

Minutes of PFC Meeting

Monday 18th March 2019
7:30pm - 9.15pm @ SMOC Boardroom

Attendees:

Michelle Goodwin	Michelle Goddard	Belinda Wighton	Karen Wyer
Yvonne Whitty	Karen Curson,	Leon Colla	Colleen Palmer
Devi Wiltshire	Chloe Mendonca		

Apologies :

Rebecca McFarlane	Angie Mravljak	Jodi Wright	Ana Lea
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Minute Taker: Michelle Goodwin

Michelle Goddard welcomed everyone including acknowledgement of country. Several new attendees introduced themselves.

1. Minutes of previous meeting

Minutes Approved

2. Principal's Report

Final handover of building completed and temp fence being collected tomorrow.
Grass is still a no-go zone (6-8 weeks)
Capital Grants visited and said we have a good case for a Hall.

3. Treasurer's Report

Not much to report for February. Should be more fundraising information for March to come.

Ana has advised Belinda that there could be a shortfall between the raffle ticket sales and the raffle draw prize. Raffle ticket sales has been extended.

Discussion:

- Access to an online payment application could have been of benefit, which was mentioned at last meeting
- Cash payments seem to be an issue. Not everyone has cash on them anymore
- Advertising could have been an issue?
- Edit Poster: Did you miss out – missed opportunity – Bank Account Details for the raffle?
 - o Eldest Child full name as reference
 - o Leon updated the poster
- Care Monkey / UpDated / Facebook to be used to drive sales of tickets

4. Board of Management Meeting - Meeting No 28 (Meeting 1, 2019) 27/2/19 – email from Angie

- Board are reviewing policies in readiness for school review in 2020. Currently reviewing Child Safety Policy.
- Swap dates for Ordinary Meeting and AGM: AGM will now be 5th June 2019 and Ordinary Meeting 1st May 2019. Two positions will become vacant. All welcome.

It was suggested that the Board AGM could be a workshop/information night. The PFC had a similar idea last year and perhaps we could combine. Some suggestions included school information, external providers showcasing or presenting like sunsmart and behavioural optometrist have done previously, any suggestions... What would you like to see? What would you come to school at 7pm for?

- **Cuppa and Conversation** discussed this – Bullying workshop, literacy program, behavioural optometrist (was free but did mention a donation could be made to a charity), cyber safety (private company who does charge for the service).
 - Ideas to be brainstormed – email or Care Monkey - running an information evening, what type of things would you like to hear about, speech pathology, etc
 - Action:** Leon drafting
 - 2 x 20 minute workshops – which would include the Board Meeting in the middle of the activities or the end.
- Also it was suggested that some PFC money be used to purchase signs with our school values with differing viewpoints on this topic.
 - Leon mentioned that a group of teachers had visited a school in Whittlesea where the values structure and signage on values had been running for a while.
 - This is on hold for the moment

5. Events Update 2019

2019 Calendar of Events

TERM 1

<u>Date</u>	<u>Event</u>	<u>Contact</u>
Fridays after school	Stay & Play	Michelle Gd
18 March	School fee raffle starts	Ana
19 March	Hot cross bun drive starts	Devi
27 March	Hot cross bun order & payment due	Devi
1 April	School Raffle Draw	Ana/Leon
3 April	Hot cross bun delivery & distribution	Devi
April	Entertainment books available	Colleen/Michelle Gd

TERM 2

Early term

<i>Date pending</i>	Working bee/opp for 2nd hand uniform sale	Leon/Brendan
<i>Date pending</i>	Bake Sale (TBC Term 2 or 3)	Karen C
15 June	SMOC trivia night	Rebecca McFarlane
18 & 20 June	Prep Tours morning tea	Yvonne/Devi/Colleen?
27 & 28 June	End of term special lunch	Ana

TERM 3

9 August	School Disco	Chloe M
	□ Prep to Year 2: 5-6pm	
	□ Year 3 to Year 6: 6:30-8pm	
15 August TBC	Bake Sale	Karen C
19 & 20 Sept	End of term special lunch	Ana
School Holidays	Working bee & opp for 2nd hand uniform sale	Leon/Brendan

TERM 4

(Prep placement confirmation letter sent out 20 Sept - last year's new prep parent feedback was to hold 2nd hand uniform sale around this date)

19/20 October	Aver and Line photography (family portraits) Angie
Wk 10 - 9 -13 Dec TBC	Carols nights at school - PFC Sausage Sizzle (fundraiser)
19/20 December	End of term special lunch (pending)

Note:

CBCA Book Week and National Children's Week dates suggested by Michelle (Goddard) for PFC fundraiser opportunities. These are celebrated by the school.

Fun Run, school event, no date set as yet.

6. Business Arising

2nd Hand uniform Shop - continued discussion

- Online shop? Using the Facebook page in existence?
- Anyone know how Business pages work on Facebook? Virtual Marketplace?

Action: No decision made at this time and the discussion continues. Volunteers welcome.

School Building Fund

Leon advised that he is seeing the Accountant next week and will discuss opening one then.

Action: Leon to discuss further with Accountant

Shade sails

Nothing to report.

Action: Leon to advise next meeting

Grant applications

Andy needs some specifics for the Grant application (Bike Shed & outdoor equipment)
High level quote required – grant Andy is researching would match the amount up to \$30k

- Colleen has contacted Stella Maris and Lumen Christi regarding Bike Shed design and costing. Still following up.

