**St Mary of the Cross Primary School Point Cook**

**Parents & Friends Association**

**Meeting held 4 March 2015 at 7.30pm at St Mary of the Cross Primary School**

**Minutes**

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1. Commenced 7.32pm Maria

2. Attendance & Apologies

Attendance

Leon Colla

Maria Peterson - President

Rita Karagiannis - Vice President

Karen Wyer - Secretary

Ollie Chilton - Treasurer

Lyndall Zaccaria

Belinda Wighton

Mark Wighton

Angie Mravljak Bowden

Clare Griffiths

Shannon Dorahy

Rebecca McFarlane

Karen Curson

Purnima Perme

Bojir Perme

Apologies

Michael Topolcsanyi

Mariana Damian

Hector Damian

3. Actions arising from previous meeting 7.32pm - 7.34pm Maria

No outstanding items

4. Presidents Report 7.34pm - 7.35pm Maria

Nothing to report

5. Principals Report 7.35pm - 7.42pm Leon

\*Please find attached the Principals Report

6. Treasurers Report 7.42pm - 7.44pm Ollie

\*Please find attached Treasurers Report.

7. Update: Fundraising & Social Committee 7.44pm - 8.05pm Karen/Rita

Entertainment Book have contacted us again and we will proceed with selling the books again this year. We make $13 from each sale. Karen to notify Entertainment Books to proceed

Easter Raffle - Donations have been coming in. Lyndall will make up raffle tickets over the weekend and will be distributed to students on Friday 13th March. Hampers will be made up on Friday 13 March (Karen, Lyndall & Allison have volunteered to make them). Raffle drawn on Wednesday 25 March at group prayer in the morning.

We have received a book on fundraising ideas and Rita and Karen will meet to discuss further options.

Dates have been booked in for Family Movie Night- Friday 22nd May 2015; School Disco - Friday 31 July 2015; Trivia Night - Saturday 17 October 2015

Icy Pole sales have been going well. Proposed to purchase a freezer with P & F funds to use for icy poles (and would be used in canteen later) Had discussed with Brendan about some students losing money and ways to make it better. Discussed doing icy pole sales as a ‘lunch order’ Child places order with money in the morning. Parent helps come in at lunch and distribute number of icy poles to each class. Moving to icy poles on a stick instead of zooper doopers so no cutting would be required. Will continue with current procedure for remainder of Term 1. Discussed if school is finishing early last day of term as to whether icy poles are required to be sold or not. Leon to confirm finish time.

Leon advised we can get 4 boxes of sausages from Josephs Corner in Yarraville and we can split the cost of what is raised selling sausages. Decided to have sausages available to students for lunch on Thursday 26 March. Sausages to be pre-ordered and also to have fruit juice and piece of fruit in lunch pack. Discussed needing an option to purchase extra sausages as some students may want 2 or 3 for lunch. Rebecca , Angie & Karen volunteered to help out on the day, more volunteers required on the day. Rita can assist with preparations prior. Advice to go in newsletter along with order forms with pricing to be arranged.

Discussed where items are purchased from and whether obtaining a Costco membership would be beneficial. Shannon Dorahy will enquire with Costco if school memberships are free.

Maria discussed how the side committees are divided up and their purpose.

**ACTION ITEMS:**

**Rita & Karen to meet to discuss future fundraising**

**Sausage BBQ lunch to be arranged for students 26 March**

8. Feedback from Board of Management Meeting 8.05pm - 8.07pm Leon

The Board met 2 weeks ago with Maria, Pauline and Tim (parents) Rebeca, Fleur and Brendan (teachers) and one community member with management expertise.

Last meeting worked through policies, anaphylaxis policy and is now published. Now working on asthma and IT policies and will take a couple of months.

9. P & F Structure for 2015 8.07pm - 8.45pm

Currently have Social/Fundraising, Maintenance, Community & Welcome committees.

Moira & Lucy held a fussy eaters workshop today (interest based) Maria Z and Denise hold a fortnightly workshop (education based)

Welcome and Community committees not required as they events are usually run by the school.

Discussed do we need all sub committee groups. Early on in setting up the P & F we decided to try something different to other P & F and be unique at SMOC with the sub committees.

Discussed how to structure the P & F, Maria, Rita, Mark & Leon to meet to discuss further.

Bunnings & Masters BBQ fell through last year and discussed putting ourselves on the waitlist for Bunnings BBQ.

