OUR LADY OF MOUNT CARMEL PRIMARY SCHOOL
By Prayer and Action we Follow Christ

Minutes of Parents and Friends Association Meeting
11 September 2012

Meeting Opened: 7:30pm

Present: Laura Palmer, Emma Box, Simone Holmes, Kim Broadfoot, Kate Thurecht, Peter Delaney, Jenny Kemp, Kellie Tesolin, Esther Dabinett, Tracy Laidlaw, Paula Lammey, Hugo Job, Shallini Mathews, Michael Dann, Robert Piunti

Apologies: Angela Ransom, Tammy Spiller

Minutes of Last Meeting:
Minutes accepted from meeting held August 2012.

Correspondence:

Inward

- Email from Libby Oliver regarding the Friends of Zumalai High Tea on 13 October 2012

Outwards

- Nil

Reports:

President's Report

Presented at the Meeting. Report attached.
Treasurer's Report

Presented at meeting. Available on request.

The new tuck shop online ordering system was discussed. Laura noted that the P&F have prepared a flyer about the new system to be distributed to the eldest child at Mt Carmel this week. It will stress that the cut off time for orders is 8:30am the morning of the order.

Principal's Report

Presented at the Meeting. Report attached.

- Peter noted that the NAPLAN results would be received shortly and he hoped distributed prior to the end of term 3
- Prep orientation letters will be sent out prior to the end of term 3. There will be two orientation functions. An information evening for parents and a separate Prep Student orientation to include a morning tea and liturgy by year 6.
- Jenny Kemp volunteered to organize the Prep Family Buddy System for 2013.
- Peter will look into the possibility of extending the parent teacher interview blocks to 15 minutes or two lots of 10 minutes (if needed). Additional interview time will need to be booked directly with the teacher for a different day.

Business Arising from Previous Meeting

Sports Visors

Paula Lammey reported she had organized three separate quotes for Neoprene sports visors made in the school colours with a black underside. Paula suggested we go with BAC as they supplied the house shirts and the school has a good relationship with them. She suggested the current order of sports shirts and visors could be ordered for the 1st week of Term 4. Paula will investigate if the underside of the visors could be a lighter colour (not black) so this area can be used for naming.

The minimum order from BAC is 100. Proposed sale cost $5 per visor. Start order to be 300 ($1138.50 inc GST). Visors to be sold at the Office.

A resolution was put forward that 300 Neoprene visors would be ordered from BAC totaling $1138.50. These visors would be sold for $5 each. This motion was moved by Laura Palmer and seconded by Simone Holmes. Vote taken, resolution unanimously upheld.

MTC Touch Teams

It was agreed that a request for a volunteer to coordinator 2013 MTC touch football teams would be put in the Newsletter. It was also agreed that current touch players
would be canvassed to see if they would be interested in playing in a MTC team next year.

Fete Feedback

Tracy reported that the Fete Committee & Stall Holder debriefs had been held. Only a few issues were identified. This included whether the P&F would consider purchasing certain items including a badge machine & BBQ and installing a sink at the back of the Shed.

Laura suggested the Fete Committee compile a prioritised wish list for submission to the P&F, including approximate costing.

Tracy Laidlaw reported she is currently putting together ideas for the ‘Fete induction Kit’ for the 2013 Fete Committee Coordinator. Tracy is unsure if she will coordinate the 2013 fete at this stage.

Kim acknowledged that many parents of the school frequently ask if it is necessary to have the Fete every year and that perhaps it should be held every second year. In anticipation of this being raised she has conducted some research based on schools around MTC of similar size that hold their fete every two years. Generally she found they make the same amount of profit. In the interim year they hold another large fundraising event which is frequently equally as labor intensive as the fete. Tracy commented that in her experience people want to be involved and part of the fete community. The fete will lose continuity if held every second year. The community expects it the first Sunday in August. Kim confirmed the Fete would continue to be held annually until the School Community as a whole decided to change this.

