



## Prouille School

### Parents and Friends Association

## P&F Meeting Minutes – Term 2, 2023 Meeting

<b>Date:</b>	<b>Monday 8 May 2023</b>
<b>Venue:</b>	<b>School library and Online via Zoom</b>
<b>Meeting Opened:</b>	<b>7:00pm</b>
<b>Attendees:</b>	<b>Colleen Haigh, Ana Murray, Michelle Lee, Libby Ringrose, Louise Kerr, Fleur Ronald, Sarah Ward, Genevieve Smith, Mona Choprasert, Mona Far, Kev Chenney, Fang Zhang, Jacqueline McMaster, Christine</b>
<b>Executive Committee:</b>	<b>Colleen Haigh, Ana Murray, Libby Ringrose, Michelle Lee, Louise Kerr</b>
<b>Apologies:</b>	<b>Laura Munce, Emma Coupland</b>

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### Opening Prayer and Acknowledgement of Country : Ana Murray and Colleen Haigh

### Confirmation of Previous Minutes & apologies from those who could not attend: Louise Kerr

Minutes of the P&F Meeting of 6 March 2023 were confirmed.

Apologies from Laura Munce and Emma Coupland were noted.

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### Co-Presidents' Welcome: Colleen Haigh and Ana Murray

Welcome to attendees.

The welcome event held on 17 March was a success, with approximately 330 people attending the afternoon. The event came in under budget and there was positive feedback from participants on the day. Feedback received on areas for improvement if a similar event is held again was to reduce queuing and have more people available for the activities such as hair braiders and balloon twisters. A big thank you goes to the Campbell Family for donating the sausages for the event.

The recent Trivia Night held on 28 April was another successful event with 80 people attending. Trivia Masters Australia was engaged to host the event and the P&F would engage them again if there was to be another trivia night in the future due to their abilities. The use of a new booking platform for the Trivia Night - Try Booking – also proved to be very successful. One of the advantages of this platform is that the money received goes straight into the P&F bank account. The P&F also has 'Square' set up for cashless payments, and again money is deposited directly into the P&F account.

There is a new P&F newsletter which will be sent out each term. If you would like anything added to the newsletter, please send an email to the P&F.

The co-presidents advised of obligations on the P&F regarding the submission of annual statements for charitable organisations. It has become known that the annual information statement for 2020 (due in 2021) was recently submitted in 2023, with others in the process of being finalised. The current P&F committee recognise the importance of the timely submission of these obligations, and it is expected that all due reports will be submitted shortly.

Financial auditing of P&F records is not required for ACNC as the P&F is not incorporated, however the constitution of the P&F requires the financial statements to be audited annually. The P&F are looking for someone with relevant skills who would be able to provide this service. Genevieve Smith offered to place a note in the school newsletter seeking volunteers to complete the audits.

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## **Principals Report: Genevieve Smith**

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Thanked the P&F for a number of activities including the successful Term 1 welcome event; end of term lunch; farewell git for Olivia (admin assistant who retired); and the flowers sent to Genevieve when her mother passed away.

The new Parent Engagement Coordinator (PEC) Jacqui Van De Velde has commenced – the role provides a conduit between the parish and school and will work with other PECS in the diocese.

Jackie Thornton has also commenced as part of the school service team and replaces Olivia. The school service team comprises the frontline/face of the school and the team includes administrative support, marketing officer and Principal.

The Chapel has been repainted and recarpeted and furnished. Father Kelvin will officially reopen.

It is exciting to announce that this year there will be a school musical to be held in the last week of Term 2.

July 26 is Grandparents Day and coincides with the Feast of St Joachim and St Anne celebration. Further information on events for this special occasion will be sent out closer to the date.

A Compass post was issued reminding parents to complete a culture survey. The survey results will be used at a staff development day.

