

# Minutes of PFC Meeting

Wednesday 20<sup>th</sup> February 2019  
7:30pm - 9.15pm @ SMOC Boardroom

## **Attendees:**

Michelle Goodwin	Michelle Goddard	Karen Curson,	Angie Mravljak
Belinda Wighton,	Leon Colla,	Lourdes Partridge	Miranda Borg
Devi Wiltshire	Colleen Palmer	Ana Lee	

## **Apologies :**

Karen Wyer	Racheal Duggan	Rebecca McFarlane	Yvonne Whitty
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**Minute Taker:** Michelle Goodwin

Michelle Goddard welcomed everyone. Several new attendees introduced themselves.

## **1. Minutes of previous meeting**

Minutes Approved

Discussion regarding the monthly meeting date changes as well as the dates for the Friday Cuppa & Conversations. These dates are attached.

## **2. Business Arising**

**2<sup>nd</sup> Hand uniform Shop** - continued discussion, with some suggestions from the new members

- Volunteers required – perhaps we could advertise for helpers?
- Could we leave it online?
- We already have Donated clothing (full cupboard according to the Maria – and no mechanism to purchase
- Tagging of uniforms for pricing? Are we going to do that with the donated clothing in the meantime pending decision?
- Online shop? Using the Facebook page in existence?

**Action:** No decision was made at this time, and the discussion continues

### **Online banking system**

Leon - CDF has been advised that we are not renewing contract.

QKR being implemented – used by Stella Maris – Brendan working with QKR and investigating options.

Fees will not be paid using this process, but all other fundraising will be through this mechanism. Should be up and running within 3 weeks (hopefully commencing within this term)

**Action:** Brendan working with QKR

### **PFC Branding**

Ana – we have completed a logo – it is on the shared drive. The members had a look at the 2 designs and were happy with the logo design (small f).

Lourdes has offered to assist with the creation of the graphic – and creating multiple formats

**Action :** Ana and Lourdes to discuss

### **School Building Fund**

Leon – investigated this further, and established that it has to be a registered School Building Fund, registered with the ACNC

The money can only be used for School Building projects

**Action:** Leon to discuss further with Accountant

### **Shade sails**

Leon – problem with the supports for the shade sails, and Council have asked it to go back to the Engineers / Architects for redesign.

**Action:** Leon to advise next meeting

### **School hall**

Leon – Grant went in end December. Draft design has gone to committee who examine the applications. Current estimate is \$3.2million to build hall. Basketball stadium size, stage, store rooms and toilet facilities.

- School Board will examine that next week at the Board Meeting.
- If approved, discussions can proceed with builder (Tender process?)

State Government (both sides) have pledged \$100 million to CE

Michelle Goddard mentioned that Andy Wright is prepared to help write submissions for Grants. Leon mentioned funding for a senior playground would be helpful. Still a high-level idea, no plans yet – Approx. \$30 – 50,000.00

Karen mentioned that Feb/March could be grant “season”

**Action:** Michelle Goddard to discuss with Andy

## **3. Reports**

### **Principal's Report (Leon)**

Smooth start to the year. The end of the year with a difficult time as there were 2 positions that were not filled by the end of the year (one was filled, but the appointee decided to accept a role elsewhere).

Luckily, a teacher and school councillor were found for the new year. Settled well, calm and great learning happening.

New building was handed over the day before school started.

Everything settled, and all furniture should be delivered early March.

### **Chairperson Report (Michelle Goddard)**

Michelle thanked everyone for their support and assistance over the past few weeks, and thanked Karen for all her help and running.

Rachel Duggan and her family are moving up to Queensland and leaving the school. As a result, her position as Vice President needs to be filled. Yvonne Whitty has put up her hand for vice president.

Members discussed and unanimously approved her nomination.

**Action:** Michelle Goddard to advise Yvonne Whitty of her successful nomination

Michelle thanked Lourdes for the Fundraising thermometer decal at the entrance door – so we can now show revenue raised and spending.

Michelle also thanked Ana for getting the Athletes Foot school rewards program up.

Stay and Play worked well last Friday – ongoing while the weather is nice.

Michelle to be reimbursed for purchasing the Fruit - Jill can reimburse from Petty Cash

**Action:** Michelle to chat to Jill

Miranda mentioned her husband is a franchisee for Yarra Valley, and if we let her know what we need for Stay and Play and she can see what is available and if we can get it cheaper.

**Action:** Michelle to chat to Miranda

Leon mentioned putting the Stay and Play in CareMonkey and Updated, as well as the website.

**Action:** Michelle to discuss with Maria

### **Treasurer report (Belinda)**

December and January - Additional credit of Interest all that has come in

Michelle brought up the profits made last year per type. Talked about labels and Entertainment book.

Ana mentioned Rebel – where your school could get funds from students shopping there (like a voucher?). You need to link your Rebel card to the school.

**Action:** Angie to create a brochure to advise parents

### **Board of Management (Angie)**

Board Meeting is being held next week.

## **4. PFC Business**

Fundraising thermometer decal - - up and installed

Outdoor playground quick improvements

- Concrete marking

PFC key objectives for 2019 – fundraising and calendar of events

## **PFC funds**

What can we spend immediately?

- Ana raised the tram? Is there any news?

**Action:** Leon mentioned that he would follow up

- Outdoor equipment

Leon advised that Each community received sporting equipment to be used

- Playground marking
  - o EDU Marking? Brighter Lines

**Action:** Michelle Goodwin to investigate

- Bike storage

We talked about bike storage last year, and still nothing has been investigated.

Ana raised this issue. No Action assigned?

- Leon raised the new Reading Program – Fountas & Pinnell  
([www.fountasandpinnell.com](http://www.fountasandpinnell.com)) – from Prep to Year6
- \$5000 per reading block

Vote taken regarding the purchase: P&F will purchase one set (passed) and Leon advised that the school would purchase one and then he would purchase another later in the year = 3 sets this year (6 total)

**Action:** Leon and Michelle to discuss

## **Tuckshop update**

Leon advised that Brendan working on this, and it will be online. Submission sent to Wyndham Council regarding this and we are waiting for the permit

Proposing open physical Tuckshop initially for one day a week -salads, wraps, sandwiches, fresh fruit. Possibly engaging Year 5 and 6 for prep work using the kitchen garden programme.

Longer term looking for a full time tuckshop manager.

## **5. Events Update 2019**

2019 PFC Event Planning

### **Term 1**

**Stay and Play** – Michelle Goddard leading

**PFC Cuppa and Conversation** (ongoing) – Michelle Goddard leading

**Entertainment Book** (ongoing) -

**Parent Information nights** – Michelle Goddard / Yvonne Whitty

**Hot Cross Buns** – Belinda to follow up

**School Fee Raffle** – Ana leading – Close on 15<sup>th</sup>, extend to 22<sup>nd</sup> drawn Monday 1<sup>st</sup> April

**Working Bee** – Ana working with Leon on that

\*2019 Events to be discussed further

Term 2 /3 and 4

To be discussed next meeting

6. **Other Business**

Minutes and Agenda to be including / attached to Newsletters

Privacy notice sent by CareMOnkey app is unreadable.

**Action:** Leon to follow up

Next Meeting PFC Monday 18<sup>th</sup> March - 7.30pm @ SMOC Boardroom

Meeting Closed at 9:15pm