Sacred Space

Once in place, John Bates’ plan is that the current year 7’s will leave their legacy to the school by planting the garden. It was noted that only 7 volunteers have come forward to help with the Working Bee this weekend. Another request will be made in this week’s Newsletter.

Traffic Management Brochure

Peter and the School have reviewed draft material. Bernadette from Catholic Education is organizing formatting of the brochure and organising printing. Laura noted that Ian Mackenzie’s Office confirmed the BCC might cover printing costs. The P&F is in the process of preparing an application that will be submitted to the BCC shortly. The P&F is aiming to have the updated Brochure ready for Prep orientation at the end of October.
Communications Audit

The Communications Audit has been emailed to parents via Class Coordinators. A link will also be included in this week’s newsletter. The P&F are hoping many parents will participate.

Music Subcommittee

Only two parents have volunteered so far. The instrumental teachers have sent an email to parents of current instrumental students requesting volunteers. It’s to be highlighted that the subcommittee is not a fund raising committee.

Grants Sub-Committee

There have been no volunteers yet. Another request will be made to parents. Emma Box attended the Grants Forum held on 16 August, which discussed Federal and State grants available.

Cookbook

Jenny Kemp reported that to date 650 cookbooks have been sold to date. Ashton & Old have sold over 50 & Rapide have been active in selling them also. The Friends of Zumalai have requested a cookbook be donated as a raffle prize for their high tea. It was agreed the P&F would donate a cookbook. Emma will contact them and let them know that it can be collected from the Office. Two cookbooks would also be donated to the MTC library. Cookbooks would also be available to purchase at the Prep Orientation.

Class Room Cooling

Peter advised that Russell had met with Ashburn & Frances but hadn’t heard the outcome. Peter has looked at other schools in the area that have installed only split systems (a cheaper option). It has cost them approximately $100,000 to upgrade power and approximately $5 000/room/system with the additional cost of an exchange in each room ($1 000/room). The ongoing running costs were being shared with the P&F.

The scope of the Consultant Reports the MTC P&F are currently obtaining are for all cooling options, not just the cost of split systems. Once we have this information it can be put out to the school community for comment. A power upgrade may also be required in future for IT purposes. Russell has previously mentioned that an electricity upgrade may take years. It’s hope that the three consultant’s quotes will be ready for the October P&F meeting with a view that the consultant the P&F chooses accesses the school and completes the Report over the Christmas Holidays.

Peter noted that any project at the School over $50 000 has to receive approval from Catholic Education.
Peter was asked the teacher’s view of air-conditioning. He said he hasn’t formally asked staff. He’s aware that there are mixed opinions. Generally students are more productive in the humid summer months when they are cool.

Kim asked if our current power could handle running a few spilt systems? Peter wasn’t sure.

This matter is ongoing.

Coffee Van

Kate mentioned that she has been looking into the possibility of having a coffee van at the school early mornings and at various school events such as sports day. ‘Bean A Delight’ gives 10% of profit made at the school back to the school at the end of each term. The van can be prebooked. The proposed position is the quadrangle.

Plastic Book Covers

Kate also mentioned she has been investigating plastic book cover order forms being including with book lists this year. 20% of all school orders will be donated back to the school. This arrangement is also available for labels. She’ll arrange for some samples for parents to look at. There is no obligation on parents to purchase them. Peter said that books would be ordered online this year and book covers and labels could also be ordered this way. Kate will liaise with Tony Shaw.

Meeting closed at 9:10 pm

Next Meeting: Tuesday 13 November at 7:30pm in the Staff Room
Opening Prayer – Laura Palmer

P&F supported events August/September

- Fathers Day stall – thanks to Lisa Henley, Simone Ryan and helpers
- Fete debrief meeting

P&F Projects

- Prep sunshade – Funds have been received from the Queensland cancer Council and the shade will be installed later this month.
- Cooling project – Russell Moran is continuing to obtain quotes from consultants.
- Other projects progressed include the Scared Space, Traffic Management Guidelines and Communications review (to be discussed in business arising from minutes).

