

# Meeting Minutes

<b>Meeting Title</b>	St Mary of the Cross - Monthly Parents & Friends Committee Meeting		
<b>Date &amp; Time</b>	30th 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, Rachael Duggan, Belinda Wighton, Ana Lee and Lyndall Zaccaria		

<b>1. Welcome / 7.32pm</b>	An acknowledgement of country was observed and all attendees welcomed to the meeting
<b>2. Apologies / 7.34pm</b>	Jana Cronin, Jodi Dawson, Rebecca McFarlane, and Heather Daly
<b>3. Minutes of previous meeting and business arising / 7.37pm</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>	Art Show - Leon to discuss with Tess. To be removed from PFC agenda as school business
<b>4. Principal's Report / 7.38pm</b>	
<b>Leon Colla</b>	See Attached report
<b>5. Chairperson's Report / 7.50pm</b>	
<b>Karen Curson</b>	<p>Marti Mitchell has informed the PFC of her intention to withdraw from the position of Vice Chairperson effective immediately for family reasons.</p> <p>Karen would like to thank Marti for her assistance in this role to date.</p> <p>The position is now vacant and any party interested can email the PFC at <a href="mailto:pfc@smocptcook.catholic.edu.au">pfc@smocptcook.catholic.edu.au</a> to nominate themselves for this role. A role description can be viewed in the PFC Guidelines located on the Google drive.</p>

	Mondo Recycling - School has been registered for Mondo Recycling and is currently in negotiations with the company to find an appropriate placement for the recycling bin. Leon has indicated that this site would need to be deemed suitable by the school in order for this to proceed.
<b>6. Treasurer's Report / 7.54pm</b>	
<b>Belinda Wighton (with Jana Cronin)</b>	<p>Belinda has nominated for the position of Treasurer for the PFC after the resignation of Jana Cronin. Belinda will take over this role effective next term, welcome to Belinda to the executive committee.</p> <p>Treasurer's report submitted See attached document.</p>
<b>7. Board of Management update 7.57pm</b>	
<b>Angie Mravljak</b>	AGM completed and new members elected unopposed as discussed in the Principals report.
<b>8. Procedural Guidelines / 8.00pm</b>	
<b>Karen Curson</b>	<p>Those in attendance agreed to changes made to procedural guidelines via Google docs.</p> <p>This updated version is available on the Google drive</p>
<b>9. Classroom Representatives/ 8.21pm</b>	
<b>Karen Curson</b>	<p>Karen Curson has researched this initiative. Please see following links for further information.</p> <ul style="list-style-type: none"> <li>• <a href="http://stbenedicts.act.edu.au/srcfiles/St-Benedicts-Parent-Representative-Manual-K-6-web-version.pdf">http://stbenedicts.act.edu.au/srcfiles/St-Benedicts-Parent-Representative-Manual-K-6-web-version.pdf</a></li> <li>• <a href="http://parkhillps.vic.edu.au/parents/parent-class-representatives-class-reps/">http://parkhillps.vic.edu.au/parents/parent-class-representatives-class-reps/</a></li> <li>• <a href="https://kenmoresouthss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/parent-class-representative-information-booklet-2015.pdf">https://kenmoresouthss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/parent-class-representative-information-booklet-2015.pdf</a></li> </ul> <p>Discussion tabled in regards to the purpose of this role and the possibility that this include a welcoming option for new families to the school.</p> <p>Action Item: Leon to discuss with Trish Armstrong as to how this works at Lumen Christi and report back to PFC at next meeting</p>

<b>10. Events 8.29pm</b>	
<b>Disco - Ana Lee</b>	<p>Disco event held and was a successful event. Ana would like to thank the team for their work on this event.</p> <p>Feedback for future events:</p> <ul style="list-style-type: none"> <li>• Wristbands were successful</li> <li>• Glow stick pack sales were low</li> <li>• Vests worked well so that students could identify who to go to for assistance</li> <li>• Drink bottles for children worked well</li> <li>• Entry and exit points were successful</li> <li>• 3 discrepancies with CDF Pay</li> <li>• Possibility of individual ticket only next year and not a family ticket</li> <li>• Many volunteers which was very helpful</li> <li>• Teacher involvement was valuable and in future at least 2 teachers would be preferable.</li> </ul>
<b>Trivia Night - Lyndall</b>	<p>Plans well underway and donation requests have been very successful. Lyndall would like to thank that Trivia Team for their hard work to date. Ticket sales requests forms have been issued and hope for 20 table sales this year.</p> <p>Volunteers required to help set up on the day of the Trivia night (23rd June). If anyone is available at all to assist on this morning then please email Lyndall at the PFC on <a href="mailto:pfc@smocptcook.catholic.edu.au">pfc@smocptcook.catholic.edu.au</a></p>
<b>Other events</b>	<p><b>Chocolate Drive</b> - no further information received as yet. To be carried over the next meeting.</p> <p><b>Bake sale</b> - Term 3. Date to be advised</p> <p><b>Fun Run</b> - Further details to be confirmed. Request for further volunteers to assist will be actioned by office staff to whole school community via email in the near future.</p> <p><b>Vision Portraits</b> - Angie tabled dated available in August and September. However need to possibly look at later in the year.</p> <p>Action Item: Angie to check availability of this is October and Lyndall to explore alternate photographer who has donated to Trivia night.</p>
<b>12. Next Meeting and close</b>	
	Next PFA meeting Wednesday 27th June

	<b>Meeting Closed at 9.02pm</b>
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