

Meeting Minutes

Meeting Title	St Mary of the Cross - Monthly Parents & Friends Meeting		
Date & Time	28 March 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, Rebecca Cutajar, Angie Mravljak, Ana Lee, Rachel Duggan, Michelle Goodwin, Marti Mitchell, Jodi Dawson, Scott Dawson and Lyndall Zaccaria		

1. Welcome / 7.30pm	An acknowledgement of country was observed and all attendees welcomed to the meeting
2. Apologies / 7.33pm	Jana Cronin, Laura Bicursma and Heather Daly
3. Minutes of previous meeting and business arising / 7.36pm	
3.1 Approval of minutes	No corrections have been advised and therefore previous minutes stand approved by unanimous consent
3.2 Business arising	All action items from previous meeting have been completed or underway Leon confirmed that the Grade 6 jumpers are underway and are being arranged by Nic Cootes and Rita Vella
4. Chairperson's Report / 7.38pm	
Karen Curson	Position for Vice Chairperson is vacant.Marti Mitchell as nominated herself via email. Position Description of Vice Chairperson role discussed,call for further nominations, no further nominations received. Marti Mitchell elected to the position by unanimous consent.
5.Principal's Report / 7.40pm	
Leon Colla	<ul style="list-style-type: none"> • Very Busy start to the year • Due to other events , the prep family BBQ has been postponed and will occur in early term 2 • 3 way learning conversations have been completed • Easter Play was performed by students, feedback received will be taken into consideration for next year. • All staff attending a planning day at school tomorrow

6.Treasurer's Report / 7.42pm	
Jana Cronin	<p>Treasurer's report submitted See attached document.</p> <p>Monies owing for Shade sails discussed. Due to building approval needed this has been incorporated into the building project and will be completed within the Stage 3 build to be completed later this year and will also include astro turf for grass/dirt area under shade sails. P&F will transfer the money to the school when needed.</p>
7. Completed fundraisers and events / 7.46pm	
7.1 School Raffle - Ana Lee	<p>The P&F acknowledge and thank Ana Lee for her work on the School Fee raffle.</p> <p>Feedback -</p> <ul style="list-style-type: none"> bring dates of this event forward and not have this at the same time as the hot cross bun drive
7.2 Hot Cross bun drive - Alison McMahon	<p>Successful fundraiser, profits appear at this stage to be similar to last year</p> <p>Feedback -</p> <ul style="list-style-type: none"> nutella variety was not sold this year, may be reason for similar profit for larger school community a lot of counting of cash and volunteers required for this, interest in changing going cashless CDF pay or via alternative cashless system
8. Upcoming events / 7.53pm	
8.1 Vision Portraits	No further information at this time
8.2 Disco	<p>Ana Lee confirmed is happy to take the lead on this event, Jodie to assist.</p> <p>Feedback from last year</p> <ul style="list-style-type: none"> Possibility for children to bring their own drink bottle to reduce wastage of paper cups Other feedback will be in P&F meeting minutes <p>Tentative date of Friday 18th May dependent on availability of DJ</p> <p>Suggested time;</p> <ul style="list-style-type: none"> 5:30 -6:30 <ul style="list-style-type: none"> Prep - Grade 2 7 - 8:30

	<ul style="list-style-type: none"> Grade 3 - Grade 6 <p>Action item: Ana to discuss details with previous leads on event (Rita and Heather)</p> <p>Action item: Karen Wyer to email teaching staff to see if anyone is able to volunteer to assist on the night</p>
8.3 Choc Drive	<p>Ana shared costing \$30 box =\$20 profit, \$35 box=\$25 profit., minimum of 12 boxes need to be ordered, boxes are not allowed to be returned.</p> <p>Discussion around 28 days to complete sales, confirmation required on why there is a timeframe if unable to return unused boxes?</p> <p>Attendees showed interest in an opt in system, rather than send a box home with all families.</p> <p>Ana Lee volunteered to lead event.</p> <p>Possibility of putting fundraising towards the purchase of a bike shed/storage facility - Hannah worked with parents to determine what they wanted in the playground</p> <p>Potential for this to go ahead in term 3</p> <p>Action item: Ana to confirm information around 28 days to complete sales.</p> <p>Action item: Leon to attempt to trackdown document on what parents wanted in the playground</p>
8.4 Health Night	<p>Thanks to Michelle for sourcing GP for this future event</p> <p>Due to cyber safety parent info night, suggestion, discuss again in term 2 for a possible term 3 date.</p>
8.5 Art Show	<p>Leon will discuss if Tess has plans for a similar event this year. If there are interested parties please email P&F and initial discussions can begin offline.</p> <p>Action Item: Leon to discuss with Tess about the possibility of this occurring in 2018</p>
9. PFA Procedural Guidelines 8.25pm	
Karen Curson	<p>A number of changes were made to the first half of the document and all in attendance in agreeance with the changes. Second half to the document to be discussed at the next meeting</p> <p>Action Item: Karen Curson to update document with changes</p> <p>Angie Mravljak tabled the notion of renaming the PFA to the "P&F Community" or the "SMOC Parent Community"</p>

	<p>to be more in line with the values of the association. Those in attendance agreed that to the idea of a name change.</p> <p>Action Item: Further discussion on name to continue at next meeting.</p>
10. Classroom Representatives 8.56pm	
Ana Lee	<p>Potential for introduction of Classroom representatives for each year level to promote the P&F and get more people involved with possibility that this could be timed with the rebranding of the PFA.</p> <p>The role and communication methods of these positions would be required to be determined. Please email PFA if any suggestions in regards to this role descriptions.</p> <p>Action Item: Add Classroom representatives role description to the April meeting agenda</p>
11. Other business 9.02pm	
	<p>11.1 Stay and Play Event and date suggested for Friday 27th April</p> <p>Action Item: Karen Curson lead event - flyer created and displayed, office staff notified to and family communications and fruit purchased.</p> <p>11.2 Portable Buildings Have not arrived as yet and may not be ready for the start of term 2</p> <p>11.3 Recycling Clothes Bin Action Item: Jodie to provide P&F with further information</p>
12. Next Meeting and close	
	<p>Next PFA meeting Wednesday 2nd May</p> <p>Meeting Closed at 9.12pm</p>

