

Meeting Minutes

Meeting Title	St Mary of the Cross - Parents & Friends Committee AGM 2018		
Date & Time	Wednesday 29th November 2018; 7:30pm	Location	St Mary of the Cross Primary School
Chairperson	Karen Curson	Minute Taker	Lyndall Zaccaria
Attendees	Leon Colla, Karen Curson, Belinda Wighton, Jodi Wright, Rebecca McFarlane, Michelle Goodwin, Angie Mravljak, Rachel Duggan, Ana Lee and Lyndall Zaccaria		

1. Welcome / 7.32pm	An acknowledgement of country was observed and all attendees welcomed to the meeting
2. Apologies / 7.34pm	Michelle Goddard and Heather Daly
3. Minutes of previous AGM and business arising / 7.38pm	
Approval of minutes	No corrections have been advised and therefore previous minutes stand approved by unanimous consent
4. Annual Reports	
4.1 Principal's Report 7.38pm	
Leon Colla	Please see attached report
4.2. Chairperson's Report / 7.41pm	
Karen Curson	Please see attached report
4.3. Treasurer's Report / 7.45pm	
Belinda Wighton	Treasurer's report submitted See attached document.
5. Procedural Guidelines / 7.52pm	
Karen Curson	Draft version of procedural guidelines reviewed by all in attendance and additional points added in relation to

	<p>Conditions of Membership.</p> <p>A motion was passed to vote on these guidelines.</p> <p>Vote held and motion carried.</p> <p>Procedural Guidelines now ratified by committee.</p>
6. Strategic directions/ 8.15pm	
<p>a) Uniform Shop/ Karen Curson</p>	<p>Draft document presented by Karen Curson in relation to the uniform shop. Further comments to be added to the document in relation to consumer laws stating that receipts are required for any purchase over \$50.</p> <p>Suggested options for volunteers such as a tick box system when receiving goods to identify quickly if there are any minor faults on garments.</p> <p>Committee agreed to open the Uniform shop 1-2 per week for the first month of next year and then send an email request to families to see if they are able to volunteer to assist.</p> <p>Action Items: Karen Curson to organise tags for uniform donations. Ana Lee agreed to finalise the draft of this document and will request families to donate uniforms for the shop at the start of 2019.</p>
<p>b) Meeting dates for 2019</p>	<p>Wednesday 20th February Wednesday 27th March Wednesday 15th May Wednesday 19th June Wednesday 31st July Wednesday 28th August Wednesday 18th September Wednesday 23rd October Wednesday 20th November December meeting to be confirmed</p>

c) Online banking system	<p>Ana requested further information on another online banking system for the school to use rather than CDF pay. Leon stated that the school is looking into another option which will be determined shortly.</p> <p>Action Item: Leon to clarify which App has been chosen by the school for further banking options.</p>
d) PFC branding	<p>Ana discussed the opportunity for a consistent branding option for the PFC which could be used in all communications with families and provide a consistent message to all about P&F events</p> <p>Action Item: Rebecca will draft a logo for the P&F to review</p>
e) Tax Deductable donations	<p>Jodi requested clarity of the ability for families or organisations to make tax deductible donations to the PFC to provide an alternative source of income. Leon stated that this cannot be to the PFC but the school may be able to do this by setting up a School Building Fund.</p> <p>Action Item: Leon to speak with school accountant about this opportunity.</p>
f) Shade Sails	<p>Update requested Leon has a meeting with the architects this Friday.</p> <p>Action Item: Leon to report back on timeline related to installation of shade sails.</p>
g) School Hall	<p>Leon stated that the architects are lodging plans for a school Hall, with a grant application to be submitted. Leon requesting community consultation in this process.</p> <p>Action Item: Add to agenda for February meeting 2019</p>
7 . Elections 8.57pm	
Leon Colla	<p>All positions declared vacant and nominations called for.</p> <p>Nominations for the following positions received and elected unopposed</p>

	<p>Vice Chairperson - Rachael Duggan Secretary - Michelle Goodwin Treasurer - Belinda Wighton Community Representative Coordinator - Ana Lee Board of Management Representative - Angie Mravljak</p> <p>Chairperson position remains vacant.</p> <p>Action Item: Leon to announce this information in this week's family news and call for any further interested parties.</p> <p>Leon also to survey families to see if there would be additional interest in positions if meetings were held in the mornings.</p>
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12. Next Meeting and close	
	<p>Next AGM Wednesday 20th November 2019 Next PFC meeting Wednesday 20th February 2019 Meeting Closed at 9.15pm</p>