

Meeting Minutes

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

Date: 7th June 2017

Location: SMOC Board Room

Time: 7.30pm

Chairperson: Karen Curson

Minute Taker: Lyndall Zaccaria

Attendees: Leon Colla, Karen Curson, Karen Wyer, Angie Mravljak, Kelly Mitchell, Marti Michell, Michelle Goddard, Heather Daly and Lyndall Zaccaria

1. Welcome/ Karen Curson 7.31pm

An acknowledgement of country was observed and all attendees welcomed to the meeting

2. Apologies - Jana Cronin, Jess Stewart

3. Approval of the previous minutes/Karen Curson 7.34pm

Amendment requested from previous minutes

Item 7b) should read "sponsorship is being sourced for the event"

Item 7c) should read "pre selling of tickets and glow sticks"- therefore glow sticks will not be available to purchase at the event

With above amendments agreed upon, Motion carried to approve previous minutes and seconded.

4. Chairperson's report/ Karen Curson 7.35pm

- Motion put forward to change title of "President" and "Vice - President" to be "Chairperson" and "Vice - Chairperson" respectively as these titles more clearly define the roles. Motion seconded and agreed upon for Office bearers to change titles effective immediately.
- Next meeting time clash with Eucharist Family Evening. Discussed to continue meeting as planned and go ahead with having both on same evening
- Change to meeting format requested to allow for longer time to be spent on other business which will allow more time for attendees to bring discussion items to the meetings. Those in attendance agreed with format change. If anyone else would like to provide any feedback about this change then please email the PFA email address on pfa@smocptcook.catholic.edu.au

5. Principal's report/ Leon Colla 7.37pm

- Welcome back to Brendan from his Long service leave
- A number of issues in recent weeks out in the yard which will result in a number of new initiatives to be rolled out in the next few weeks. The introduction of a Clubs program (approx 4 clubs) will be commenced in the internal space and a sports program in partnership with SEDA will also commence to teach students about how to play different team sports, training in rules of the games and building up to an umpiring academy
- Stage 3 building - Leon and Brendan met with architect yesterday and it is expected that this will go to tender shortly with an anticipated build start date of January 2018. The costing of this building is \$3.2 Million and will include 5 new learning spaces, 1 art/technology area and stage 2 car park. These are all dependent on the amount of funds allocated to the project.
- Canteen update - Food plan was audited by Wyndham Council and required a number of corrections. These are currently being addressed and this this will go back to Council again for approval.
- Board of Management AGM occurred last month and Paige Moore and Pauline Alabakis have been appointed for a 2 year term. The first meeting of the new board will occur next week and the will primarily be discussing issues relating to funding for Catholic schools.

6. Treasurer's report/ Jana Cronin 7.44pm

See attached report

7. Outstanding Action Items from previous Minutes/ 7.45pm

a) Shade Sails - Leon Colla.

Brendan awaiting further quote before any decisions can be made

b) Parent Information Night - Karen Curson/ 7.46pm

Dr Daniel Farrugia Behavioural optometrist is unavailable until Term 3. Proposed dates offered of 26th July or 16th August. Daniel has requested no fee for this evening however suggested that if a donation would like to be made on behalf of the school that this could go to Optometry Giving Sight which provided vision care for people in developing countries. Attendees agreed that \$150 would be donated from PFA funds to this charity and parents attending the evening would have the option of donating a gold coin.

Action item: Date to be confirmed with Dr Farrugia - Karen Curson

c) Coffee Club/Parent THRASS sessions/ Jana 7.48pm

Jana contacted Jen Ryan and she is no longer leading this area and there are no plans at this stage for a THRASS evening. PFA to revisit coffee club in term 4 with view to implement

in Term 1 2018. Leon stated that there was a proposed parent information evening with Denise from THRASS planned in term 3 but the date was yet to be finalised.

d) CDF Pay App/ Leon 7.50pm

Leon confirmed that the CDF Pay machine was in the office and information is to be given out to parents shortly about the use of the service. Leon to follow up with Kirsty to see where this is at.

Action Item: Leon to discuss with Kirsty about roll out to families of the CDF Pay App

e) Life Education/ Leon 7.51pm

Life Education have been contacted and they are fully booked until the end of this year. A request has been placed to add St Mary of the Cross to their timetable in term 1 2018.

