

Meeting Minutes

Meeting Title	St Mary of the Cross - Parents & Friends Committee AGM 2019		
Date & Time	Wednesday 18 th November 2019; 7:30pm	Location	St Mary of the Cross Primary School
Chairperson	Michelle Goddard	Minute Taker	Michelle Goodwin
Attendees	Leon Colla, Michelle Goddard, Belinda Wighton, Michelle Goodwin, Angie Mravljak, Devi Wiltshire, Colleen Palmer, Yvonne Whitty, Ryan Lea		

1. Welcome / 7.32pm	An acknowledgement of country was observed and all attendees welcomed to the meeting
2. Apologies / 7.34pm	Karen Wyer, Karen Curson, Chloe Mendonca
3. Minutes of previous AGM and business arising / 7.35pm	
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 7.37pm	
Leon Colla	Please see attached report
4.2.Chairperson's Report / 7.40pm	
Michelle Goddard	Please see attached report
4.3.Treasurer's Report / 7.42pm	
Belinda Wighton	Treasurer's report submitted See attached document.

5. Procedural guidelines	<p>Procedural guidelines reviewed by all in attendance and additional points added in relation to Financial updates and PFC roles</p> <p>Discussion about a possible Communications Role (removed the Community Rep role). To be further outlined and discussed in the New Year, along with role responsibilities.</p> <p>A motion was passed to vote on these guidelines. Vote held and motion carried.</p> <p>Procedural Guidelines now ratified by committee.</p> <p>Discussion about Fundraiser document – Michelle Goodwin to meet with Leon</p>
6 . Elections 8.23pm	
Leon Colla	<p>All positions declared vacant and nominations called for.</p> <p>Nominations for the following positions received and elected unopposed Chairperson – Michelle Goddard Vice Chairperson – Yvonne Whitty Secretary – Angie Mravljak Treasurer - Belinda Wighton</p> <p>Board of Management Representative – Colleen Palmer</p> <p>Leon thanked the outgoing members for their support over this year.</p>

7. Strategic directions/ 8.33pm	
a) Garden and outdoor area	<p>Consideration for donation:</p> <p>Gardener has started at the school and will work over the holidays</p> <p>Develop outdoor area – possibly BBQ area as well to cater for functions for the school and community. Consider a wood-fire pizza oven</p> <p>Minecraft Masters Wellbeing Projects - \$500.00 short for plants - Voted unanimously</p>
b) Fountas and Pinell	School seeking further investment next year
c) Cuppa and Conversation	<p>Will be held after each meeting in Term 1, and then once a term onwards</p> <p>ACTION: Michelle Goddard event</p>
d) Trivia Night change?	<p>Discussion around a family-based event instead – dancing, bring your own baskets, etc. Band hire?</p> <p>ACTION: Discussion first PFC meeting of the year</p>
e) Hot Cross Buns	<p>School Fee raffle to be skipped next year. Hot Cross Buns drive to continue.</p> <p>ACTION: Devi Wiltshire event. Payment 11th March, Distribution 25th March</p>
f) Family Movie night and Raffle	<p>Term 1 movie night</p> <p>ACTION: Discussion on exact timings at first PFC meeting of the year – possibly 20th March? Raffle Event Owner : Yvonne Whitty Movie Event Owner: TBC</p> <p>Action: Leon investigating the screen option</p>

g) Entertainment Books	Online next year ACTION: Colleen Palmer event. Date to be confirmed?
h) Bunnings BBQ	July date TBC ACTION: Yvonne Whitty event
i) Stockland Grant	Leon following up
j) Carols night – 16th December	Yvonne Whitty has investigated costs for the snacks/food for families to purchase <ul style="list-style-type: none"> - Costs have risen and amount of work involved has increased - Sausages/BBQ – sausages to be purchased, with sauces and bread - Cans of drinks, pre-packed popcorn and chips ACTION: Leon to investigate the option Emmanuel College used

7. Next Meeting and close	
	<p>Next AGM Tuesday 27th October 2020 Next PFC meeting Tuesday 11th February 2020, then monthly 17th March 21st April 12th May 9th June 21st July 11th August 15th September 27th October (AGM) 17th November (planning for next year)</p> <p>1st December – PFC Dinner</p> <p>Meeting Closed at 9.30pm Preps start 31st January 2020 3rd Feb rest of school returns</p>

