



St Stephens P&F Meeting MINUTES of meeting held **FEBRUARY 11th, 2021 St Stephens School Library**

Meeting open: 7:36 pm

Attendees Present: Carolyn Moore
Sammie Fuhlbohm
Fiona Drew
Steve Vonhoff
Kym Norman
Janine Butlin
Jennifer Brouwer
Karen Frazer
Leah Moore
Kellie Beatty
Jayde Cavendish
Melanie Smith
Bec Moebus (via telephone link)

Apologies: Keryl Burton
Kellie Craft
Sharon Denning
Lisa McEwan
Telia Simpson
Lachlan Stirling

Moved:
Carolyn Moore
Seconded:
Melanie Smith

Opening Prayer:

Fiona Drew

Confirmation of previous minutes:

Previous meeting held – 19th November 2020.

Moved:
Fiona Drew
Seconded:
Steve Vonhoff

Business arising from last meeting:

Nil

Inward Correspondence:

- Toowoomba Regional Council
Letter regarding free shrub offer
- NAB
Bank Statement
- Anita Mahon
\$10 cash donation from random sausage sale
- Marketing materials from various companies
- Kirsty Ostwald
Emailed offer of catering & cleaning opportunity at upcoming equestrian event

Outward Correspondence:

Nil

Moved:
Leah Moore
Seconded:
Melanie Smith

Treasurers Report:

Leah Moore (2020 Treasurer) supplied a bank statement detailing a closing balance of \$8,037.55 in credit. *(statement attached)*

David O'Brien's fees were \$550 DR

The sale of the random sausages by Anita Mahon was \$10 CR

Balance as at 11th February 2021 \$7,497.55

Moved:
Leah Moore

Seconded:
Karen Frazer

Presidents Report – Sammie Fuhlbohm

Welcomed the 2021 Executive and wider committee and extended thanks to those showing support for the St Stephens P&F, especially those new parents present. Over Christmas our prayers were answered as the vacancies have now been filled! Sammie extended a warm welcome to the following elected 2021 committee and fellow P&F members

President: Sammie Fuhlbohm
Vice President: Steve Vonhoff
Secretary: Carolyn Moore
Treasurer: Kelly Beatty

Moved:
Sammie Fuhlbohm
Seconded:
Kym Norman

Principal's Report – Janine Butlin

1. Teachers completed 5 days of PD prior to the commencement of the school year.
2. This year's priority is writing. On 19th January, our teachers and school officers took part in a writing workshop run by WTE. On 25th January we undertook further PD with Julie Henderson from TCSO on the Writing Improvement Strategy.
On Thursday 21st January teaching staff attended a charism day at Mary MacKillop College. Most schools founded by the Josephite nuns were there.
3. School commenced on Wednesday 27th January. We have 152 students with 21 new prep enrolments.
4. There was a staggered start for Prep on Wednesday and Thursday. All children attended Friday and the Parents and Friends assisted with welcome morning tea in MacKillop Hall at 9am.
5. This year we welcome Miss Lucy Norman – year 1 and Mrs. Belinda Phillips sharing year 3 with Fiona Drew.
6. The Year 6 children were presented with their leadership shirts on the first day of school and took part in a Just Leadership day on Monday with Mrs. Lee and Mrs. Drew.
7. Deanne attended a LST network day on 1st February.
8. Kristy attended a Middle Leader Network day on 3rd February.
9. We had our Parent information evening on Tuesday 9th February. It was well supported. Thanks for the Parents and Friends for organizing the sausage sizzle.
10. We have a new Tuckshop Conveyor for 2021 – Masae Whitelaw. Tuckshop will commence soon.

Billboard

1. At the end of 2020 there was \$6,525.00 in the account.
2. As of 11th February 2021, we have \$ 14,733.75.
3. Lindenberg's lease expires on 1st June 2021.

Maintenance

1. New Flat screen in year 6 \$3,269.00
2. 30 new desks for year 2 - \$6,523.00
3. New circuit board in air-conditioning unit no2 damaged by vermin - \$1397.00.
4. Compliance advice from Aspect - \$825.00

Fundraising Opportunity.

