

# Meeting Minutes

<b>Meeting Title</b>	St Mary of the Cross - Monthly Parents & Friends Meeting		
<b>Date &amp; Time</b>	2nd May 2018; 7:30pm	<b>Location</b>	St Mary of the Cross Primary School
<b>Chairperson</b>	Karen Curson	<b>Minute Taker</b>	Lyndall Zaccaria
<b>Attendees</b>	Leon Colla, Karen Curson, Karen Wyer, Angie Mravljak, Jodi Dawson and Lyndall Zaccaria		

<b>1. Welcome / 7.30pm</b>	An acknowledgement of country was observed and all attendees welcomed to the meeting
<b>2. Apologies / 7.32pm</b>	Ana Lee, Rebecca McFarlane, Rachel Duggan, Heather Daly, Marti Mitchell and Heather Daly
<b>3. Minutes of previous meeting and business arising / 7.36pm</b>	
<b>3.1 Approval of minutes</b>	No corrections have been advised and therefore previous minutes stand approved by unanimous consent
<b>3.2 Business arising</b>	Disco - to be discussed in events Chocolate Drive - carried over to the next meeting Art Show - Leon to discuss possibility with Tess. To be carried over to the next meeting
<b>4. Principal's Report / 7.35pm</b>	
<b>Leon Colla</b>	<ul style="list-style-type: none"> <li>• Building Program - awaiting final letter of offer for project which can then get underway</li> <li>• Portables - hope to have the buildings on site in the next few weeks</li> <li>• Audit - completed by independent Auditors</li> <li>• New Staff - Sian Evans (Intervention Teacher), Gillian White (Business Manager) and Xay Namvihanh (Maintenance)</li> <li>• Anzac Day - another special commemoration at school last week and SMOC invited to lay wreath at Dawn Service RAAF Base.</li> <li>• Term Newsletter - plan to produce this publication in last week of each term moving forward.</li> <li>• Care Monkey - has commenced and will allow permission forms and other notices to be authorised online.</li> </ul>

<b>5. Chairperson's Report / 7.39pm</b>	
<b>Karen Curson</b>	<p>Presented opportunity for School/PFA attendance at: Wyndham Learning Community Strategy 2018-2023. Council keen for others to share thoughts and have input into the development of Wyndham Community Learning strategy. Tuesday 8th May 11.30am - 1pm Plaza Library</p>
<b>6. Treasurer's Report / 7.46pm</b>	
<b>Jana Cronin</b>	<p>Treasurer's report submitted See attached document.</p> <p>Jana is stepping down from this position effective end of term 2. This executive position is now vacant and anyone who would like to nominate for this position can register their interest via email at <a href="mailto:pfa@smocptcook.catholic.edu.au">pfa@smocptcook.catholic.edu.au</a></p>
<b>7. Board of Management update 7.50pm</b>	
<b>Angie Mravljak</b>	<p>Board due to meet next week with their AGM scheduled. The Strategic plan will be discussed at this meeting and will be reported back to PFA in next meeting.</p>
<b>8. Procedural Guidelines / 7.52pm</b>	
<b>Karen Curson</b>	<p>Those in attendance agreed to changes made to procedural guidelines via Google docs.</p> <p>Consensus agreed upon to change name of committee from Parent's &amp; Friends Association to Parent's and Friends Community (PFC)</p> <p>Action Item: Karen Wyer to discuss possibility of name change to email address with Brian (IT)</p>
<b>9. Classroom Representatives/ 8.27pm</b>	
<b>Karen Curson</b>	Karen Curson has researched this initiative.

	Action Item: Karen Curson to provide hyperlinks to these documents.
<b>10. Events 8.29pm</b>	
<b>Disco - Jodi Dawson</b>	<p>Glow sticks and wristbands have been ordered  CDF Pay to be used for tickets sales  OSH Club aware of function  Teacher Volunteers have been arranged</p> <p>Action Item: Ana and Jodi to meet with Leon to discuss arrangements for parent volunteers on the night.</p>
<b>Trivia Night - Lyndall</b>	<p>Plans well underway and donations coming in.  Ticket sales to go out hopefully 21st May</p>
<b>Vision Portraits - Angie</b>	<p>No Christmas photo option.  Agenda for next meeting with view to dates available in term 4</p> <p>Action Item: Lyndall to enquire about another photographer who has donated for Trivia night to see if they have an alternative option.</p>
<b>11. Other business 8.57pm</b>	
	<p><b>Mondo Recycling Drive</b>  10 cents per Kg of goods donated would go to the school. Possibility of a hub option at school and company happy to come to school to arrange suitable location for hub.  Further information can be sourced at <a href="http://www.scrq.com.au">www.scrq.com.au</a></p> <p>Action Item: Jodi to contact company and book in time for consultation with Leon Colla.</p>
<b>12. Next Meeting and close</b>	
	<p>Next PFA meeting Wednesday 30th May  <b>Meeting Closed at 9.08pm</b></p>

