ST MARY’S CATHOLIC SCHOOL PARENTS & FRIENDS ASSOCIATION

AGENDA ITEM REQUEST

MEETING DATE ……………………………………………

NAME……………………………………………………………………………..

CONTACT DETAILS – Phone No…………………………………………………

Email ……………………………………………………………………………...

AGENDA ITEM …………………………………………………………………………………

PLEASE PROVIDE BRIEF DETAILS OF WHY YOU WANT THIS ITEM DISCUSSED.

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OUTCOME YOU ARE SEEKING………………………………………………………………………………………………………………

Please submit this item to the P & F Secretary or leave in the box provided at the School Office at least …………..days before the P & F meeting that you wish this item to be discussed.

Secretary Contact details…………………………………………………………………………………………………………………………
I am providing additional information/quotes which may be tabled at the P & F meetings to support this Summary Report.

Name of Person Reporting:

Position

Contact Details:
St Mary’s Catholic School Parents & Friends Association

INSERT DATE

Attendees:

Apologies:

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<th>Item</th>
<th>Topic</th>
<th>Discussion</th>
<th>Decision / Action</th>
<th>Person/s Responsible</th>
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<td>Minutes</td>
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<td>Next meeting</td>
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<td>Meeting closed</td>
<td>INSERT TIME</td>
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AGENDA (insert date)

* PART A

PROCEDURAL MATTERS

1.1 Apologies

1.2 Starling of Items (THIS IS TO ENSURE YOU GET TO THE ITEMS THAT ARE MOST IMPORTANT FOR DECISIONS AT THIS MEETING AND YOU KEEP TO TIME AGREED FOR THE MEETING)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting

The Minutes of Meeting held on (insert date) have been circulated OR are attached.

Recommendation
That the Committee confirm the Minutes of Meeting held on (insert date).

* PART B STARRED ITEMS

(ITEM)

Brief summary of item. Speaker details should also be included.

Recommendation
That the Committee (insert detail)

(ITEM)

Brief summary of item. Speaker details should also be included.

Recommendation
That the Committee (insert detail)

PART C ITEMS FOR APPROVAL OR INFORMATION

(ITEM)

Use this header for items which do not require discussion e.g. unstared).

REPORT OF (THIS TYPE OF AGENDA HEADING WILL OFTEN BE USED WHEN THERE IS A SUB-COMMITTEE OR GROUP REPORTING TO YOUR COMMITTEE)

Receipt of Report

Recommendation
That the Committee receive and note the Report of (insert detail)

(Item for approval, not requiring discussion i.e. not starred)

This will often be used when there is a recommendation arising from the sub-committee etc. meeting, which is of a routine nature.

Recommendation
That the Committee approve (whatever it is has been recommended in the Report – papers relating to this item should be included).
Receipt of Proceedings (*this header is not always used*)

**Recommendation**
That the committee note the proceedings of (Insert details of the meeting to which the Report relates)

OTHER BUSINESS

*(Item)*

If you have advance notice of item/s of other business, they should be recorded here. Use a separate header for each item.

**Recommendation**
That the Committee (insert recommendation).

NEXT MEETING

The next meeting of (name of your Committee) is scheduled to be held at (date, time venue)
St Mary’s Catholic School Parents and Friends
MINUTES
(INSERT DATE)

THERE WERE PRESENT:
Name of Committee members that attended.

Apologies were received from:
Name of Committee members that were noted apologies.

PART A

PROCEDURAL MATTERS
1.3 Alternations to the Agenda and Starring of Items
1.4 Approval of Non-Starred Items

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Minutes of Meeting (Insert Date)
The Committee confirmed the Minutes of Meeting No. (insert number) held on (insert date).

PART B STARRED ITEMS
(ITEM)
(i) Brief summary of discussion.
Ensure that an outcome is recorded.
(ii) Brief summary of discussion.
Ensure that an outcome is recorded.

PART C ITEMS FOR APPROVAL OR INFORMATION
(ITEM)
As per the agenda, this header should be used for items which were not actually discussed at the meeting.

REPORT OF (AS PER THE AGENDA, THIS TYPE OF AGENDA HEADING WILL OFTEN BE USED WHEN THERE IS A SUB-COMMITTEE OR GROUP REPORTING TO YOUR COMMITTEE AND THE REPORT IS NOT STARRED.)
Receipt of Report
The Committee received and noted the Report of (insert detail)
(Item for approval, not requiring discussion i.e. not starred)

This will often be used when there is a recommendation arising from the sub-committee etc. meeting, which is of a routine nature.

The Committee approved (whatever was recommended in the Report).

OTHER BUSINESS

(Item)

Use your agenda as a guide, especially where you have advance notice of item/s of other business. However, also be aware that they may crop up without warning during the meeting.

The Committee approved/endorsed/noted/referred etc.

