

Meeting Minutes

Meeting Title	St Mary of the Cross - Monthly Parents & Friends Committee Meeting		
Date & Time	25th July 2018; 7:30pm	Location	St Mary of the Cross Primary School
Chairperson	Karen Curson	Minute Taker	Lyndall Zaccaria
Attendees	Leon Colla, Karen Curson, Angie Mravljak, Belinda Wighton, Michelle Goodwin, Ana Lee, Rachael Duggan, Jodi Wright and Lyndall Zaccaria		

1. Welcome / 7.32pm	An acknowledgement of country was observed and all attendees welcomed to the meeting
2. Apologies / 7.39pm	Rebecca McFarlane and Karen Wyer
3. Minutes of previous meeting and business arising / 7.40pm	
3.1 Approval of minutes	No corrections have been advised and therefore previous minutes stand approved by unanimous consent
3.2 Business arising	All business arising falls into below agenda items
4. Principal's Report / 7.41pm	
Leon Colla	<ul style="list-style-type: none"> • Building news - stage three well underway. Current estimate to be completed in mid February 2019 • Portable complete - Intercom, Wifi and PA to be finalised this week • Grandparents Day - Great success • Religious Education Conference - attended by Leon and Rita Vella • Catholic Identity Project - Leon and Rita to attend 3 week course in Belgium from 1-21st Sept • Simmons visit to Sydney 7th - 9th August • Feast Day Celebrations - Wednesday 8th August. Kaboom company to provide activities • Brendan Shanahan returns in early August
5. Chairperson's Report / 7.52pm	
Karen Curson	Jodi Wright has nominated herself for the position of Vice Chairperson and was elected unopposed

6.Treasurer's Report / 7.43pm	
Belinda Wighton	<p>Treasurer's report submitted See attached document.</p> <p>Action Item: Belinda in discussions with Roz at Norwest to clarify current banking discrepancy</p> <p>Query regarding use of current available funds. Leon stated that approx \$35K has been allocated for shade sails which are to be delivered and installed as part of the stage 3 building plans. Any further funds may be able to assist school with new playground equipment after stage 3 has been completed</p> <p>Query regarding That's Mine labels and the fundraising amounts being received and ease of using this system.</p> <p>Action Item: Lyndall to follow up with company to see if system has changed and how this can be marketed better.</p>
7. Board of Management update 8.11pm	
Angie Mravljak	Board Meeting to be held next week.
8. Procedural Guidelines / 8.12pm	
Karen Curson	<p>Those in attendance agreed to changes made to procedural guidelines via Google docs. This updated version is available here; Draft - Procedural Guidelines</p> <p>Discussion on development of Quorum for future funds allocation</p> <p>Action Item: Leon Colla and Karen Curson to collaborate regarding PFC quorum</p>
9. Classroom Representatives/ 8.32pm	
Karen Curson	<p>Discussion of purpose of this role and what the expectations of such a position.</p> <p>Action Item: Leon Colla and Ana Lee to draft document which can then be added to the procedural guidelines.</p>
10. Events 8.45pm	

Bake Sale	Date - Monday 10th September Action Item: Angie Mravljak to take lead on this event and Ana Lee and Rachael Duggan volunteered to assist.
Fun Run	Meeting tomorrow afternoon to discuss planning. More details to follow next meeting.
Health Expo	Look towards options of Health Expo in Term 1 2019 with possible topics being discussed such as Autism, Speech Therapy, Podiatry and Dietetics

11. Other business	<p>Canteen update Brendan currently working on this with a view that this be run and managed by the school</p> <p>Grant Writing Andrew wright happy to do this. Karen Curson suggested accessing Wyndham Council Grants Officer for further information.</p> <p>Laptop for PFC Request for Laptop to be purchased for PFC use.</p> <p>Action Item: Leon to arrange for current Laptop to be repurposed for use for the PFC</p> <p>Receipt book for PFC Request for office staff to discuss this with Jill</p>
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12. Next Meeting and close	
	Next PFC meeting Wednesday 22nd August. Meeting Closed at 9.14pm