

Minutes of PFC Meeting

Monday 20th May 2019
7:30pm - 9.15pm @ SMOG Boardroom

Attendees:

Michelle Goodwin	Michelle Goddard	Belinda Wighton	Yvonne Whitty
Devi Wiltshire	Brendan Shanahan	Colleen Palmer	Karen Wyrer Karen Curson

Apologies:

Rebecca McFarlane Angie Mravljak Ana Lea Chloe Mendonca Leon Colla

Minute Taker: Michelle Goodwin

Michelle Goddard welcomed everyone and included acknowledgement of land.
Brendan (Vice Principal) is standing in for Leon who is on Long Service leave.

1. Minutes of previous meeting

Minutes approved

2. Principal's Report

Positive behaviours for Learning

Our Well-being team have been working hard to deliver a lot of resources for all of our teachers and students about Positive Behaviours for Learning. Their resources have included our mascot, Same the Saltwater Crocodile, reward charts, reward cards and a behavioural matrix. The rewards cards were shared with all the students and have been a great success. The reward cards are designed to reinforce, identify and recognise the behaviours we want to see. In giving behaviours we want to see, we encourage those not on track to follow the lead being shown to them by their peers. Teachers have given out roughly 1500 cards already! There has been a very positive response by both our students and our teachers!

On the other side of positive choices, teachers are then tracking students who don't make positive choices. This data is then analysed and appropriate lessons are developed to assist these students with making better choices.

First Communion

Our first communion group celebrated their first holy communion on Sunday 19th May at Stella Maris. We had 34 candidates celebrating their First Eucharist this year. Our numbers are steadily growing, so gone are the days where we share a mass with one of the other schools. Thanks to the candidates, their families and our staff – Rita, Cassie, Lucy, Andrea and Michael for the preparation this year.

ANZAC Day

We had a very reverent celebration of the ANZAC legend on the 24th April this year. The rain held off just long enough for our ceremony to be completed in the ANZAC courtyard. Our students were amazing and followed the ceremony beautifully with little to no disturbance.

Tuckshop

We've had some very productive meetings over the last few weeks.

- I am waiting for the Council to get back to me re. the registration of the Tuckshop -very close
- We have developed our start up menu
- Pricing is being developed as we speak
- The app QKR is ready to go and currently being populated with our terms. It requires enrolment – this produces a spreadsheet for the volunteers to follow. Brendan is passionate about not having money used, and the app is used to order the food as required.

Belinda asked if volunteers need Food Handling certificates – apparently only one person is required to have that qualification. There are processes for “prep” and “end of day” that need to be followed. Our washing hand taps needed to be hotter than they were.

NAPLAN

Students in Year 3 and 5 have undertaken Writing, Reading and Language Conventions tests as part of the National Assessment Program – Literacy and Numeracy. They still have Numeracy to complete on Tuesday. This year we have been a trial school for doing the assessment tasks online. Years 5's completed all four tests online while the Year 3's did three of the four online. The Year 3's did their writing component using pencil and paper. The aim is to have all components online next year. Unlike other schools we have not experienced the outages at all.

Working Bee

We had our first working bee a few weeks ago and achieved a lot. The primary aim of this working bee was to tidy up the school with large amounts of weeding and pruning taking place. As a bonus we also got the exterior cleaned (which we usually pay the cleaners to do). Rocks moved, seats oiled and tan bark moved. We had about 25 adults plus and a stack of kids to help on the day. Moved school from “looking like a rental to looking like we loved it” – Brendan 😊

Treasurer's Report

March – lots of sales from Hot Cross Buns, Donation out to Literacy program, School fee Raffle

April – last sales of Hot Cross Buns and balance of School Fee raffle

\$47160.04 (Total)

\$400 shortfall for School Fee raffle

\$450.00 hot cross buns profit

New forms – Expense Reimbursement and Cash Denomination form

Petty cash for PFC (float) was banked as per auditing requirements and advice.

Gill (SMOC Business Manager) and Belinda discussed guidelines from PFC. Any new event, send email to Gill advising who the lead is for that event.

PFC voted that Gill is the one person to get out the PFC cash drawer when required.

Belinda discussed the guidelines and mentioned purchase orders – where the PO needs to be requested for amounts \$50.00 and above. PFC voted and passed.

Documents are available in the Treasurer's Guidelines, in the PFC Google Drive.

3. **Board of Management Meeting - Meeting to be held on Wed 22nd May, AGM 5th June**

Brendan will follow up the advertising of the meeting and vacant positions available on the board.

4. **Chairperson's Report**

It was a bit of a rush at the start but we managed to fit a lot in. Thank you to everyone. Term 2 is shaping up to be even bigger, starting with the bake sale next week!

I've received some feedback since our last meeting that I'd like to share and put forward that these suggestions be included in next year's event calendar to be voted on.

Easter Raffle instead of a School Fee Raffle or have both with the School Fee Raffle being held later in the year.

With school fees, uniform costs and camp fees all around the start of the school year, I had people say that they couldn't afford to spend another \$20 on a ticket at that time. Perhaps we'd have more people buy tickets later in the year, after they've paid their fees, around the end of the financial year maybe?

Parents also asked whether we were having an Easter raffle and suggested we hold a chocolate drive. Perhaps we can hold our own chocolate drive fundraiser, to support our school, instead, we recently had another fundraiser chocolate box in our school's staff room (source unknown).

Mother's Day

I had many parents ask whether we were holding a Mother's Day stall and why we don't. One single mum pointed out that it would be a great opportunity for her kids to buy her Mother's Day present from the stall, instead she had to take them to KMart to buy her own present.

This is a way our kids can buy something special for mum, as a surprise and it also helps with teaching about buying and selling.