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## **Treasurer Report: Michelle Lee**

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A summary of the bank account balances as at 8 May 2023 are:

Cash Management Account (CMA)- \$22,129.12

P&F Cheque Account - \$8,346.21

Total - \$30,475.33

MYOB subscription per month - \$30.00 (increased from \$28 as at 11 April 2023)

CMA interest earned - \$147.07

Cheque account interest earned - \$0.76

### **Summary of expenses from March 2023**

### **Welcome Event**

Entertainers - \$105.00 +\$275.00  
Manly Freezers - \$373.70  
Supplies - \$211.50 **(transaction yet to be authorised)**  
Other - \$60 +\$18 +\$16+\$45.90 +\$225.84  
Total - \$1,330.94

### **Trivia Night**

Jason Montgomery Trivia Master - \$495.00  
Supplies - \$120.40 **(transaction yet to be authorised)**  
Total - \$615.40

### **End of Term Lunch**

Pizza Hut Hornsby - \$614.00 **(transaction yet to be authorised)**

### **Miscellaneous**

Olivia Abernathy Retirement Gift - \$109.24**(transaction yet to be authorized)**  
Sympathy flowers - \$120.00 **(transaction yet to be authorised)**  
Square reader - \$39.00 **(transaction yet to be authorised)**  
Canteen - \$71.46 + \$15.00 = \$86.46

**Try Booking Processing Fees - \$60.75**

**Square Fees - \$63.18**

**Total - \$3,038.96**

### **Revenue**

Secondhand uniforms - \$480.00 **(transaction yet to be authorized)**  
Iceblocks - \$1,132.70 (\$455.35 yet to be banked)  
End of term pizza - \$1,269.00 (yet to be banked from QKR)  
Cake stall - \$1,090.45  
Square – test banking \$0.10  
Square – trivia auctions and raffle - \$3,825.00  
Try booking Trivia tickets gross - \$800.00  
Try booking Trivia raffle tickets gross - \$1,630.00  
**Total - \$10,227.25**

### **Social activities update: Colleen Haigh/Ana Murray**

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The Mother's Day stall is being held on Wednesday 10 May. If anyone is interested in helping ease let Colleen know - the stall will be held from 11.30am to 1.30pm.

Fleur provided an update on the Mother's Day breakfast and advised that preparations were under control, with 89 RSVPs received. There will be lucky door prizes and the croissants, fruit platters, yoghurt cups, and mini pikelets ordered.

The Athletics Carnival is on Friday 16 June. K-2 will be hosting the cake stall, 3-4 will be hosting the BBQ sausage sizzle, with 5-6 hosting the canteen. The Campbell family will be supplying the sausages.

The Term 2 end of term lunch will be held on Friday 23 June. Year 5 and 6 are arranging. Pizzas are likely as liked by students and it is very easy to arrange.

A movie night has been planned for Term 3 (28 July) – will be incorporated into the St Vincent De Paul appeal. The event will be held in the Prouille School Hall and chips and water will be sold. All money raised will go to the Vinnies Winter appeal. Students can come in their PJs/sleeping bags.

The Social Co-Ordinator role is still vacant and if anyone is interested in the role please reach out to Anna or Colleen.

Second hand uniform sale – more donations have been made and another sale event may be held in the third last week of term. Please donate any uniforms in good condition. Please make sure that any clothes donated are clean.

Iceblocks and chip Fridays are doing really well and is becoming more popular. A big thank you to Michelle for arranging the deliveries that make it easier to supply. This year we have had the best response to parent volunteers. Sarah Ward is preparing an information sheet for the parent helpers. The P&F are looking for someone to take over responsibility for Iceblock Fridays (perhaps called 'canteen organiser') as Sarah's association with the school ends at the end of the year.

### **Diocesan Parent Co-ordinator: Kevin Chenney**

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Reported on a recent meeting of the other schools in the diocese. There is a new complaints/feedback policy which is intended to keep complaints at a local level. A new parent charter is due to be released in week 5, and guidelines for fundraising and P&F terms of reference are also planned to be released some time in Term 2.

The Diocesan group wanted feedback on social activities occurring. Kevin referenced the annual fete at Our Lady of Rosary in Waitara as being called out as a good event by others.

A parent wellbeing event to be held in Kincumber (day retreat from 9.00am to 2.30pm) was mentioned. Compassion is the theme for the event.

Information on the Bishops Art Prize was also mentioned- entries close on 18 August.

### **General Business: All**

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Kevin advised that he is also a Loretto Normanhurst Parent and advised that the recent father/daughter event was very good and asked whether there was interest in a similar event at Prouille. Genevieve advised that she had asked the PEC to send out a survey and that a similar question could be added to the survey.

Jacqueline requested information on the year 6 t-shirts and sought information on whether the year 6 jerseys would be provided. Advice was provided that the jerseys were not available through Cowan and Lewis and that the school has supplied and paid for the year 6 t-shirts.

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The date for the next meeting of the P&F meeting is **Monday 7 August 2022**

