

MEETING MINUTES

MEETING INFORMATION

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

Date:	Wednesday 2nd November 2016	Location:	St Mary of the Cross Point Cook
Time:	7.30pm		
Chairperson:	Rita Karagiannis		
Minute Taker:	Lyndall Zaccaria		

Attendees: Brendan Shanahan, Rita Karagiannis, Karen Curson, Lyndall Zaccaria, Angie Mravljak, Ollie Chilton, Heather Daly, Jana Cronin

Apologies: Karen Wyer, Rebecca McFarlane, Amanda Zeirzer, Leon Colla,

1. Open / Rita / 7.31pm

Welcome to 2nd last meeting of 2016 and congratulations to all of those involved in this years trivia night.

2. Treasurer Report / 7.33pm

Confirmed balance \$27, 380.31

Recent Profits - Trivia night \$5709 increase of \$416 from previous year

3. Vice Principal's Report/ 7.37pm

Please see attached report.

4. Feedback on recent events or fundraisers /7.48pm

- a) Trivia night. General discussion and agreement that the night was a huge success, well organised and planned. Karen Wyer sent through some further suggestions for the 2017 Trivia night including more male orientated silent auction items, possibility of capping the tables at 18 - 20 however Brendan discussed there could be further space utilised in 2017 if the Kitchen garden space is cleared.
- b) Closet Cleanout. Another huge pile of clothing donated this year and this seems to be a popular fundraising activity for the school. \$115 was raised from this, support for this to continue in 2017.
- c) Colour and Chat night. Same attendees as last time. Suggested for this to be rebranding in 2017 to a "Social and Wellbeing night". No dates set as yet for 2017 and as calendar very busy in Term 1. Possible start to this in term 2 2017 dependant on PFA calendar.

5. Action items from previous meeting/ 7.53pm

a) App for canteen availability prior to events

Brendan is required to complete some additional paperwork and then this can go ahead. Hope to have this up and running by start term 1 2017

6. Upcoming fundraisers and events

a) 2016 Yearbooks/ 7.54pm

All outstanding teacher requests have now been completed. First draft to be received from Rebecca next week for Rita to proofread and then go to publishing. Letters to be sent out to families at the end of this week explaining yearbook and requesting \$15 to be returned for purchase. Preference for this to be a part of the 2017 fees and each family then gets a copy.

**Action Items: Finalise draft for Rita to proofread and sent to printer - Rebecca McF
Letter home for families this week - Rita**

b) Christmas artwork/ 7.56pm

Brendan confirmed that Tess is going ahead with the required artwork and is well on track. Tess has requested some assistance from the P&F to write all names on the pages to process this faster. Brendan suggested sourcing volunteers at school pick up time to complete this activity.

Action Items: Source volunteers from cafe at school pick up time to assist Tess - Brendan

c) 2017 Fun run/ 7.59pm

No further movement at this stage on Fun Run for 2017. Poor response to email request for assistance. Members of P&F group suggested that they just assumed that they would be part of the day. Committee to re group and establish what needs to be completed in 2016 and what can be managed in at the start of term 1 2017. Possibility of Kerry Mazur (personal trainer) to run after school fitness/running sessions for the children in the three weeks leading up to the event.

**Action Items: Core committee to re group and clarify what required and time frames - Rita
Discussion with Kerry Mazur around her insurance - Jana**

d) Icy Pole sales/ 8.13pm

Discussion that the weather has not been warm enough this year for this to be an issue so far. If this is to go ahead this needs a Lead team member to coordinate roster and donations. P&F discussed that this did not have to commence immediately and to re look at this option for term 1 of 2017.

e) Sunscreen information night/ 8.14pm

Karen C discussed the possibility to getting Justin from Sunsmart to visit the school. In order to do this the school needs to have a sunsmart policy. Brendan suggested that this is something that Leon may be able to assist with in the coming weeks. Typically the school needs to be registered as a SunSmart school before Justine is able to come out to the school and visit however, Karen has spoken with her and as long as we have the policy and will become a Sunsmart school then this could go ahead. Justine has requested that there is "reasonable" numbers for her to attend. Discussion around this being at a Social and Well being night in 2017 and RSVP's would be required. .

**Action Items: Request Leon Sunsmart policy - Brendan.
Follow up with Sunsmart around availability - Karen C**

7. Other business / 8.19pm

a) 2017 planning of events finalised

Rita thanked those who attended this meeting and the events calendar was tabled for discussion. School Disco date was not in calendar and this needs to be marked as Friday 26th May 2017. Jana to create spreadsheet for all for ease of viewing of scheduled events. Further discussion around timing of school holidays and easter and therefore inability to run easter raffle and hot cross bun drives next year as easter the last weekend of the school holidays. Major P&F fundraiser in Term 1 will be school fees raffle. Plan to have posters out soon to promote this for next year and modify slightly to be sent with tickets in week 1 or 2 of term 1. Discussion had around price of tickets and number available. Agreement made on \$20 per ticket and each family would receive three tickets with option to purchase. Further will be available from the office if requested.

**Action Items: Spreadsheet creation of 2017 calendar - Jana
Poster creation - Karen C
Printing of tickets - Rita**

b) P&F End of year celebrations and final meeting/ 8.45pm

Discussion about P&F having end of term lunch for students in last week of school. Pizza suggested as the best alternative for ease of preparation and ordering. This date has been set for Thursday 15th December. Further details at the next meeting.

Brendan stated that the end of year Mass will be going ahead on Wednesday 14th December. Request for Rebecca McF to ask Teeny Rabbit Coffee Van to attend on the night. Ollie looking onto possibility of Streets ice cream van coming to the school to sell ice creams on the night.

Discussion had around last P&F meeting for 2016 to include dinner. Meeting rescheduled for Monday 5th December at 7pm at Rendeavous Restaurant. Meeting to commence at 7pm and then followed by dinner.

**Action Items: Place end of term lunch for students on agenda for next P&F meeting for discussion and organisation - Rita
Request Teeny Rabbit to attend End of school Mass - Rebecca McF
Investigate Streets Ice Cream options of the evening - Ollie**

Book table at restaurant - Rita.

c) School T-Shirts for Grade 6/ 9.01pm

Lyndall discussed the option of getting a T- Shirt printed with the school logo and students names for the Grade 6 students. Tabled if this could be something that the P&F funds but agreement that if this goes ahead then parents can opt to purchase. Lyndall to discuss with Claire Brown from Smart Art designs about options and email these to Brendan and Leon with costings. This may be opportunity for 2017 grade 6 students.

Action items: template design and costing for t- shirts and email to Lean and Brendan - Lyndall

9. Meeting Closed / Ria / 9.05pm

Next meeting Monday 5th December at 7pm at Rendeavous Restuarant.

****Please note date and venue change ****