

Meeting Minutes

St Mary of the Cross - Monthly Parents & Friends Association Meeting

Date: 20th July 2017

Location: SMOC Board Room

Time: 7.30pm

Chairperson: Karen Curson

Minute Taker: Lyndall Zaccaria

Attendees: Leon Colla, Karen Curson, Angie Mravljak, Heather Daly and Lyndall Zaccaria

1. Welcome/ Karen Curson 7.37pm

An acknowledgement of country was observed and all attendees welcomed to the meeting

2. Apologies - Jana Cronin, Rebecca McFarlane, Michelle Goddard, Kelly Mitchell, Marti Mitchell, Ollie Chilton and Rita Karagiannis

3. Approval of the previous minutes/Karen Curson 7.37pm

Motion carried by Heather Daly to approve previous minutes and seconded by Leon Colla.

4. Chairperson's report/ Karen Curson 7.39pm

- Discussion was had at the Fun Run meeting for the possibility of someone to assist with writing Grant applications. It is anticipated that this would be 2 -3 per year. This request was added to the the school newsletter at the end of term 2. At this stage there has been no response but the PFA is still looking for a volunteer for this.

5. Principal's report/ Leon Colla 7.40pm

- Digital Notice board costings have been received and prices start from \$10 - 12,000, which is not a possibility at this stage
- The school remains on the waiting list for Alannah and Madeleine Foundation a Cyber Safety talk for the school. Official Opening of stage 2 of SMOC, nothing has been planned at this stage
- Prep interviews have now commenced and there are 104 interviews scheduled for 70 places in 2018.
- SMOC has purchased a school bus which has been able to be purchased with this assistance of additional funds from the Catholic Education Office.. The bus will provide an ongoing transport option for the school reducing costs of hiring private bus

services. Signage on the bus will be arranged shortly and there is currently 6 staff available who can drive the bus and a further two more in the near future.

- School reports are due to be sent home tomorrow. There was a number of staff unwell and away at the end of last term and so it was decided that all students reports would be sent out together at the start of term 3.
- Brandon has received the 3rd quote for the Shade sails. Leon will discuss outcome and pricing and bring this information back to PFA at the next meeting.

6. Treasurer's report/ Jana Cronin 7.44pm

See attached report

7. Outstanding Action Items from previous Minutes/ 7.45pm

a) Parent Information Night - Karen Curson

No further correspondence has been received from Dr Daniel Farrugia in regards to his availability. A further email has been sent to him to confirm if he is available later in term 3.

Action item: Date to be confirmed with Dr Farrugia - Karen Curson

b) CDF Pay App/ Karen C

Further information has been received about this and will be discussed further in upcoming events - Bake Sale

c) "Be involved" Flyer/ Karen W via written correspondence

No update on this as yet

8. Uniform Shop/ Heather 7.48pm

The lost property was collected and cleaned out at the end of term 2. Items with names on them were delivered back to their owners. A separate bank account has been created for the Uniform shop. A float amount is still to be determined, and the logistics of receiving this cash advance are being discussed by Jana and Kirsty. Opening hours will begin on Tuesday mornings, however no start date set at this time. Leon has suggested that the cupboard near the Tension Woods Community would provide valuable storage for the uniform shop. Locks will need to be installed to the cupboards before this can go ahead.

Action Item: Lyndall to explore options for installing locks to these cupboards.

Completed Fundraisers and Events

a) School Disco

School disco was held on Friday 23rd June and was a popular event for both the Junior and Senior students. Costings are still to be completely finalised, however a profit of approx \$900 was obtained.

There were a number of positives on the night:

- Splitting Disco into Junior and Senior
- Parent volunteers came in slowly but plenty of help available on the night with adequate supervision of the children.
- Less mess than previous years due to not selling food
- The checking out of the children worked better than the checking in

Some suggestions for future discos:

- Photo booth area not well utilise and would not do this again
- First Aider not organised until day of disco
- Arrange cash float on the night for students who arrive without pre paying
- Suggest streamlining google forms and possible test run before roll out
- Ensure that OSH Club and cleaners are aware of event
- PFA members and volunteers need to be available in the early afternoon of the disco to ensure space can be cleared in time and that everything is ready before children arrive

Heather requested that the minutes reflect her thanks to both Janelle Cassar and Jannah Smith for their assistance in counting the money for the event. PFA members in attendance thanked Heather for all of her efforts leading up to and on the night of the event.

Karen Curson suggested a checklist to assist PFA members when leading an event. She has drafted one to be used as a test for the bake sale which can then be modified for each event moving forward.

10. Upcoming Fundraisers and events

a) Current committees

i. Fun Run/ Leon 8.31pm

The fun run course has been mapped out, advertising being organised and requests for assistance from the SMOC community has been sent out via email. The committee has requested that the food element (Bacon and Egg rolls) be handled by the PFA.

A silver sponsor has been received and further information on a gold sponsor for the event is pending.

Action Item: PFA involvement on BBQ to be on agenda for next meeting

ii) Trivia night/ Karen W

The committee will start to contact businesses for donations and will discuss with Real Estate agents as to how they can assist us. Signage boards are limited by council and it was suggested that these may be better utilised for the Fun Run rather than the Trivia night this year. Leon suggested the possibility of moving the Trivia night in the future so that this does not clash with the Fun Run.

b) Bake Sale/ Karen Curson 8.45pm

Letters went home today detailing information about the Bake Sale and packs (plates, bags and letter) will be sent home next Thursday. Karen has requested assistance in packing these bags after school on Friday and Angie confirmed she was available to assist. Karen requested assistance with setting up the tables in the Cafe on the Friday night prior and also any assistance on the Monday of the bake sale (from 7am onwards) would be appreciated. This has been requested on the original flyer. Angie and Lyndall confirmed availability to assist on the day/morning of the bake sale.

The CDF App will be trialled at the event by selected families to pay for these bake sale goods as a CDF App test run.

Action items: Karen C - Packs to be sent out next Thursday.

c) Diana Ferrari Fundraiser/ Lyndall 8.52pm

Booked for Tuesday 5th September, however the school THRASS night has been booked the night before. Suggest that we contact Diana Ferrari to check if any other dates available

Action Item: Lyndall Zaccaria to contact Diana Ferrari to determine if other dates more suitable

d) Sun Theatre Movie Night/ Kelly 8.55pm

Kelly not present at meeting. Moved to agenda for discussion at next meeting.

Action Item: Add to agenda in August Meeting.

11. Other business 9.02pm

a) Suggestions via email - Chocolate Drive/Cookie Fundraiser

Both options discussed and it was decided that the current PFA committee members were unable to commit to anything further at this time.

Issue included

- Teacher responsibility
- pressure to purchase for families
- concerns for the message this sends to children and families about healthy choices
- funds being lost if goods are not returned
- large amount of follow up to ensure that all unsold chocolates/cookies are returned of cash is returned

The P&F would be happy to further discuss this with families that are willing to take on the responsibilities and can discuss how these issues can be resolved.

b) Future P&F survey.

- Discussion around developing a P&F consultation survey to determine families interests, support and level of assistance in planning for events for next year. This could provide information about families wishes for future fundraising and how they can assist.

Action item: Add survey production to August PFA Meeting

c) Bag lockers for Flannery

Lyndall asked as to if the Flannery class were able to be get bag lockers for their new space.
Leon to discuss this with Johanna.

12. Next PFA meeting

Meetings confirmed for 9th August.

Meeting closed 9.05pm