P & F involvement dates coming up

* Easter Raffle - tickets to students 13 March, tickets returned 20 March, raffle drawn 25 March
* St Patricks Day - Making jelly on 16 March (Ollie & Belinda) P & F to serve on 17 March (volunteers required) School to arrange permission form and request gold coin donation for dressing in green
* Working Bee Saturday 21 March and Saturday 2 May
* Sausage BBQ lunch 26 March

Discussed planning for events and fundraising. Project to be at 800+ students in 5 years.

Finalisation of guidelines, Project Leads and Communications to be carried over to next meeting

P & F tab to be put on website with minutes posted

**ACTION ITEMS:**

**Maria, Rita, Mark & Leon to meet to discuss structure**

**Information in newsletter regarding St Patricks Day and Working Bee - Leon**

**Volunteers required for St Patricks Day serving jelly**

10. P & F Roles for 2015 8.45pm - 8.46pm Maria

Roles to be voted in for 2015

Rita Karagiannis - President

Maria Peterson - Vice President

Karen Wyer - Secretary

Ollie Chilton - Treasurer

Shannon offered to be able to assist and be support for a role

11. Other business 8.46pm - 8.59pm

Newsletter to outline P & F structure.

That Sugar Film, Leon is looking into it for involvement with the school

Unofficial Facebook page, and questions raised to be directed to Leon. Karen is currently working on rules for the page and will discuss with Leon before posting.

**ACTION ITEMS:**

**Newsletter to advise of P & F structure - Leon/Rita (?)**

12. Meeting closed 8.59pm Maria

Next meeting Wednesday 15 April 2015 at 7.30pm

ST Mary of the Cross – Parents & Friends Association

Treasurer’s Report Wednesday 4th March 2015

Treasurer – Ollie Chilton

Comments

* Cash from icy poles to be banked 9.3.15
* No Activity since previous meeting
* No Change to bank account

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| Summary |  |
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| Total Fundraising Revenue | $12914.05 |
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| TotalFund Raising Expenses | $4610.96 |
|  |  |
|  |  |
| Total Profit | $8303.09 |
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|  |  |
| School project funding |  |
|  |  |
| Feast Day | $319.57 |
| Cup Cakes | $100.00 |
| Outdoor furniture | $3672.90 |
|  | $4092.47 |
|  |  |
| Balance | $4210.62 |
| Interest | $4.23 |
| Bank account as at 4.3.15 | $4214.85 |

PARENTS AND FRIENDS

PRINCIPALS REPORT

It has been a busy few weeks at St Mary of the Cross as we complete our ‘start up’ activities. At the commencement of each year we have a number of tasks that need to be completed including:

Testing program

All children form prep to year six are tested in a range of literacy and numeracy skills. The tests are standardized tests and allow the teacher to get a very good picture of where our students’ strengths and gaps lie. This data will be ‘crunched’ at our data day on this coming Friday and planning for individualized programs will commence. The results of the data will be shared at the 3 way learning conversations with parents and students in week nine.

Beginning of School Year Mass

A very enjoyable evening was had by all who attended. Fr John was very impressed with the community ‘feel’ we have at St Mary of the Cross. Mass was not ideal being held outside, but may be a necessity if our numbers continue to grow and our space for ‘assembly’ does not.

Regular Parish masses at SMOC

Fr John said our first school mass this morning at 9.15am. Years four and five students attended and celebrated mass with about 8-10 parents. They then went to the café for morning tea.

Census

The Federal Government requires certain data to be collected at the start of each year. Our student population on Friday (Census day) was 215. This is 65 up on our population at this time last year.

Building Program

The Tenders were opened yesterday for stage two. The information is still confidential at this stag until all of the analysis is completed. The architects are still hopeful that the project will commence in about two to three weeks with completion before Christmas this year.

Bike Racks, Tables and Chairs

The Bike and scooter racks purchased by the P&F at the end of last year were installed by Brett Parker (Ethan – Year 2) Brett also assembled the aluminum tables and chairs. These are a popular item in the playground.

The Maintenance Committee also completed some work on the sandpit over the last weekend, in preparation for our first working bee on Saturday 21st March. On this day, we will have sand delivered and spread out so the children can start using the sandpit.

Plans are also being developed for the area behind the mounds – a junior soccer area/play field is being proposed, which will include planting of border tress, installation of garden beds, seating and a leveling and installation of grass to the area. This may require some funding assistance form the P&F in the coming 12 months.