

PFC Minutes 19/9/18

Attendees: Karen Curson, Michelle Goodwin, Ana Lee, Rachael Duggan, Jodi Wright, Pauline Knowles, Angie Mravljak

Apologies: Lyndall Zaccaria, Belinda Wighton, Karen Wyer, Michelle Goddard, Laura Bykersma

3 Minutes of previous meeting and business arising

3.1 Minutes approved

3.2

- a. Laptop for PFC use: Office staff to organise a laptop for parents including PFC. Pauline advised that this would be easy and a password could be given to PFC for access. It was discussed at previous meeting that a laptop could be set up in cafe for parent use to access Caremonkey, etc. This will be carried into next PFC meeting.
- b. Communicating as PFC: PFC need to communicate with parents more so wider parent community stays *** with information and finances. It was suggested Belinda could draft information to be added to family news.

The question was raised as to whether we should have a PFC newsletter or a presence in Family news and school newsletter. It was decided Family news should list dates for upcoming PFC meetings and where relevant upcoming PFC event information.

c. Procedural Guidelines: Procedural Guidelines for PFC update and revision complete at previous meeting. Leon and Belinda will format it and the updated guidelines will be presented at the November PFC AGM.

4 Reports

4.1 Principal's Report (Pauline): new carpark is underway.

PASA testing complete (Maths test) data collected pre and post to present to people who funded the program

Build site meeting - on target to finish in Term 1 next year but not likely for the beginning of the school year. New building will cater for current student population plus extra.

Preparations underway for Term 4.

Consultative committee to meet in Term 4 to discuss class structures for 2019.

4.2 Chairperson's Report (Karen):

4.3 Treasurer's Report (Belinda submitted through email): see attached

\$400 credit from NORWEST for missing deposit from February 2017. Well done Belinda!

4.4 Board Rep Report (Angie): no meeting, nothing to update

5 PFC Business

5.1 Classroom Representatives: Class Reps to be trialled in Term 4 with a coordinator to be added at AGM in November as a core member. We viewed the Community Representative role description. Discussed whether Term 4 was the best time to introduce the Community Reps. Ana suggested when PFC is officially changed from Parents and Friends Association to Parents and Friends Community would be an appropriate time to introduce Community Representatives.

A trial in Term 4 to see who is interested.

A meeting will be held in early Term 4 about Fundraising events in 2019 with an email or other communication to go out to wider parent community to offer a chance to give input and suggestions for fundraising ideas. Pauline suggested putting this out as a caremonkey and to ensure new Prep parents are included.

A Survey Monkey will go out in Early Term 4 (Rachael to create) for ideas so this data can be collected before 2019 fundraising meeting. Survey to include: ideas, what would you like PFC money to be spent on? Would you be interested in becoming a Community Representative? Important to make school community aware that anyone is welcome to attend any and every PFC meeting.

Leave iPad for community feedback to PFC. Michelle suggested apps: Sign in & Out Pro and Q Manager for parents.

Community Representative Doc: Ana said "how" was taken off because it was too much and it would be added later as the trial progressed.

Ensure PFC has a flyer in 2019 Prep information packs to go out at Prep parent orientation meeting in Term 4.

Decision was reached that the Community Representative Document will be presented as is.

Family news this week will include information about Feedback survey and Community Representatives. Information will go out again in Week 1, Term 4 with the feedback survey, this will include information about fundraising meeting for 2019 events.

Community Representatives: Introduce to everyone in Term 4, Prep packs to include PFC information and flyer.

5.2 Secondhand Uniform Shop: Discussion - donations and unnamed unclaimed lost property only? Do we need a second hand uniform shop? Second hand uniform shop to be voted on next meeting.

5.3 PFC purchases: Rachael - spend some PFC money now so parents can see where the money raised is going, too long to wait for shadesails, tram library, garden, dishwasher. Create an aim and tally at the beginning of the year and as we raise money increase the tally. Have something to work towards, make it visual - e.g. climbing frame, bikeshed. Ana suggested partnering fundraiser with item - e.g. chocolate drive with bike shed. Need something to play with/on outside e.g. foam blocks, giant chess, painted hopscotch on concrete, funky monkeybars, sport equipment. Pauline said each class will have sport equipment in Term 4.

6 Events Update

Not much to update. Bake Sale successful more than \$800 raised, some ideas to improve for next year.

Art show and chocolate drive not this year but not ruled out so still on agenda

Volunteers from Avington, church newsletter and community centre - all will need Working With Children Checks but there may be a lot of people who are retired and want to help in some capacity.

Garden beds dangerous and will be demolished, Michelle can assist with removal of current garden beds.

Michelle recommended Leon check the type of rocks around the playgrounds as flat topped rocks are safer. Ana has spoken to Leon about what type of plants to plant around school that will be hardy

8 Next meeting PFC Wednesday 31st October 7:30

Fundraising ideas 2019 Wednesday 24th October time to be advised

9 Meeting close