

MEETING MINUTES

MEETING INFORMATION

Meeting Title: St Mary of the Cross - Monthly Parents & Friends Association Meeting

Date:	Wednesday 2 March 2016	Location:	SMOC Primary School
Time:	7.30pm		
Chairperson:	Rita Karagiannis		
Minute Taker:	Karen Wyer		

Attendees: Leon Colla, Rita Karagiannis, Lyndall Zaccaria, Karen Wyer, Rebecca McFarlane, Julie Recupero, Jana Cronin, Karen Curson, Emma Elliott, Maria Peterson, Heather Daly, Karen Wyer

Apologies: Ollie Chilton, Shannon Dorahy, Angie Mravljak Bowden, Clare Griffiths

1. President's Report / Rita / 7.30pm - 7.40pm

- a. Wine & Cheese Night. Great awareness of P & F and a welcome to new families. Very successful evening with about 30-40 parents attending. Had a lot of new parents come up and chat. Propose to do this at the start of every year. There was leftover wine (all donated) which can be used for Trivia Night or other raffles throughout the year. Jana confirmed that winery should be able to do a tasting at the school around June July.
- b. Farm-Fresh. Started deliveries on Monday 29 February. Lisa from Farm-Fresh confirmed about 30 families have registered with 10 orders. Quality was really good. Lisa will report back on profits and Rita will advise when known.
- c. "GTKY" forms. Leon has requested from the school lawyers if this information can be shared with P & F. Leon to advise when known. Otherwise P & F to ask school and school to contact parents on our behalf.

- d. P & F Champion/Representative. Discussed whether to have one from each home-room or a few from each of the three learning spaces. Decided to start with three learning spaces.

ACTION ITEMS: *GTKY information to be shared - Leon*
 P & F Representatives to be decided - Rita

2. Principal's Report / Leon/ 7.40pm- 7.59pm

See attached report

i additional notes. Approximately \$80,000 leftover from construction. This will be used for back paddock area with such items needed; sail over play equipment, sandpit, level paddock area and also new computers (Chrome Books)

3. Treasurer's Report / Rita / 7.59m - 8.02pm

Ollie's absence Rita confirmed the bank balance at \$15,233.06.

Discussed providing \$10,000 towards shade sail over playground and confirmed to proceed.

4. Board of Management Update/Maria / 8.02pm- 8.09pm

The Board meet alternative week of P & F meetings. They are very robust meetings and last meeting focused on the new Child Safe Standards starting on 1 August 2016. The Catholic Education Office have provided information and currently looking at the structures of the school both inside and outside and events we put on eg Family Disco. Risks involved if parents drop off kids and responsibility around supervision. More awareness when arranging these events such as Family Movie Night

The Board can have 4 parent representatives and 1 Parent & Friends representative. Currently have space for 2 more parents join. AGM is on Wednesday 11th May.

Also discussed and reflected on how teachers are settling in well with new kids new learning spaces.

5. Action Items from Previous Meeting /8.09pm - 8.29pm

a. Update on events

i. Coffee Club and Playgroup / Jana

Both have been good but only a few attending as not much has been promoted. Leon is waiting to hear back from Vic Uni if they will be returning and running the Playgroup on Tuesday.

ii. Stay & Play /Rebecca/Jana/Lyndall

Great turn up and big success with only little promotion. Rebecca will look into having Ready Steady Go or Auskick come and promote their business and have planned activities for the kids. Will tentative look at 29th April for the next one.

iii Icey Pole Sale/Karen

Going well with donations being received so there has been no need for P & F to purchase any. The newly purchased freezer has allowed us to stock up each week. The volunteer roster is filled up each week. Leon advised the area gets very busy and there was a bad collision accident with a child last Friday. Discussed ways to improve the sales process. There are 2

Friday's left in the term and won't be on sale again until Term 4 if the canteen isn't running by then. Nothing was decided how to improve the process will discuss further in Term 3 if returning in Term 4.

iv Easter Raffle/Rebecca

Huge response with donation and return of tickets sold. Have banked \$360 already.

Making hampers will be done on 18th March and Angie, Jana, Lyndall and Julie to assist.

Raffle to be drawn at the end of the day on 24th March.