Action: Michelle Goddard to put Andy in touch with Leon and Colleen will advise once she has access to the schools in a couple of weeks, further information about bike shed costs.

Outdoor Concrete Marking

Leon had some markings ideas selected by Grade 1 students.

The contractor looking at the work mentioned an issue with marking on concrete areas, and has picked some asphalt locations.

3 weeks until marking started.

Action: Leon handling the project

Fountas and Pinnell

Payment of the Literacy Program pack one. Purchased by PFC, confirmed cost \$5045.45

Action: Michelle Goddard to confirm purchase cost with Jill (SMOC)

PFC Introductions to parents

Cuppa and Conversation

Michelle Goddard advised that there has been great attendance (9 attendees) and feedback from all who attended.

Parent Information nights

Leon introduced Michelle (Goddard) and PFC at parent information nights.

Stay and Play

Great attendance at all stay & play dates through the term. PFC meeting group confirmed continue running these until end of term (2 more) and \$20 cost of fruit each session.

Rebel Sport

Nick Coots is main contact for school. Financial statement on what has been credited so far

- \$949.00CR. This has been used in the past for Trivia Night. Nick is happy for PFC to use again for Trivia Night this year, after he makes some small purchases for the school. \$315.00 credit was wiped last year – must be used in the same year it is earned. No-one was aware that this was the case. Michelle (Goddard) has asked Nick to advertise on the SMOC website our connection with Rebel and 5% commission the school gets when people make purchases.

That's Mine Labels

Colleen investigated this further. A step by step guide on the SMOC website for how people can purchase may be a good idea.

Action: Colleen will add a quick link to our school website and look to add a visual online guide on how to order.

7. PFC Business

Maria Litherland raised with Michelle Goddard the PFC hosting the **Prep Meet and Greet on**

18th / 20th June. Maria will provide cakes/morning tea.

Action: Yvonne Whitty can do both days, Devi can do Thursday and Colleen will try to assist as well.

Ana sent an email regarding **Mothers Day Fundraiser gift stall**

General discussion. This has been a successful event at other schools, like Stella Maris.

Due to the shortness of time – perhaps this needs to be investigated further. PFC appreciate

the work and research that's gone into this so far. PFC need a better understanding of how it

will work, how many people/volunteers needed to run it or pull it together. Do teachers have

time to undertake this with students? Will QKR be ready in time for sales?

Details from Angie – Family Portraits

New company Aver And Line, they are based in Williamstown

Offer a fundraising package \$20 for a 20 minute session which includes an 8x12" print.

Other photos may be purchased in packages which range from \$199-\$449 (there is no obligation to buy a package).

What you get hosting a Fundraiser

- \$20 per booking - 100% ours to keep
- Additional commission for EVERY package purchased
- Cash bonus for fully booked days - ask us how!
- Early bird bookings receive a gift for the coordinator's session! (Angie to confirm what this means)

Minimum of 18 sessions but they will go ahead with 15 & school access needed on the weekend dates booked (Leon mentioned security can be arranged for this).

Action: Angie to book in 19/20 October 2019 and co-ordinate school opening with Leon.

8. Other Business

Air Conditioning – Michelle Goodwin

Michelle Goodwin raised the possibility of air-conditioning as the school is not well cooled and does not cool down overnight. Children need to be comfortable when learning and when the inside of the school is as hot as the outside, that cannot be a good thing.

In spite of parents being advised that the school is “self cooling” it clearly is not.

- **Leon advised that air-conditioning would not be installed at the school, as it is very expensive to install and electricity costs would skyrocket.**

Ceiling fans in the older areas will be retro fitted/updated and dropped lower in the Prep/Grade 1 areas as they do not work well.

Hair Accessories - Devi

Devi investigated this option of passive fundraising.

- The company create a landing page for the school to order online.
- Using school colours – you can purchase items directly from the site
- School earns 25% of purchases
- No out of pocket for SMOC and one point of contact for the account

There is also a Display Stand option, that could be displayed at Coffee and Cuppa – 50 items on stand

Action : Leon provided the colour numbers for St Mary logo.

- Devi to provide samples of product to present at cuppa & conversation and have ready information to go live and add to SMOC website.

First Aid kits for students/families to purchase individually - Lourdes

Carry forward as limited information known at this time.

Action: Michelle Goddard to follow up more information with Lourdes

Point Cook Open Spaces - Jodi Wright

Jodi met Bruce Boddington from Open Spaces

Interested in doing a school fundraising event where we raise money \$/kg of waste collected.

Open Spaces can assist with providing the clean up materials and disposing the waste for us.

Action: Jodi will follow up what is involved and whether a full educational experience on sustainable living is possible.

Garden Programme assistance – Ana Lea (via email)

Worm lovers workshop

- Hungry bin kits
- Year 3 – 6 communities would benefit
- Part of the Stephanie Alexander programme

- Incursion or Excursion to worm farm (possibly)
 - 2 kits to be purchased – let them establish before purchasing more
 - o Could we use a grant?
 - o Half price purchases currently for Hobsons Bay residents.
 - www.wormlovers.com.au

Action: Colleen is going to contact Hobsons Bay Council to find out details. Leon to chat to Gina regarding further information.

Next Meeting PFC Monday 20th May - 7.30pm (7:15 arrival) @ SMOC Boardroom

Meeting Closed at 9:15pm