Tuckshop online ordering

Ordering went live in mid-August. The system itself has worked quite well, but it has been a steep learning curve for Kelly Collins and tuckshop volunteers.

The main challenge at present is that it is too difficult to run dual systems (brown bags and online ordering). It is confusing and much more time consuming. None of the real efficiency benefits of on-line ordering will be realised until it is the only system.

Feedback from parents has been mostly positive. The main concerns are the cost ($0.25 per order) and inability to ‘tailor’ orders.

It is proposed to notify families this week that we will move exclusively to the on-line system from Term 4.

House t-shirts

With the decision to allow students to wear t-shirts on Fridays, the smaller sizes have been sold out. The P&F will be ordering new stock. Discussion required about whether this is a long-term arrangement and whether the t-shirts are sufficiently durable for continued use.

Look ahead

Next meeting to focus on review of spending priorities. To include ideas from Fete debrief, review of results of master-planning and current school needs.
Business arising from previous minutes:

Fete Financials

**Sacred Space**

Sacred space – Site clearing work will be completed at a working bee on 16 September and main work will be completed in the September holidays. Further action is to coordinate with John Bates about plants and inclusion of relics.

**Traffic Management**

The text for the Traffic Management Plan has been finalised. Thanks to Bernadette Kreutzner, who is a school parent, but also works in the Marketing team at BCE, who has arranged for the graphic design and printing to be done at BCE. 1000 copies will be ordered at a cost of approximately $400. The brochure will also be available in electronic form to go on the website and can also be emailed to families or visitors to the School as needed.

This will be available for distribution as part of the information pack at the Prep Orientation day in October.

**Communications audit**

A survey has been distributed to all families seeking input about communication within the School. Thanks to Catherine Hennessy who has designed the survey and will collate the results. We are hoping to be able to find positive and simple ways of streamlining communication. Results will be reported at the next P&F meeting.

**School committees**

Music Supporters Group – A further call for volunteers has gone out within the School community. A meeting will be held shortly with the music teachers to understand areas of support required.
Grants – Laura Palmer and Emma Box attending a community information night on 16 August about grant opportunities. A further call has gone out for volunteers who may be able to assist in compiling grant applications.
11 September 2012

P&F Principal’s Report September 2012

Mission Day
I would like to start by congratulating our Yr 7 leaders for the fine job they did today coordinating Mission Day. This is a part of the leadership program on offer to our senior students and I thought they did an excellent job. Children from all year levels had a great time and we should soon hear the figures for what will be a very generous donation to our friends in Zumalai.
Based on the great job witnessed today I am sure there are some budding fete convenors just waiting for the call up in the years to come.

Parent Teacher Interviews
Last week we offered an additional round of Parent Teacher interviews for the year and used the opportunity to trial a new format with all interviews being conducted in the hall. We also used the online booking process for all year levels for the first time. I would like to thank Tony Shaw who coordinated this process. On the whole it seemed to go very well. Staff have not yet had a chance to provide formal feedback but all seemed to be pleased with the format.
In 2013 we plan to offer parent teacher interviews towards the end of Terms 1 & 3 and written reports at the end of term 2 & 4.

Working Bee/ Sacred Space
The Sacred Space is scheduled to be installed over the coming holiday break. Prior to this we will be holding a working bee this Sunday from 1pm to help prepare the space. Volunteers have been reasonably sparse so far but hopefully we will have enough to get things ready for the holidays.

Yr 5-7 Invitational Dance 19 October

I am in the process of organising an invitational dance for our Yr 5-7 students in the 2nd week of next term on Friday night 19th October from 7-9pm in the hall. Our Yr 7 leaders are about to start making posters and invitations that will be distributed to the Yr 5-7 students of surrounding Catholic Schools including Villanova, St James, St Bernard’s, St Martin’s, St Thomas’, St Joachim’s & St Agnes’. I am hoping that some parents will be able to come along and assist with supervision.

