

# Meeting Minutes

<b>Meeting Title</b>	St Mary of the Cross - Monthly Parents & Friends Committee Meeting		
<b>Date &amp; Time</b>	27th June 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, Angie Mravljak, Belinda Wighton and Lyndall Zaccaria		

<b>1. Welcome / 7.34pm</b>	An acknowledgement of country was observed and all attendees welcomed to the meeting
<b>2. Apologies / 7.34pm</b>	Rebecca McFarlane, Rachael Duggan, Michelle Goodwin and Ana Lee
<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>	All business arising falls into below agenda items
<b>4. Principal's Report / 7.38pm</b>	
<b>Leon Colla</b>	<ul style="list-style-type: none"> <li>• Term 2 newsletter was released to families today</li> <li>• Stage three building works underway and progressing well</li> <li>• Portable building is currently being fitted out and will be ready for use at the commencement of term 3</li> </ul>
<b>5. Chairperson's Report / 7.39pm</b>	
<b>Karen Curson</b>	Jodi Wright has nominated herself for the position of Vice Chairperson. Karen Curson to discuss with her role and availabilities, no other nominations have been received.
<b>6. Treasurer's Report / 7.43pm</b>	
<b>Belinda Wighton</b>	Treasurer's report submitted See attached document. Action Item: Belinda to follow up with contact at Norwest to clarify current banking discrepancy

<b>7. Board of Management update 7.47pm</b>	
<b>Angie Mravljak</b>	<p>Nothing to report to PFC from previous meeting. Next Months agenda includes the development of the School's attendance policy, an update on the privacy policy and the development of the School Strategic Plan (2019-2022)</p> <p>Angie Mravljak's 2 year tenure as PFC Board of Management representative is complete in August.</p> <p>Request to be made to the board to be made to align the position with the PFC AGM in November and then a new appointment can be made at this time for the following two years.</p> <p>Action Item: Leon to discuss this matter with the Board of Management</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. This updated version is available here; <a href="#">Draft - Procedural Guidelines</a></p> <p>A PFC planning meeting will be held in addition to monthly PFC meetings on 10th October 2018 to develop a calendar for 2019 events.</p>
<b>9. Classroom Representatives/ 8.42pm</b>	
<b>Karen Curson</b>	Discussion moved to next meeting
<b>10. Events 8.43pm</b>	
<b>Trivia Night - Lyndall</b>	<p>The night was a success and current estimate of total profits is \$6973.95. Thanks again to the Trivia night committee for their hard work and dedication to making this night a success</p> <p>Positives:</p> <ul style="list-style-type: none"> <li>• Tables sales (dollar amount) increased with the full price ticket only</li> <li>• Balloon game highly successful, next year look to increase to 500 balloons</li> <li>• Buy an answer strategy of putting money in at the start yielded higher funds</li> <li>• Use of Auctioneer was successful for loud auction items</li> <li>• LJ Hooker looking to offer further support to St Mary of the Cross for future events</li> </ul>

	<p>For Review in 2019:</p> <ul style="list-style-type: none"> <li>• Requests for families to donate a small item for the night had a poor response</li> <li>• Ticket form needed to allow space for people to nominate which table they are joining</li> <li>• Bingo number sales - need to be increased as these sold out too quickly and locate these at the front of the hall in future</li> </ul> <p>Action Item: Lyndall to provide Leon with contact details of LJ Hooker staff</p>
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<b>11. Other business</b>	<p><b>Vision Portraits</b>  Angie - Company only available in August this year. Plan to pre book for October for 2019.  Lyndall contacted the company that donated to the trivia night but has yet to receive any interest from them.</p> <p>Action Item: Angie to pre book Vision Portraits for October 2019</p> <p><b>Bake Sale</b>  Date confirmed for Monday 10th September</p> <p><b>Fun Run</b>  Committee investigating options of holding this at the crocodile park this year in Term 4. Dates to be advised.</p> <p><b>Multicultural festival</b>  Looking at this being a part of the schools end of year celebrations again in 2018, with a mass in the morning during the school day.</p> <p><b>Laptop for PFC</b>  Request for Laptop to be purchased for PFC use.</p> <p>Action Item: Add to agenda next month for further discussion</p>
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<b>12. Next Meeting and close</b>	
	Next PFA meeting Wednesday 25th July

	<b>Meeting Closed at 9.06pm</b>
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