



PS&F MEETING – 27 MARCH 2018, 7PM

Attendees: Tony O’Mahony, Nigal De Maria, Bradley Hall, Sarah Walters, Caroline Smeaton, Natalie Turner, Vanessa Hollis

Apologies: Reagan Seldon, Anna Thomas, Len Doo

AGENDA ITEMS

Item		Who
1	Welcome	Nigal / Brad
2	Acceptance of previous meeting minutes	Brad / Tony
3	Carry over action items from previous meeting <ul style="list-style-type: none"> • Coffee van arrangements – Brad investigating Second Shot Coffee for future events • PSF& members to provide photo and profiles for website – Vanessa will coordinate • PS&F email access for secretary (Vanessa / Anna) 	Brad / Vanessa
4	SALDA CEO & TGS School Leader Update <ul style="list-style-type: none"> • 33 new families attended Open day with around 80% interest in enrolment • Discussion about expanding event next time to include soccer and pony rides for the kids, cross promotion with other industry professionals e.g. stalls / displays • PLP process wrapping up • School ground maintenance including mulching and planting • Senior student Ben’s dedicated assembly held last week • Internal recruitment in progress for middle school OT position replacing Debbie Swain • Recruitment for new school psychologist cancelled, the assessment component of the psychology role will be outsourced to a private psychologist. Recruitment for a new role - Therapy Intervention Consultant, which will focus on providing coaching, practice support and capacity building, will begin shortly. • School photos were completed this week • Nigal currently scoping a therapeutic holiday program that would be available to up to 16 kids at the end of term two and staffed by therapists and school assistants 	Nigal
5	Treasurers Report <ul style="list-style-type: none"> • Statement of accounts tabled, accepted • Tony continuing to investigate alternative banking options • Discussion about nominating a project for the PS&F to fund in the short term. 	Tony

	<ul style="list-style-type: none"> Unanimous decision to contribute to the disability access audit and rectification works. <p>Action items:</p> <ul style="list-style-type: none"> Update on banking options next meeting Accounting records to be maintained on excel for the time being Treasurer email account to be established Nigal to finalise disability access audit and obtain quotes for related works, this will be distributed to PS&F out of session 	
6	<p>Strategic Planning</p> <ul style="list-style-type: none"> Discussed a structured planning process driven from the ground up, including a mission statement and alignment with the school's goals <p>Action</p> <ul style="list-style-type: none"> Natalie and Vanessa to work together on methodology for presentation next meeting Strategic plan to be delivered Term 3 Operational Plan to be delivered Term 4 	Nat/Vanessa
7	<p>Fundraising – Events – Socials</p> <ul style="list-style-type: none"> Natalie presented options for each term with a return on investment measure – refer discussion paper Priority infrastructure projects were also put forward including: <ul style="list-style-type: none"> accessibility audit and rectification works new toilet block classroom refurbishments playground upgrade to include sensory additions storage shed new bus, and senior school tables Term 2 Trivia night – to be held on a Saturday with potential child minding and drinks, venue to be determined Len will be working on a grant from gambling benefit fund Discussion about Chatter's sponsorship ideas Newsletter advertising Close out Term 2 with a Friday Movie night, catering and drinks Term 3 Brisbane marathon - flexible distance options, establish TGS team and online fundraising page, presents best value for fundraising return School Concert – determine venue and bar options Term 4 – Melbourne Cup Lunch for Language – potential venue Lone Pine with sponsors and special guests – packages to be scoped Language Legends Christmas Party to be held on school grounds, food trucks, Christmas market, movies and carols <p>Action</p> <ul style="list-style-type: none"> Complete scoping for Term 2 Trivia night including venue Our lady of the Rosary or Ambrose Treacy, proposed \$25 per head – Nat, Sarah & Caroline to collaborate Complete scoping for Term 2 Movie night 	Nat

	<ul style="list-style-type: none"> • Brad to liaise with Indooroopilly state school about their advertising rates / sponsorship structure • Nigal to investigate liquor licence arrangements 	
10	<p>Other business / Actions</p> <ul style="list-style-type: none"> • School intranet – Sarah to be parent lead, investigate Tasty Tuesdays self-service options to reduce paper work and errors • Term 2 welcome breakfast 7.45am, 17 April 2018 yoghurt pots, Bbq and coffee to be arranged outside Chatters • Nigal / Nat meeting with local Government regarding neighbourhood plan and investigating expansion/ satellite campus options to grow TGS • Send out calendar invites for next six meetings • Extend invitation for people to skype into meetings if they cannot attend • Follow up PS&F inbox access arrangements for secretary • Jodie to receive copy of all minutes for saving on school’s central drive 	
11	<p>Agenda items for next meeting –</p> <ul style="list-style-type: none"> • Disability access audit • Calendar of events / PS&F strategic plan • Work up for Term 2 events • Staffing for TGS stand May / June at Kenmore Village 	Vanessa / Nat / Brad
11	<p>Next meeting 27.4.18 7pm, SALDA to provide wine and nibbles Meeting closed at 8.40pm</p>	