

SPP&FA Action Item List as at 23/02/2017

Meeting Date	Item No.	Action Item	Timeframe	Responsible Person(s)	Current Status
21/02/2017 (Brought Forward)	1/17	Locate a copy of the 2010 SPP&FA Constitution in Archives.	As soon as possible.	Ann Viney, Stephen Burke	Open
	2/17	Provide a selection of suitable prayers for future meetings.	21/03/2017	Ann Viney	Open
	3/17	Consider how the Association may have a role in supporting parents and students with ICT related issues.	A future agenda item.	SPP&FA Executive	Open
	4/17	Consider the merits of a forum for parents and caregivers on navigating and using the College 'Schoolbox'.	As soon as possible.	Tony Daley	Open
21/02/2017	5/17	Comply with Auditor's request for approved minutes to be signed by President before filing.	Immediately	Greg Boon, Stephen Burke	Open
21/02/2107	6/17	Negotiate the transfer, management and use of SPP&FA funds within the College financial system.	As soon as possible.	Greg Boon, James Byrne, Simon McInerney	Open
	8/17	Clarify necessity for the Principal to co-sign all SPP&FA cheques.	As soon as possible.	Greg Boon, James Byrne, Simon McInerney	Open
	9/17	Arrange for Principal and approved SPP&FA members to become cheque signers.	As soon as possible.	Greg Boon, Tony Daley, Simon McInerney	Open

	10/17	Confirmation of the continuation of the Parents Voluntary Levy and any guidelines for expenditure that may apply.	Prior to end of year.	Greg Boon, James Byrne	Open
21/02/2017	11/17	Expedite payment of outstanding accounts through the College system and arrange reimbursement when SPP&FA funds can be accessed.	As soon as possible.	James Byrne, Tony Daley	Open
21/02/2017	12/17	Update the 2016 Parents Welcome Letter and publish on the Web-page/ distribute hardcopy along with SPP&FA fridge magnets.	As soon as possible.	Greg Boon, Stephen Burke, Ann Viney	Open
	13/17	Liaise with Tina Boon on College re-branding exercise and arrange for new stationary to be produced.	As soon as possible.	Stephen Burke	Open
	14/17	Organise a wine and cheese evening to introduce the Principal to parents, caregivers and friends of the College.	As soon as possible.	Greg Boon, Stephen Burke, James Byrne, Ann Viney	Open
	15/17	Confirm 2017 schedule for meetings does not clash with term breaks.	As soon as possible.	Ann Viney, Stephen Burke	Closed