NEXT MEETING

The next meeting is scheduled to be held at (date, time and venue)
Agenda
St Mary’s School Parents & Friends Association Meeting

Venue:

Date:

Time: 7.30pm

1. Opening of meeting
2. Prayer
3. Welcome and Apologies
4. Minutes of Previous Meeting
4. Business Arising from Previous Minutes
5. Correspondence
6. Treasurer’s Report
7. Accounts for Payment
8. President’s Report
9. Sub-committee/Working Group reports (if any)
10. General Business
11. Next Meeting.
12. Meeting Closure.9pm
Minutes of Meeting
of St Mary’s School Parents & Friends
28th February 2012

1. Opening and Prayer

1. Attendance
Present at the meeting:
President: Christine Crabbe
Vice President: Tommy Trout
Secretary: Dora Dolphin
Treasurer: Molly Mullett
Committee Members: Ima Whale, Lenny Ling, Patty Prawn, Olive Oyster, Gilda Goldfish, Barry Bathers, & Sarah Spratt.

Apologies
Apologies were received from Flossie Flippers and Sally Sturgeon,

2. Minutes of Previous Meeting
It was moved that the minutes of the previous meeting be accepted without amendment.
Moved: Ima Whale, Seconded: Lenny Ling, Carried

3. Business Arising Out of the Minutes
3.1 State Government Grant
The President reported a $3,500 grant had been received from the Kickatinalong Town Council to buy swimming equipment, as per the submission tabled at the previous meeting.
The President is to submit a detailed budget to the Council before going ahead with any purchases.
Action: President

4. Correspondence
4.1 Correspondence was received from ….. regarding …..
A letter was sent to ….. asking for …..
It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.
Moved: Lenny Ling, Seconded: Ima Whale Carried

5. Reports
The Treasurer tabled regular financial reports and accounts for payment.
Income for the month totaled $3,570 and expenditure totalled $906.55.
Moved that the Treasurer’s Report be accepted and accounts approved for payment.
Moved Patty Prawn. Seconded Olive Oyster Carried

6. General Business
6.1 Draft Budget
The treasurer submitted a draft budget for the year 2013. Modifications were suggested in certain areas, but all present at the meeting thanked the treasurer for the time taken in collating the draft budget.
Treasurer to make modifications to budget ready for the next meeting.
Action: Treasurer

6.2 Fund-raising Event
Discussions on ideas for major fund-raising event to raise money for the December 2013 Water Safety Program.
Moved that a fund-raising sub-committee, consisting of the treasurer, Len Ling, Dora Dolphin, Ima Whale, and Tommy Trout, investigate various ideas and report back to the next meeting with its recommendations.
Moved Patty Prawn. Seconded Olive Oyster Carried
Action: Fund-raising Sub-committee

7. Next Meeting
Next meeting to be held on Wednesday, 28th March, 2012 commencing at 7.30pm.
Meeting closed at 10.35pm.
Dated: __________________________
# Minutes of Meeting
## of St Mary’s School Parents & Friends
### 28th February 2012

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| **1. Opening of meeting and prayer**  
Meeting opened at 7.30 with prayer |
| **2. Attendance** |
| **3. Apologies** |
| **4. Minutes of Previous Meeting** |
| **5. Business Arising Out of the Minutes**  
State Government Grant  
The President reported a $3,500 grant had been received from the Kickatinalong Town Council to buy swimming equipment, as per the submission tabled at the previous meeting.  
The President is to submit a detailed budget to the Council before going ahead with any purchases. |
| **6. Correspondence**  
Correspondence was received from ..... regarding .....  
A letter was sent to ..... asking for .....  
It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.  
Moved: Lenny Ling, Seconded: Ima Whale Carried |
| **7. Reports**  
**7.1 President** |
| **7.2 Principal**  
**7.3 Treasurer**  
The Treasurer tabled regular financial reports and accounts for payment.  
Income for the month totaled $3,570 and expenditure totalled $906.55.  
Moved that the Treasurer’s Report be accepted and accounts approved for payment.  
Moved Patty Prawn. Seconded Olive Oyster Carried  
**7.4 Other reports**  
Eg 7.4a Tuckshop  
7.4b Fundraising |
8. General Business
8.1 Draft Budget
The treasurer submitted a draft budget for the year 2013. Modifications were suggested in certain areas, but all present at the meeting thanked the treasurer for the time taken in collating the draft budget.

Treasurer to make modifications to budget ready for the next meeting.

8.2 Fund-raising Event
Discussions on ideas for major fund-raising event to raise money for the December 2013 Water Safety Program.

MOTION:
Moved that a fund-raising sub-committee, consisting of the treasurer, Len Ling, Dora Dolphin, Ima Whale, and Tommy Trout, investigated various ideas and reports back to the next meeting with its recommendations. Moved Patty Prawn. Seconded Olive Oyster Carried

Fund-raising Subcommittee investigate various ideas and report back to meeting.

9. Next Meeting
Next meeting to be held on Wednesday, 28th March, 2012 commencing at 7.30pm. Meeting closed at 10.35pm.