nat Williamson put forward an idea of widening the entrance at side of school where bike racks are situated.</p>	

		Jen stokes suggested a nicer opening at the Kindy entrance. Any suggestions for the grant usage should be submitted to Travis by Monday the 15 <sup>th</sup> of May.	
3.5	Teacher Requests	<p>All staff requests for P and F funding must now be submitted to Travis prior to the P and F meetings. The teachers must research information and present the need for the request to Travis. If Travis agrees it is a reasonable request, he will then present the request to the P and F committee.</p> <p>Two teachers have made requests and their researched formal requests are attached.</p> <p>Bridgett Gaillard has requested a set of Joy Cowley books for the Pre-Primary. The total cost for the set of books arrives at \$539.</p> <p>Yvonne Langan has requested 5 Badminton nets totaling \$487.50.</p> <p>The request for the Joy Crowley books was moved and it was agreed and passed by all to donate half the cost of the set of books.</p> <p>The Badminton nets request was moved and passed by all to donate the full amount towards the nets.</p>	Travis Bienkowski

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**8.25 pm**  
Meeting Closed

**Minutes signed as true and correct:**

Rebecca Lorimer

9/05/2017

**Chairperson**

**Dated**