Discussed if too many donations/hampers donate some to a charity. Rebecca to look into charities.

v. Hot Cross Buns / Jana/Karen

Order forms have gone out and some have been returned already with payment. Allison is processing the return orders as they come in.

Delivery is for 23rd March. Jana/Allison to confirm with Gabrielle the time to organise helpers on the day. Unsure if Brumby's will be collating orders into homeroom or if this is required by to be sorted upon delivery to the school. Will request parents helpers for the afternoon.

vi. Year Books 2015 / Rebecca

Have sold a few more and Rebecca will confirm with Kirsty if to dispose of leftovers.

2016 Year Books - Teacher to submit Term 1 by 21 March

b. Diana Ferrari / Lyndall/ 8.26pm- 8.29pm

Lyndall confirmed sale items will also be eligible for commission. Capped for 20 people on the night. You can still go through that week and purchase and commission will be added.

Discussed to go ahead with tentative dates for 12th or 13th September. Leon asked if a mini bus could be required to transport parents and confirmed a good option.

We would sell the entry tickets at whatever price we decide and have prizes on the night.

c. Wine Tasting/Jana/ 8.29pm - 8.34pm

Decided to proceed and need to decide on a date June/July/August

d. Stockland \$1000 Community Grant / Leon / 8.34pm - 8.35pm

Leon confirmed submitted the Grant focusing on the Kitchen Garden program with nutrition education in good food choices. Leon will follow up with Kitchen Aid as they have been known to supply equipment for Stephanie Alexander program.

e. CDF Banking / Leon / 8.34pm - 8.35pm

Some parents have volunteered but nothing more to report

f. Bunnings Grant / Leon / 8.35pm

Still to be done

ACTION ITEMS: **Stay and Play to be booked - Rebecca/Jana/Lyndall**
 Diana Ferrari date to be booked - Lyndall
 Wine Tasting date to be booked - Jana

Bunnings Grant - Leon

6. Other Business / 8.35pm - 8.58pm

a. P & F email Newsletter / Karen

Discussed having a weekly update of events and reminders with P & F. Discussed having information to Karen by Monday, collated on Tuesday and provided to school to distribute via email on Wednesday. Discussed changing to Thursday as Kate doesn't work on Wednesday.

** Note discussed and confirmed with Kirsty after meeting to leave to distribute on Wednesday and will distribute one on Friday 4th March for us.

b. Sunscreen/Ollie (Rita)

Discussed if sunscreen should be provided by school, P & F or families. Leon advised there a lot of allergy risk factors to consider. Discussed that kids stay inside if temperature reaches over 32 degrees. Discussed new guidelines around kids getting vitamin D and what the UV risk factors are. Karen C to look into guidelines around that.

c. Upcoming events requiring a lead / Rita

i. St Patricks Day - Thursday 17 March

Decided on green apples to be provided and Jana will take the lead and arrange with Farm-Fresh. Approximately 350 will be required.

ii. School Disco - Friday 20th May

Discussed to keep at Family Disco rather than students only. Rita will take the lead with Jana, Julie and Emma helping. Lyndall can help on the night.

iii. School Bake Sale - Monday 20th June

Karen C confirmed to take the lead and follow up guidelines with council

c. Journal Fundraiser / Jana

Will discuss further next meeting.

d. Fun Run Fundraiser

Discussed having a 'main' fundraiser event similar to how Stella Maris have their very successful Family Fun Day, Lumen have their biannual School Fete.

Discussed how some schools do a Fun Run and involves a lot of the community. Lyndall and Jana will enquire about further details.

ACTION ITEMS: ***P & F newsletter to commence - Karen W***
 Sunscreen/UV guidelines - Karen C
 School Bake Sale council guidelines - Karen C
 Journal Fundraiser details - Jana
 Fun Run fundraiser - Jana/Lyndall

7. AGM / Leon / 8.58pm - 9.08pm

Leon thanked all current members and declared all positions vacant.

President: Rita volunteered to take position again

Vice President: Karen C volunteered to take position again'

Treasurer: Position Vacant and suspend until next meeting

Secretary: Karen W volunteered to take position again. Rita voted to change the constitution to allow Karen W to continue. Leon to amend constitution and provide next meeting.

ACTION ITEM: Treasurer role to be filled

8. Meeting Closed / Rita / 9.08pm

Next meeting 13 April 2016