I'd like to put forward that we hold Mother's Day and Father's Day stalls the week before Mother's/Father's Day, so that it doesn't impact on the school's Mother's/Father's Day celebrations with mums/dads, which a lot of us really look forward to.

This doesn't necessarily have to be a PFC event, it could be a school run event.

Recently, I, along with other parents, were really disappointed to watch the installation of Saltwater College's shade sails while we continue to wait for ours to be approved to go ahead. Parents are concerned that they've fundraised for the shade sails and now that their kids are in grade 5, they may not get to see them at all!

What more can we, the PFC do to get these installed ASAP so that families can benefit from them?

By providing families with what they've asked for (taken from the survey they completed last year and what they'd like to see done this year) and fundraised for, benefits the school community and generates more buzz and enthusiasm toward the PFC and hopefully see more volunteers join us.

Shade Sails – where are we at? Brendan will email the architect.

5. Events Update 2019

Belinda gave a quick update on Trivia night as Rebecca couldn't make the meeting:

- Planning is on track.
- We have a major sponsor - LJ Hooker again
- Ticket Sales have commenced

Hot Cross Buns - Report from Devi:

- Lower profit than last year (which was \$623.60)
- Only sold 16 packs less than last year, BUT Brumby's charged \$5 a pack this year compared to only \$4.20 a pack last year
- Brumby's RRP is \$8.50, but we decided to sell for \$7.50 because that was the price last year, also Bakers Delight at PCTC sells theirs for \$7.50. Not sure if we should maybe sell for \$8 next year? Would people still buy??
- A few parents commented afterwards that they should have ordered more - hopefully good sign for next year!
- Not bad considering was a bit rushed (orders open for a week - what did we do last year?)
- Enthusiastic bunch of Prep parents this year! :)
- Forgot about OSH Club staff - Dominique was interested
- Feedback to Brumby's - sticky date looked too similar to traditional! Some people thought they received the wrong order. Maybe either different bags, or even different coloured ties??

Bake Sale - 27 May 2019

A robust group discussion was held about food prep, packaging, when children can go to buy and the selling of items.

Some people in the room would like to have a second bake sale. Further discussion is required to see who would like to run it and on which date?

School Disco - 9 August 2019

Prep to Year 2: 5-6pm

Year 3 to Year 6: 6:30-8pm

Chloe's booked Funky Monkey DJ (SMOC previous DJ with great feedback)

6. Business Arising

2nd Hand uniform Sales

- Donated items have been given to PFC from Maria.
- Michelle is going to be in the café (June 7th) to sell items.
- Michelle researched online to get an idea on price

Action: No decision was made at this time and the discussion continues regarding official shop

School Building Fund and QKR

QKR – Brendan talked about the app, and will follow up on donations for the School Fund using the app.

Action: Brendan following up

Grant applications

Nothing to update per Andy

Bike Storage / Equipment / Alternate Play space

Quote for Bike shed and possibly fund raise

Colleen – went to a few schools and looked at their bike sheds, if they had any. Bike sheds with a roof require a permit. Colleen has extensive costings and ideas.

Action: Discussions on hold whilst Leon is away

Discussion around play space, and alternates to the bike shed location. Brendan mentioned the undercover space to the left of reception, that is currently not utilised for anything, and could have bike racks put in that space.

Action: Brendan and Leon to discuss

Outdoor Concrete Marking

Leon had some markings ideas selected by Grade 1.

The contractor looking at the work mentioned an issue with marking on concrete areas and has picked some asphalt locations. It is well past the 3 weeks mentioned last meeting 😊

3 weeks until marking will start.

Action: Leon handling the project

Worm Lovers costs

Colleen had conversation with Wyndham City Council (Hayley Jarvis). Usually can only get one, but Council has given us the ability to get 2 @ \$531 (\$619 usually) – includes 2000 worms per bin 😊. PFC to consider funding purchase ... VOTE.

- Comes with school incursion and Worm Lovers can come to site too
- Voted and passed unanimously for PFC to purchase 2

Hair Accessories Update

Devi – this is up and running. We can arrange that all orders delivered to school if we want. It is online order only.

Cuppa and Conversation

Michelle Goddard advised that there has been great attendance.

7. Other Business

PFC whiteboard advertising/admin

Michelle Goodard asked if anyone else would like to update the whiteboard through the year. No one else is interested.

Bake Sale

Float required for Bake Sale, Karen to contact Gill regarding this

Discussion regarding Bake Sale held last year, and the OSHClub kids bought a lot of the items before any of the kids who came through after school hours. Could we limit money given to kids \$5 to spend? Needs to be more control around the kids, and access to the area.

Action: Karen to discuss float with Gill

Discussion – 2nd Bake Sale date carried forward to next meeting

Special Lunch

End of term special lunch? We MAY have the tuckshop up and running. Brendan suggested this could be the launch of the tuckshop.

Action: Brendan to discuss with Ana

Loose Change Box

Colleen donated a Loose change box with chain. Location to be determined. Great for kids to donate loose change to the school. Great idea:” Change for Change” – kids can decide on what to spend the money on each term.

Action: Location to be determined. Colleen and Brendan to work on logo

Winter Chocolate drive

Mid August?

Action: Unanimous vote in favour to have a chocolate drive. Wait for Leon to return to confirm and Yvonne Whitty would be happy to organise this if Leon is in favour.

Entertainment Books

“opt out” is required.

Flyer will be handed out 3 June, if you don’t opt out, then you get a book, then 3 letters asking for return

How do we better advertise the PFC?

Move this discussion to next meeting

Next Meeting PFC Thursday 20th June - 7.30pm @ SMOC Boardroom

Meeting Closed at 9:13pm