

PFC Meeting Minutes: Tuesday 30th Oct 7.30pm -9.15pm @ SMOC Boardroom

Attendees- Karen Curson, Michelle Goddard, Michelle Goodwin, Belinda Wighton, Leon Colla, Karen Wyer, Racheal Duggan

Apologies- Ana Lee, Lyndall Zaccaria, Jodi Wright , Angie Mravljak, Laura Bykersma

Minute Taker: Racheal Duggan

3. Minutes of previous meeting and business arising

3.1 Minutes Approved

3.2 Business Arising:

- Karen C to discuss the PFC Laptop with Leon as per the Sept meeting
- Belinda had formatted the Procedural Guidelines

4. Reports 4.1 Principal's Report (Leon)

Annual review meeting Lots of ongoing development around school: Car Park, New building Architect has submitted plans regarding the shade sails these are now with council -Shade sail update to be mentioned in the Family news

4.2 Chairperson Report (Karen C)

Thanks for date change

Jodi Wright has stepped down as Vice Chair

Karen Curson will not be renominating for next year as Chair

Lyndall Zaccaria will be leaving SMOC at the end of the year so will not be renominating for next year as Secretary

Next month is the PFC AGM 28th Nov; these positions will be open for nominations for PFC and voted on at the PFC

AGM -Karen Curson- to email SMOC office with more detail and information to be sent out to make all aware of the positions available for nomination and the details on this

-Belinda will check formatting & add description for Community Representatives to the Procedural Guidelines, these will then be complete and presented at the Nov PFC AGM

4.3 Treasurer report (Belinda) - See Treasurer's Report Sept 2018

Bake sale funds deposited -Angie to notify Belinda of any costs to be processed

*Costs still to come out- Shade sails Bake sale costs (if any) Personal chef from trivia night Uniform shop set up Float

4.4 Board of Management (Angie)

- The Board met last week and amended the School Attendance Policy. This policy will clarify the way absences are reported by parents and the steps the school will take in the event of an unknown absence.
- The Board discussed Procedural Guidelines and will amend this document before next meeting.
- Leon shared ECSI Project and Leuven learning.

5 PFC Business

5.1 2nd hand uniform shop

Discussion regarding the way it's run

Alison unable to assist running shop

Shop has changed from original discussion & structure

All Happy to have shop however:

- *Donations only for uniform shop

- *Run the shop as a community service for the school (Some funds would be made going to the PFC however this would not be run as a shop for fundraising)

- *PFC would run the shop

- *Only Noone clothing

- *Uniforms would be available for school office on request

? Person to run it, it would be open as per there availability

- Karen C to reword & edit documents

- Karen C to discuss with Heather regarding if she is still interested The documents are then to be voted on at PFC AGM

5.2 Survey results (Racheal)

- *See attached document

Discussion regarding the results and the school community feedback

A successful survey giving the PFC & School valuable information and insight into the School Community

This will be useful for ideas, future events and PFC purchases

A copy has been given to Leon for review

- Belinda to notify once the exact 2018 fundraising funds are finalised to communicate the annual amount in the family news

- Leon requested a Directed conversation regarding school community approx. 30min at PFC AGM

- *Discussion regarding the school community & new school opening Leon

- Approximate figures 361 students planned for attendance next yr. Net loss 40 people

New Capacity of SMOC 450 students once the new stage opens

- Racheal to write a paragraph summarizing survey results for family news and email to Karen W

5.3 Purchase Equipment (Racheal) *See attached document

Pavement/Playground marking to utilise more of the school yard area

Leon noted Merle & Brodie G currently looking into something similar at the moment

Karen W -Emailed the information to them for review Racheal to await further discussion to put forward this purchase for approval to the PFC

6. Events Update 2019

- *2018 events are all completed no more scheduled

- Meeting regarding the 2019 fundraising events was not held: Apologies Karen C

2019 PFC Event Planning

Term 1

- Sausage Sizzle

- PFC Wine & Cheese nights (coincide w Parent information nights)

- School Fee Raffle

- Hot Cross Bun Drive

Term 2

- Disco -Make & Bake Sale

Term 3

-Trivia Night

-Chocolate Drive

Term 4

-Christmas Make & Bake Sale

*2019 Events to be discussed further

7. Other Business

Query regarding book sales & book week: Leon to follow up w Maria

Focus on community needed, discussion regarding how this could occur 2019 ideas regarding creating community, having more visibility and inclusivity to all at SMOC

8. Next Meeting PFC AGM Wed 28th Nov - 7.30pm @ SMOC Boardroom

-Karen C to complete Agenda for the PFC AGM

9. Meeting Close