See Kirsty Ostwald's email

APRE Report – *Fiona Drew*

The staff attended the Josephite Charism PD at Mary MacKillop College in Highfields during the PD week. This was a good opportunity for staff to get together with other schools who were also founded by the Sisters of St Joseph. We hope for this to become an annual PD.

The 2021 Mary MacKillop quote for the year – “We must teach more by example than by word” – This is also the quote for the 200 years of Catholic Education, that is to be celebrated this year in Catholic Education systems across the country.

The Year 6 Leaders received their shirts on Wednesday, the first day of school.

The Just Leadership Day for our Year 6 students was held on Monday 1st February. This was run by Mrs Drew and followed the Caritas developed program. The students were very engaged throughout the day.

We held our opening mass on Tuesday 9th February at St Stephen's church. Thanks to Father Thomas for leading us in the celebration. We were also lucky enough to have two Sisters of St Joseph – Sr Di and Sr Ella to present the MacKillop Club badges at our mas. Sr Ella came back at lunchtime to speak with the MacKillop Club.

Shrove Tuesday is next Tuesday 16th February. The annual Pancake Toss will be held in the MacKillop Hall in the afternoon with the students.

Ash Wednesday is next Wednesday 17th February. There will be a liturgy at 9am for Prep – Year 2 students in MacKillop Hall. Mass will be held at 12pm for Year 3 - 6 students in church.

The Bishop has directed schools that there is to be no distribution of ashes this year.

Project Compassion Mass will be held this Sunday 14th February, however students are unable to attend with student representatives this year. It will be live streamed.

Grant Report

Nil

Parish Report – Fiona Drew

Fiona delivered mass times over the Easter period as follows:

Individual Confession – Friday 26th March @ 5:30pm

Second Rite of Reconciliation – Friday 26th March @ 6:00pm

Holy Thursday – 1st April @ 6:00pm

Celebration of the Lords Supper, washing of the feet will take place for those wishing to participate

Good Friday – 2nd April @ 1:30pm.

Stations of the Cross and Celebration of the Passion followed by procession to the park.

Holy Saturday Vigil – 3rd April @ 6:30pm

Easter Sunday Mass – 4th April @ 8:30am.

Moved:
Fiona Drew
Seconded:
Melanie Smith

General Business

Billboard

A discussion was held between members present surrounding the ongoing management of the billboard. The P&F do not own the billboard, this is now owned by the diocesan therefore all ongoing contract management should be between the diocesan (school), the managing agent and the tenant. The P&F is happy to source future tenants and requests to be notified in advance of lease end dates.

Janine advised that Lindenberg's lease end date is 1st June 2021. It is now noted that a contract has been entered into by the previous executive committee and the school with Ray White Pittsworth to rent one side of the billboard for an agreed price of **\$7,500**. A fully signed contract is not yet to hand.

Motion: P&F to follow up potential tenants for new billboard leases.

Moved:
Fiona Drew
Seconded:
Melanie Smith

Action: Carolyn Moore to approach Mark Lindenberg to discuss the potential renewal of their lease.

Graduation:

Sammie Fuhlbohm enquired about how the Year 6 2020 graduation at Adora Downs went. The general consensus was that it was a complete success in many areas. 2020 Treasurer Leah Moore indication that the P&F were out of pocket \$864 for the purchase of the glasses. Leah said a few people in the general community turned noses up at St Stephens for having the function at Adora Downs however in general the function was enjoyed by all students, teachers and parents that attended.

As the event was so successful, a motion was moved for a quotation to be obtained from Adora Downs with a view to the 2021 Year 6 graduation ceremony to be held on the 2nd December 2021.

Motion: P&F to obtain a quote from Adora Downs for the 2021 Year 6 Graduation evening.

Moved:
Carolyn Moore
Seconded:
Steve Vonhoff

Action: Steve & Sharlene Vonhoff to arrange a quotation from Adora Downs.

Staff Lunch:

The date for the next staff lunch has been set for Wednesday 31st March.