Kids Connect
A number of our students participated in the Kids Connect conference at the Powerhouse Museum last week. This is an IT conference for kids and was coordinated this year by the students from St Thomas’, Camp Hill. I would like to thank and acknowledge Tracey Halstead, our teacher librarian, for her contribution as a facilitator at this conference. All reports indicate it went very well.

Spring Concert
Tomorrow night will see our annual Spring Concert in the hall. Following the success at Villanova’s QCMF festival it should be a good night for all involved.
Sun Shade
The Sun Shade that we received the grant for has been installed in the Prep area this week. This has greatly enhanced the shade on offer down in the Prep area. Thanks to Kim Broadfoot for all her hard work securing the grant for the shade.

Sports hats.
At last month's meeting I mentioned the proposal to introduce neoprene visors for use in sporting activities. I believe Paula Lammey has done some research and has 3 quotes for consideration tonight. Thanks Paula for your efforts.

Touch Club Proposal
Currently there seem to be many teams of Mt Carmel children being put together to play touch at Whites Hill on a Thursday & Friday night. There seem to be some teams playing in Mt Carmel colours and others playing in a variety of colours. Having had a few conversations with various people connected with the touch at Whites Hill I was wondering whether it was worth trying establish a P&F sub committee to coordinate Mt Carmel entries in this touch comp.
The current Tuesday afternoon Touch comp we have been playing in reached its conclusion this afternoon with all our teams doing very well. I would like to thank John Bates & Bridget Brady for their very generous support of this initiative.

Interhouse sport
This term's Interhouse sport comes to an end this Friday. Next week we will be having a cultural day which Tony Shaw is putting together for the end of term. In Term 4 we will be continuing our Interhouse Sport with games of T Ball, Softball and modified cricket. As these games require more space we will need to play games over two sessions. Thus we are making the following changes to Friday's timetable. Interhouse Sport will be played over 2 sessions. From 11-12 and then 12-1. Following lunch the children will gather in their pastoral care groups for the weekly pastoral activity. At 2.20 we will move to the hall for assembly to conclude the day.

Family Mass
To conclude we are also celebrating a family mass this coming Sunday afternoon from 5.30pm. Mass will be followed by a sausage sizzle outside the church. The last family mass was very well supported so we are hoping for a similar turnout this time.
Only a week and a bit to go now before the September holidays. A 2 week break will be followed by a short Term 4, only 9 weeks in length.

Regards

Peter Delaney
Principal
Our Lady of Mt Carmel Catholic Primary School, Cangle Park
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11 September 2012

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Mr Peter Delaney, Principal
Our Lady of Mt Carmel, Coorparoo
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Re: Sun visor pricing

Dear P&F Committee and Peter

Further to our previous conversations, I have obtained quotes from three companies for the production of neoprene (wet suit material) visors for the children to wear while playing sport.

Each of the quotes are based on production of a children’s neoprene visor with yellow on top, black or brown on the underside and the Mt Carmel school crest (in brown) in the middle of the visor (as per image below).

![Image of sun visor]

Quotes

1. BAC Corporate Collection – Shaun Cronin (suppliers of the house colour t-shirts)

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Turnaround is around 3 weeks from confirmation.
2. Stormboy Australia – business at Mansfield

www.stormboy.com.au

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3. Stubby Holders Australia

www.stubbyholdersaustralia.com.au

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Delivery is 10-14 days after final art approval. Payment is required prior to delivery.

Recommendations

Based on the above pricing, I recommend we source the visors from BAC Corporate Collection. They already provide the house colour t-shirts and we have a good relationship with the supplier.

I suggest the visors are sold for at least $5.50 each to parents to make a small margin for the School; however the sale price is of course up to the School and the P&F to determine.

I would recommend ordering an initial run of 200 visors and promoting their availability through the school newsletter and to new families joining the school in 2013.

If the above recommendations are agreed this week, visors could potentially be available from the first week of Term 3.

Regards

Paula Lammey