

Meeting Minutes

Meeting Title	St Mary of the Cross - Monthly Parents & Friends Meeting		
Date & Time	28 February 2018; 7:30pm	Location	St Mary of the Cross Primary School
Chairperson	Karen Curson	Minute Taker	Lyndall Zaccaria
Attendees	Leon Colla, Karen Curson, Karen Wyer, Shannon Doherty, Angie Mravljak, Jana Cronin, Rachel Duggan, Michelle Goodwin, Marti Mitchell, Heather Daly and Lyndall Zaccaria		

1. Welcome / 7.30pm	An acknowledgement of country was observed and all attendees welcomed to the meeting
2. Apologies / 7.33pm	Ollie Chilton, Rebecca McFarlane, Laura Bicursma and Ana Lee
3. Minutes of previous meeting and business arising 7.35pm	
3.1 Approval of minutes	<p>Amendment of the previous minutes to change the date. - Date was recorded as 15 February 2017 not 29 November 2017</p> <p>No further corrections have been send and therefore previous minutes stand approved by unanimous consent</p>
3.2 Business arising	All action items from previous meeting have been completed
4. Principal's Report / 7.48pm	
Leon Colla	<p>Busy start to the year so far with the testing, running records, parent information nights, Welcoming School Mass, Getting to know you interviews and Grade 5 and 6 School Camp.</p> <p>59 Preps have been welcomed to the school in 2018 and are settling into the routine well.</p>
5. Treasurer's Report / 7.55pm	
Jana Cronin	<p>Treasurer's report submitted</p> <p>See attached document.</p>
6. Completed fundraisers and events / 8.00pm	

Yearbook	<p>The P&F acknowledge and thank Rebecca McFarlane for her work on the Yearbook over the last few years. Rebecca has the following recommendations for this year's yearbook</p> <ul style="list-style-type: none"> • A school selected School Coordinator to liaise with Rebecca and assist with the sign off of the final document • Currently photos from teachers are time consuming to edit. Consider the purchase of photo editing software to ensure this can be completed in a timely manner Suggested time frames: Term 1 - Google drive set up and Teacher blurbs about class names Term 2 Class photos/Photos from special events Term 3 - Artwork competition for cover from students, or consider purchase of image for future use (approx \$20-\$60) Term 4 - Quotes from all students - first 2 weeks (template to be drawn up to ensure consistency over classes). • Suggest purchase of further access to Indesign as this has currently been lost due to changes in users. <p>Leon suggested that further information in the 2018 year book about P&F events could be used to promote the work of the group, the committee agreed.</p> <p>Discussion was held around this no longer being a PFA fundraiser, Leon has agreed to the above suggestions and will continue to liaise with Rebecca for any further discussions</p>
7. Upcoming Fundraisers and events / 8.10pm	
7.1 School Fee Raffle	<p>Tickets and flyers have been sent to families and counting for returned tickets/money is under way and currently up to date. Further advertising needs to occur to encourage ticket purchases.</p> <p>Action Item: Lyndall Zaccaria to post to Facebook reminders over the next week.</p>
7.2 Hot Cross bun sales	<p>Alison McMahon has tabled the possibility of running the Hot Cross bun drive in conjunction with Brumby's (The Shepard family).</p> <p>Posters and order forms have been developed</p> <p>Orders to be received before 22/3 with delivery date of Tuesday 27/3 which is the second last day of term.</p> <p>Forms to go out by the end of this week.</p>