Action Item: Place on PFA agenda in November for follow up/ Lyndall Zaccaria_Karen Curson

8. Completed Fundraisers and Events

a) Stay and Play/ Lyndall Zaccaria 7.52pm

Fun afternoon with approx 40 people in attendance. Limited time and resources needed to run this event, however would require more planning if decided to go ahead when the weather is inclement. Planned to revisit event in September

Action Item: Place on PFA agenda in August to plan date in September

9. "Be Involved" PFA Promotion/ Karen W 7.58pm

Karen W presented a document she has prepared to get information to families about the work that the PFA and maintenance committee do for the school. Attendees agreed that this was a non threatening way of getting the message across that the school needs support. Some minor changes to document suggested and Leon encouraged this to go out to families via email and hardcopy as well as posters up around the school

Action Items; Karen W to incorporate changes and produce posters, flyers for distribution and send information out via email.

10. School Uniform Shop/ Heather Daly 8.07pm

Documents have been updated and were presented. Thanks to Heather for all of her work on this project. Discussion around times of shop to be open and suggested that this be one morning a week from 8.30am - 9.00am and one afternoon from 3.00-3.30pm with possibility of more assistance required during peak seasons. A transaction fee of 25% will apply to transactions and a float of \$500 from PFA funds is anticipated to be required. Possibility of Second Hand Uniform shop to have own bank account discussed

Action Item: Leon to discuss with Kirsty about possibility of opening separate bank account for the Uniform shop.

Heather to clarify amount of float required and hours/days of week availability

Jana to follow up with float - discuss with bank, Kirsty & Heather

11. Committee updates

a) Fun Run/ Leon 8.28

Sponsorship form went out two weeks ago and there has been some interest in this with two confirmed sponsors but not Gold sponsor as yet. The advertising is being printed and will go out to all parish schools, Emmanuel College and Mount St Joseph's as well as other parishes in the area, local sporting clubs and public places. Decisions need to be made in regards to catering and numbers of volunteers required. If fun run receives 1000 participants the projected profit is \$20,000.

b) Disco/ Heather 8.31pm

Costs of \$5 Per child (max \$15 per family) with Junior Disco (P-Grade2) 5pm - 6.30pm and Senior Disco (Grade3-Grade 6) 7pm - 8.30pm. Disco is for students only and parent helpers will be required to volunteer on the night. Request has already been placed in the newsletter with one volunteer responding. Tickets and Glow sticks to be pre purchased prior using the CDF Pay app.

Discussion had around sign in and sign out of children with possibility of adding information fields to the CDF pay App in order to produce a spreadsheet for sign in purposes on the evening.

Action Items: Heather to send email to Rita and Leon requesting Parent Volunteers which when approved will be emailed out from school office by end of the week.

Karen Curson to forward previous years "job lists" to Heather for her information

Leon to check with Kirsty about adding information to CDF pay App

12. Upcoming Fundraisers and events

a) Bake sale/ Karen Curson 8.58pm

Date set for 31st July and council approval (streettrader) has been completed.

b) Sun Theatre Movie Night/ Kelly 8.59pm

Kelly presented information from Village Cinemas about Movie releases for the rest of 2017.

Kelly to find out costings from Sun theatre and query of this will go ahead this year or possibly put on agenda again for 2018.

Action Item: Kelly to gain costings from Sun theatre for Movie night

c) Diana Ferrari Fundraiser/ Lyndall 9.00pm

Booked and confirmed for Tuesday 5th September. Further information to follow at a later date

Action Item: add to agenda in July Lyndall Zaccaria_Karen Curson

d) Trivia Night/ Karen Wyer 9.01pm

Date set for 28th October and work to commence soon. Lyndall and Marti confirmed happy to assist with this event.

13. Other business 9.02pm

Leon discussed that the school has commenced work with underprivileged schools in India with possibility of Christmas donations such as stationery and school supplies to be offered to those in need. The possibility of a teacher exchange program is also being explored.

14. Next PFA meeting

Meetings confirmed for 19th July and 9th August.

Meeting closed 9.07pm