

Meeting Minutes

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

Date: Wednesday 19th April

Location: SMOC Board Room

Time: 7.30pm

Chairperson: Karen Curson

Minute Taker: Lyndall Zaccaria

Attendees: Leon Colla, Karen Curson, Angie Mravljak, Ollie Chilton, Zeal Tuiatua, Lyndall Zaccaria

Apologies: Jana Cronin, Karen Wyer, Rita Karagiannis

1. Welcome/ Karen Curson 7.30pm

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

2. Chairpersons Report/ Karen Curson 7.32pm

No report from Chairperson as position remains vacant. Leon will document this in the weekly newsletter to encourage others to nominate for the position. It was discussed about the opportunity for the chairperson to be a rotating position for each meeting, however on a permanent basis the role needs to be filled.

Action Item: *Await outcome of Leon's newsletter announcement and see if any applicants at next meeting*

3. Treasurer's Report/ Karen Curson 7.37pm

See attached report. Karen discussed that there are difficulties in accessing the banking details report in the system. There are debts that are required to be paid. Further details will be available at the next meeting.

4. Principal's report/ Leon Colla 7.40pm

Leon discussed that the children and teachers have returned from the break refreshed and it has been a good start to the term. There is an emphasis on late arrivals for school in this term due to the number of students arriving late and missing on out learning time. If a student is late (after 8.45am), the parents will be required to sign a late attendance form and follow up with the family will occur if this becomes a regular occurrence. Further information regarding this will be sent home for all parents in an upcoming newsletter.

5. Action Items from Previous meeting 7.45pm

- a) That's mine labels banking details - still to be actioned by Karen C and Lyndall
- b) Quotes for Shade sails - Brendan in the process of getting 2 further quotes as substantial amount of money. After these have been received a decision will be made. Leon stated that the school have just received 15 outdoor bench seats for the children to use, these will need to be bolted down the next working bee scheduled for Saturday 29th April.
- c) Rebel Sport - Ollie confirmed that there has been a store credit which has been given to Michael to purchase sports goods for the school. It was suggested that Leon add this to the weekly newsletter so that families are all aware to nominate the school when shopping at Rebel Sports.
- d) 2nd Hand Uniform shop - organisational model has been decided upon, where school will buy back items dependent on condition. School will then on sell this for a small profit. Further documents in draft form and another meeting scheduled in near future to finalise details.

6. Completed fundraisers and events 7.53pm

- a) School fees raffle - due to banking issues carried over to next meeting
- b) Hot Cross Bun drive - due to banking issues carried over to next meeting
- c) St Patricks Day Green apples - very successful initiative and decided to continue with this in the future.

7. Upcoming fundraisers and Events 7.56pm

- a) Stay and Play - Leon stated no issues with the children being inside but that this must be separate from the children in OSH club and there would need to be activities set up for the children to do, Group decided to go ahead with Stay and Play making this this a weather permitting event and an updated note can be sent out to parents if it gets cancelled on the day. Date set for Friday 5th May

Action Item: Posters to be arranged - Jana

b) Update on Information Nights - Karen C tabled option of behavioural Optometrist Dr Daniel Farrugia to come and speak to parents about Children and their eyesight. Leon requested further option of a Cyber Safety Workshop and is awaiting information from the Alannah and Madeline Foundation.

Action Items: Karen C to discuss with opportunity with Dr Daniel Farrugia and await further information from the Alannah and Madeline foundation

c) Coffee Club - Jana has noted that there is a small turnout for this initiative and queried if this should continue? Leon suggested possibility of 1-2 per term depending on availability of PFA members and perhaps rotating the days to accommodate working parents

Action Item: Jana to determine suitable date dependent on her availability

d) Entertainment books 2017 - 6 books already sold and email follow up to be sent to families as a reminder shortly. Request for Facebook administrators (Rebecca and Allison) to promote link on Unofficial School facebook page.

***Action Item: Email to be sent to school community - Karen W
Facebook link to be promoted - Rebecca and Allison***

e) Fun Run - date changed due to Oval availability and is now confirmed for Sunday 10th September. A further three volunteers have joined the committee and it is anticipated that there will be a requirement for approx 20 volunteers on the day. Committee meeting shortly to discuss further advertising of the event.

Action Item: Committee to meet shortly and report back to PFA

f) Disco - date changed for disco due to DJ being unavailable. Date is now confirmed for Friday 23rd June and some further parents volunteers will be required on the night. Sub committee meeting to be held in near future to discuss details.

Action Item: Committee to meet and report back to PFA - Rita Karangiannis

g) Bake Sale - due to change in date for school Disco bake sale date has now been moved to Monday 31st July.

Action Item: Karen C to lead event

h) Yearbook 2017 requirements - no information received from Rebecca. Carried over to next meeting

Action Item: Agenda item carried over to next meeting

i) Stockland community Grant - unfortunately missed the deadline for this year, but hope to apply again next time.

j) CDF Pay App - Leon confirmed that the school has gone ahead with this App and it can be used for upcoming Canteen, School fees, fundraising and special events. This is linked with the schools banking so provides a more streamlined service than other providers. Kirsty met with representatives today so further information to be received.

Action Item: Leon to discuss outcome and timeline of CDF Pay App roll out at next meeting

8. Other business 8.25pm

- a) Parish of Laverton Education Board - Leon stated that this new Board has been created to discuss high level education issues across the parish and all Parish Primary schools are represented. John Cronin will be the SMOC representative on this board. Both Emmanuel College and Mount St Joseph's College principals have been invited to attend as well.
- b) Stage 3 SMOC build - the plan is to go to tender in October with hopeful start date of January 2018 and possible completion of new learning space in October 2018.
- c) Canteen - Committee will be re started to look at menu options. Food safety plan has been completed and is currently at council. Hope is to be up and running by end Term 2.

Meeting Closed 8.49pm.

Next meeting Wednesday 3rd May 7.30pm