	<p>All in agreeance that this should go ahead as planned.</p> <p>Request for further volunteers to assist in counting funds. Heather Daly and Rachael Duggan have volunteered.</p>
7.3 Trivia Night	<p>Lyndall and Rebeca have agreed to take over the lead of this event in 2018 from Karen Wyer.</p> <p>Proposed new date of 23rd June to move this event away from Run Fun and attempt to capture further business donations around End of Financial Year budgeting requirements.</p> <p>P&F agreed to go ahead with request for Stella Maris Hall as per last year.</p> <p>Action Item: Leon Colla to confirm availability of the hall for this date..</p> <p>Proposed meeting of Trivia team to be on Friday 9th March.</p> <p>Action Item: Lyndall to email PFA email group to make aware of meeting and request assistance for the event as well as donations from families and businesses.</p> <p>Action Item: Lyndall to send Facebook “save the date” notification after venue is confirmed</p>
7.4 Fun Run	<p>Planning is underway with a tentative date of Sunday 9th September which is currently waiting council approval.</p> <p>Jana Cronin has agreed to assist this committee this year and planning for the first meeting is underway with a date to be confirmed shortly.</p> <p>Action Item: Karen Curson to confirm meeting date to be sent with the minutes.</p>
7.5 Other fundraising options	<p>7.5.1 Vision Portraits.</p> <p>Options include \$15 per family for a sitting fee which provides 1 x photo of your choice with further option to purchase more.</p> <p>Indoor or outdoor sitting</p> <p>\$15 family fee would go to the school.</p> <p>Saturday bookings with 15 minute booking window for each family who have opted in.</p> <p>Minimum of 15 families required for the company to come.</p> <p>Rachel suggested option of holding this in November with possibility of Santa photos as well at this time.</p>

	<p>Action Item: Angie to contact company to investigate this option.</p> <p>7.5.2 School Calendar Work in progress to find a cost effective option as many are quite costly. P&F suggested possibility of using Snapfish or Crazy Camel however this create a large volume of work for both Tess and P&F. Further discussion about Calendar was had the group consensus was to not continue with this fundraiser at this stage.</p> <p>7.5.3 Parent information Nights Currently planned: 22nd March - Maths information night.</p> <p>Cybersafety information evening: planned for term 2</p> <p>Parent night are something the group would like to continue to offer to families “Health Expo” possibility including a Podiatrist, Physiotherapist, dietician and immunisation information</p> <p>Action Item: Karen Curson to source Dietician/Nutritionist</p> <p>Action item: Michelle to source GP for Immunisation discussion</p>
8. Procedural Guidelines 8.45pm	
Karen C	<p>Current procedural guidelines in draft form. Leon suggested that these could be put on the school website for the community to view.</p> <p>Action item: KC to send to office staff to be unloaded onto school website</p> <p>Action item - Agenda for discussion at the March and April P&F meeting.</p>
9. Other Business 8.50pm	
	<p>9.1 Portables Confirmation that SMOC will receive two refurbished portables expected to be available for use at the start of term 2.</p>

9.2 Building Stage 3

Building approval 8th March.

Going to tender 9th March

Building planned to be underway in April.

9.3 Canteen

Currently still a work in progress.

9.4 Art Show

Discussion around previous members experience with Art Shows where families are invited to attend and buy children's art work. An example of chairs that had been decorated was also given.

9.5 Mother's day stall

There was discussion around the positive feel of the current SMOC event and it was decided to not go ahead with this at this time.

9.6 Cadbury Fundraising

Ana would like to move forward on this opportunity. Discussion about if families would opt in to getting a box of chocolates or all given one.

Action Item: Ana to prepare further information to share with the group.

9.7 Classroom Representatives and attendance at events

Positive feedback on how this could assist P&F and discussed the benefit for the P&F to attend events such as Prep BBQ

Action Item: Add to agenda for next meeting

9.8 Grants Volunteer

Andy Wright has volunteered to commence writing grants for the P&F.

Action Item: Karen Curson to follow up with contacting Andy

9.9 Grade 6 T-Shirts

Possibility of Grade 6 T Shirts discussed and options such as "Cafe Press" company tabled.

	Leon to discuss with Rita and Nic as they are also investigating
10. Next meeting and close	
Next Meeting	<p>Wednesday 28 March 2018</p> <p>Meeting closed 9.11pm</p>