# Stella Maris Parents and Friends Assoc. Meeting Minutes

**Date:** 8th October 2013  
**Time:** 6.30pm  
**Location:** Stella Maris School – Staff Room

## Chair:
Tim Eva

## Prayer:
Terry Grogan

## Attendance:
As per attendance book

## Apologies:
As per attendance book

## Correspondence In:
1. Letter of resignation from Deb White (tuckshop)
2. Advertising material from ezcover- opportunity for the school to benefit from sales of book covers to parents. To be advertised in newsletter.
3. Request for funding from P&F to assist Jarrod Young Yr 5 for Track & Field State Championships.

## Correspondence Out:
Tim Eva has written to Deb White accepting her resignation & thanking her for her service to the school.

## Previous Minutes:
Moved by Tim Eva  
Seconded by: Damien Faux

## Business arising from previous minutes:

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Discussion</th>
<th>Action/Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deb White resignation from tuck-shop</td>
<td>Cathy will be reliant on volunteer help until the end of the year.</td>
<td>No action.</td>
</tr>
</tbody>
</table>
2. Procedures

- Financial assistance for children applying to the P&F for a grant to attend sporting events etc. when representing Stella Maris.
- Policy approved by all attendees.
- The P&F contribution will be increased from $100 to $150 effective from January 2014.
- Kim to amend document in policy & procedures.

3. Banking/ expenditure SOP

- Steve has drafted a procedure for reimbursement of costs for future P&F events.
- A couple of minor adjustments requested by Tim.
- Follow up next month.

4. Audit of P&F accounts/paperwork

- All paperwork with auditor at present.
- Await outcome of audit.

5. P&F Treasurer for 2014

- Still looking for a volunteer.
- Note to go in newsletter.

6. Movie Night

- Awaiting outdoor movie company to get back to us with a date.
- Cost $1500 includes movie (www.outdoorcinemas.com)
- Free event. BYO food and drinks, chairs etc.
- Parents to supervise their own children for the afternoon/evening.
- If it does not go ahead by early to mid November, to be postponed until early next year.
- When date confirmed, Tim to let Kim know so that a flyer can be organised and sent home to each family.
- Provisional date 8th/9th November.

7. Gazebo bags

- Awaiting delivery
- Follow up next meeting.

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**Treasurers Report: P & F Meeting – 08/10/2013**

**Treasurer**

Payments to be ratified

**General Account MYOB Balance 30/09/2013: $25,459.93**

Credit  Fathers Day Stall  $ 1,824.65
**$ 1,824.65**

<table>
<thead>
<tr>
<th>Debit</th>
<th>Student Sponsorship – McClure</th>
<th>$ 100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Donation to school (Fathers Day)</td>
<td>$ 486.65</td>
</tr>
</tbody>
</table>

**Tuckshop Account MYOB Balance 30/09/2013: $27,241.51**

Regular tuckshop food sales, purchases and expenses

**Art Union Account MYOB Balance 30/09/2013: $31,764.54**

<table>
<thead>
<tr>
<th>Credit</th>
<th>$ 0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$70,859.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Debit</th>
<th>Fair Expenses</th>
<th>$ 7,005.45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Merchant Fee</td>
<td>$ 12.34</td>
</tr>
</tbody>
</table>

**Term Deposits MYOB Balance 08/08/2013 $5,000**

Tuckshop $5,000 Maturity 8/02/2014 (3.55%pa)

**GENERAL REPORT**

- Tuckshop P&L presented
- General Account P&L/budget presented
- Fair Profit to be placed in Term Deposit;
  - Rates provided for investment term agreement
- Audit has been instructed

**Principals Report:** Tuesday 8\textsuperscript{th} October 2014
• Glenda has completed her 5 weeks of walking the Camino in Spain. She is currently in Barcelona doing the tourist shopping bit. She continues to pray for the community here at Stella as she did on every day of the walk. This is a remarkable achievement.
• The pot hole has been filled but not rectified. This may well be the start of on-going problems with the roadway, we shall see.
• The Yr 7 end of primary retreat was held today in the hall, conducted by Michael Fitzpatrick. Tis starts the year 7’s final term of primary in a positive & reflective way.
• 16 students commenced with us today and a few more are scheduled to commence later in the term.

Upcoming events scheduled in Term 4...

• The term 4 curriculum newsletters will be sent home by the end of week 2 outlining the earning opportunities to be offered to each year level.
• The Stella Spotlight Instrumental Music Performance evening will be held in the hall on Thursday 16th October.
• Yr 4-7 swimming lessons to commence 11th November with yr 7 & 6.
• The Yr 4-7 Swimming Carnival at the Cottontree Pool will be held on 29th November.
• Weekly dance lessons will commence for Prep- yr 3 students this Friday.
• The 2014 Prep orientation sessions will be held on Tuesday 5th and Thursday 7th November.
• 12 Sunshine Coast University students commenced their practical experience here with us today. There are students in the 1st year of a 4 yr degree program through to students in their final prac before graduating.

Terry Grogan, Acting Principal

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<td>1.</td>
<td>Jarrod Young request for funding for Track &amp; Field State Championships</td>
<td>P&amp;F agreed to request.</td>
<td>$100 awarded.</td>
</tr>
</tbody>
</table>
| 2.   | AGM meeting November after P&F meeting      | Need to notify school community via newsletter. Could not find information about how much notice has to be given of the meeting | Kim to put note in newsletter
                                                |                                                                                | Kim to find out how much notice has to be given via P&F website |

Meeting Closed: 8.20 pm

Next meeting: Tuesday 12th November
Confirmed ___________________

____________________________                         ___________________________

President                        Secretary