Chip Van:

Leah Moore advised that the application to the Show Society has been accepted. All sites require a COVID plan. Leah is happy to draw up this plan. Fiona Drew is holding the purple Chip Van folder with all information. Motions were moved as follows:

Poppas will be added to the menu this year & sold for \$2 each.

Motion: That last year's chip & drink prices be endorsed.

A roster is to be compiled for Friday 5th & Saturday 6th of March for volunteers to work 2 hour shifts.

P&F's Provodore to purchase drinks as they come on sale to stock the van and will be reimbursed the costs by the P&F +enough hand sanitiser for the van, salt and tomato sauce.

*Moved:
Kelly Beatty
Seconded:
Melanie Smith*

Actions: Leah Moore to draw up the COVID plan for the Chip Van.
Carolyn Moore to compile Chip Van roster & distribute.
Sharlene Vonhoff to purchase drinks, poppas, salt, sauce & hand sanitiser.
Bec Moebus to phone the Chip Van man & give Leah's contact number

Tea & Tissues Morning Tea:

Was a lovely event with approximately 20 in attendance and lots of new faces. Held in McKillop Hall & lots of young children came too. Thanks to all that supplied home baking and to Sharlene Vonhoff for organising the event.

Parent Information Evening:

The expo style of evening worked well for parents as they could mingle with teachers of all year levels to view the curriculum and what is happening throughout the whole school. Mel Smith indicated that people missed not having the bar at this event as people tend to congregate and mingle well over a drink. Steve Vonhoff offered to coordinate the bar at next year's evening.

Motion: The P&F to operate a bar at the next Parent Information Evening

*Moved:
Carolyn Moore
Seconded:
Steve Vonhoff*

Action: Carolyn Moore to include this in the minutes for the end of year meeting & remind Steve about the bar.

Equestrian Event Fundraising Offer:

Kirsty Ostwald has emailed Janine with an offer for the P&F to have first option to coordinate the catering and toilet cleaning at the upcoming equestrian event in late March. The P&F turned this offer down last time. In general, the meeting discussed that enough volunteers couldn't be sought to provide home baking and work on the stall and that the event is too close to the Pittsworth Show date wise. The P&F have made a decision to graciously turn this offer down on this occasion.

Action: Janine Butlin to reply to Kirsty Ostwald thanking her for the offer however declining.

Tuckshop Auto Ordering

A discussion was centred around the possibility of St Stephens school adopting an automatic tuckshop ordering system. Research will need to be done on options and findings reported back to the next meeting.

Action: Mel Smith to provide research at the next general meeting

TRC – Shrub Offer

The Toowoomba Regional Council has written to the P&F offering 30 small shrubs for free to be collected and planted by the school. Janine believes the plants are so small they just die anyway and has declined to proceed to take the offer up.

Mother's Day Stall 2021

Karen Frazer has been elected the 2021 Social Events Coordinator and will recruit volunteers to assist with the stall & organise the items for sale. The Secretary has a lot of correspondence via junk mail if needed.

Motion: The Social Events Coordinator (Karen) has \$1,000 to spend (based on previous spends at this event) and should Karen require more funding to approach the executive committee prior to making further purchases.

*Moved:
Leah Moore
Seconded:
Melanie Smith*

Action: Karen Frazer to coordinate the 2021 Mother's Day Stall & supply an update at the next general meeting.

Facebook

Mel Smith proposed that the school supply a weekly table of events for the upcoming week via Facebook & have this posted every Sunday.

Action: Fiona Drew to post every Sunday evening

Parent Partnership Forum:

Further to the previous discussions surrounding this concept. The amalgamation of the P&F & school board was discussed. Sammie Fuhlbohm called a special meeting, within 21 days, to discuss endorsing amalgamation. The meeting is proposed for Thursday 11th March, 7pm in the school library.

Action: Sammie Fuhlbohm to circulate information to parents & put a notice in the paper + email + parents' messenger via Facebook advising of the meeting.

Next Meeting

N/A (PPF Meeting – Thursday 11th March, 7pm – School Library).

Closing Prayer

Delivered by Steve Vonhoff

Meeting Closed:

9:35pm

_____ **Sammie Fuhlbohm, President**