

St Brendan's Parents & Friends Committee



Meeting Minutes

Date/Time: Wednesday 1 May, 2024, 2.30pm - 3.15pm
Location: St Brendan's Primary School, Staffroom
Chairperson: Jess Doyle - President
Notetaker: Jacklyn Lamb – Secretary
Attendees: Jess Doyle, Jacklyn Lamb, Paula Stevenson, Joel Brian
Apologies: Bianca Lane, Katie Mills

Item	Topic	Presenter
1.	Welcome <ul style="list-style-type: none">• Apologies	Jess
2.	Confirm Meeting Minutes from previous meeting <ul style="list-style-type: none">• Attendees confirmed Meeting Minutes of Meeting held 28 February 2024.	Jess
4.	Planning for Term 2 <ul style="list-style-type: none">• Mother's Day Stall<ul style="list-style-type: none">○ Orders close Thursday 2 May at 4pm - details to be sent to suppliers once closed. Admin will print labels once orders close.○ Send home orders 9 May - have four parent helpers. Will pack orders in School Hall from 1pm-3pm.• Mother's Day Celebration<ul style="list-style-type: none">○ Light morning tea following assembly, Friday 10 May 9.30am-10.30am○ RSVP's close Wednesday 8 May 4pm○ Details:<ul style="list-style-type: none">■ Catering - Paula advised the school will arrange.■ Set up - Paula advised teachers will set up the hall.■ Photo frame can be used in the courtyard prior to assembly - Jacklyn will prepare the frame.• St Brendan's Feast Day<ul style="list-style-type: none">○ School have organised surprise activity for students, no P&F assistance required.• Walk Safely to School Day - Friday 16 May, in lieu of Friday 10 May<ul style="list-style-type: none">○ Promote with flyer and in newsletter.• Pizza Party<ul style="list-style-type: none">○ Jess and Jacklyn to discuss with P&F Committee Members outside of the meeting.○ Possible date: Wednesday 19 June○ Location: Held at Casablanca in 2023 or try venue can take own catering.○ Look into different options and prices.• Scholastic Book Fair - P&F support<ul style="list-style-type: none">○ Joel advised he will send out a message seeking parent helpers to assist with Book Fair.	Jess
5.	Planning for Term 3 <p>Discuss ideas:</p> <ul style="list-style-type: none">• World Grandparents Day - Friday 25 October<ul style="list-style-type: none">○ Discussed different dates of when to hold, Term 4 would be better whether to be able to host outdoors.	All

<ul style="list-style-type: none"> ○ Can have grandparents visit rooms and do reading in rooms, then have morning tea, tea/coffee in the courtyard. ● Coffee van at Book Week Dress Up Parade – 16 August 2024 <ul style="list-style-type: none"> ○ Action: Look into coffee vans to book to attend prior to Book Week Dress Up Parade on 16 August 2024. ● Social activity - School Games or Movie Night, Parents Social Night <ul style="list-style-type: none"> ○ Possibly hold an event in Term 3. ● Pie Drive <ul style="list-style-type: none"> ○ Action: Make contact with bakeries to check available dates for Pie Drives for Term 3. ● Father's Day Stall <ul style="list-style-type: none"> ○ Orders open - Thursday 8 August ○ Orders close - Thursday 22 August ○ Orders sent home with students - Wednesday 28 August ● Father's Day Celebration - Friday 30 August <ul style="list-style-type: none"> ○ Finalise details closer to date - discussed Father's to visit classrooms, possibly a morning tea. 	All
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<p>6. Other business</p> <ul style="list-style-type: none"> ● Any other discussion items raised by attendees <ul style="list-style-type: none"> ○ Jess asked Paula what the schools aim for the P&F is. Paula noted the social activities and bringing school community together are goals. 	All
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<p>7. Next meeting</p> <ul style="list-style-type: none"> ● Wednesday 31 July 2024, 2.30pm-3.15pm. 	All
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<p>8. Meeting closed - 3.15pm</p>	Jess
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