

St Joseph's KP Collective Committee  
Meeting Minutes

**Date:** 15<sup>th</sup> November 2022

**Present:**

Nicole Cole, Bianca Murphy, Rachael Reaves  
Emma Davies, Kathleen Whybird, Johanna Jacobs, Michaela O'Loan, Natalie Kerr, Nerida Zammit, Paige Browning, Brooke Massy

**Apologies:**

<u>Agenda</u>	<u>Information</u>	<u>Decisions / Actions / Due / Responsible Person</u>
Review of St Joseph's KP Collective Charter – Draft	<ul style="list-style-type: none"> <li>- The document is straight forward, clear, and easy to understand</li> <li>- The collective is comfortable with 8 people required to attend the AGM meeting in February</li> <li>- Questions or decisions which arise will be resolved with a majority vote</li> <li>- Discussion of purchases above \$200 requiring prior approval. This is a BCE directive figure imposed. The \$200 amount is for last minute/emergency purchases. All purchases should be made in consultation with the committee or sub-committee.</li> <li>- Discussion around volunteers making the commitment to their committees and sub-committees.</li> <li>- Suggestion - It would be good to add to formal documentation that if someone was unable to volunteer, they should find a replacement</li> <li>- Ensure that there are enough members on each sub-committee</li> <li>- <b>Add into the Collective Charter Draft - Commitment to work collaboratively to share knowledge and support all committee members</b></li> <li>- Finalise the Collective Charter Document</li> </ul>	Nicole Cole Rachael Reaves



	<ul style="list-style-type: none"> <li>- KP Collective forecast future events and fundraisers</li> <li>- Nic puts forward a prioritised 'wish list' for the school to the P&amp;F – now KP Collective</li> <li>- KP Collective chooses key fundraising events. Previous successful events include Fashion in the Garden</li> <li>- Previously, every year level contributed an event eg 'Tech Lunch'</li> <li>- <b>Motion forwarded to support the purchase of MiniLit readers by Jen Arhanic, seconded by Natalie Kerr and all other committee members</b></li> <li>- The freezer in the P&amp;F space has stopped working</li> <li>- A chest freezer and a catering fridge to be purchased for the P&amp;F space</li> <li>- Reach out to the community for any connections to support the purchase of fridge and freezer</li> <li>- <b>Purchase of the fridge and freezer motioned by Michaela O'Loan and seconded by Natalie Kerr</b></li> <li>- Business directory</li> <li>- Encourage parent reps to join the KP Collective meeting at the beginning of the year</li> <li>- KP Collective email address eg. <a href="mailto:STJKPCollective@bne.catholic.edu.au">STJKPCollective@bne.catholic.edu.au</a></li> <li>- Any school event with children present will be a no-alcohol event</li> <li>- 'Service Team' to ensure that struggling families do not miss out on events such as tech lunches</li> <li>- Past pupil artists/connections to create indigenous art?</li> <li>- Parent bricks/stars for purchase</li> <li>- AGM meeting February 7<sup>th</sup></li> </ul>	<p>KP Collective committee members to reach out to parents via Facebook pages before the end of the 2022 school year</p> <p>Nicole Cole to contact BCE</p> <p>Service Team</p>
<p>Fundraising and Community Event Brainstorm and Scheduling</p>	<ul style="list-style-type: none"> <li>- <b>Technology lunches</b> – Pizza and sushi meal deals. Eg pizza, ice block and juice</li> <li>Each grade level are responsible for a tech lunch</li> <li>Term 1 – Year 6 and Year 5</li> <li>Term 2 – Year 4 and Year 3</li> </ul>	<p>Each grade level's parent rep with class parents</p>

	<p>Term 3 – Year 2 and Year 1 Term 4 – Prep</p> <ul style="list-style-type: none"> <li>- <b>Welcome Disco February 10<sup>th</sup> 6pm-8pm</b></li> <li>- <b>End of year Celebration Disco November 3<sup>rd</sup> 6pm-8pm</b></li> <li>- <b>Spring Soiree 9<sup>th</sup> September</b></li> <li>- <b>Walk-a-thon 2<sup>nd</sup> June</b></li> <li>- Entertainment Book – to be considered</li> <li>- <b>Trivia night – BYO food and drink location and details to be confirmed - 19<sup>th</sup> May</b></li> <li>- Every time an event is put through QKR! to add 'Donation' option</li> </ul>	<p>Kathleen Whybird to lead</p> <p>Sabrina Hawe</p>