

St Mary's Catholic Primary School

P & F Committee Meeting Minutes

Tuesday 15 August 2017

1. Meeting opened : 7.05pm

President: Suzanne Cross
Vice President: Kate Kelly
Treasurer: Susan Mainstone
Secretary: Jo Spinelli
Board Liaison Rep: Maryanne Pemberton

Attendees/Apologies: 15 Attendees: Paul Cronin, Renae Ursino, Janine Stewart, Janelle Galati, Susan Mainstone Jo Spinelli, Kate Kelly, Suzanne Cross, Mel Sarre, Sonja Cahill (Mel and Sonja apologised as could not stay for all of meeting) , Michelle Patane-Dillon, Jenelle O'Reilly, Kim Fildes, Mel Toia, Rikki Smith, Kate Wright, Lisa Emerson

4 apologies – Tara Spinelli, Gemma Millar, Zoe Marwick, Shannon Atherton and Kelly Bemrose. Attendee sheet filed

2. Opening Prayer by Paul Cronin.

3. Minutes from previous meeting on Tuesday 23 May 2017 were accepted by Janine and seconded by Renae.

Reports

Principal's Report: Read by Paul Cronin

President's Report: Read by Suzanne Cross

P & F Strategic Plan – not discussed

Treasurer's Report: Received Susan Mainstone

Secretary's Report: Correspondence received in/out.

* Fundraising ideas for Father's Day (in)

*

*

Board Liaison Report: not received

Canteen Report: nothing to report – Mrs Gray advised will have a report next Term.

Class Representative Reports

Kindergarten

Shannon Atherton and Kelly Bemrose – not in attendance apology received.

Pre Primary

Gemma Millar & Zoe Marwick – not in attendance apology received – nothing to report.

Year 1

Kim Fildes, Catherine De Castro and Tara Spinelli (correspondence to Tara) - nothing to report.

Year 2

Cherrie Woolhead and Janine Stewart – disco is booked for 10 November 2017. Rocking Roo booked. Beach themed planned, and same set up as last year – lollies and cakes etc., for sale. Janine asked on behalf of a Year 2 parent if the children can have mats to sit on when they have assembly in the hall. Mel advised we do have some mats and if the children would like one they can check with their class teacher. Paul advised will talk to staff about this.

Year 3

Rikki Smith and Kate Wright – asked if they are a little short for money for cupcakes and sausages for Year 3 Reconciliation celebration sausage sizzle will P&F fund? It was discussed that normally the Year 3 parents will fund this, Suzanne suggested that if they do fall a little short can possibly ask parents for extra \$1.00 to cover. Grandparents' morning tea is underway – Year 3 are organising volunteers and baking for the day.

Year 4

Jenelle O'Reilly and Renae Ursino – Father's Day Breakfast 113 RSVPs so far (63 children), will be making bacon and egg in a bun. Kindy are helping as well. Coffee van will be in attendance if people wish to purchase – there will be instant coffee available also. Sonja asked to bear in mind that when breakfast was introduced there was to be no charge to parents. Renae explained that coffee van will be here in case parents wish to purchase coffee if they don't want instant. Kim advised they had some donations left over from NAB from MDMT. It was suggested these could be used for free raffle for Dads. Footy umpire: Paul will be away, Suzanne advised that Ian may be able to help.

Year 5

Maryanne Pemberton and Suzanne Cross - Well done on a successful Quiz night! 11 tables sold.

Year 6

Kate Kelly – advised we are trying something a little different this year. Nibbles catering van will be supplying lunch. Children can pre-order (forms out 21 August 2017) and adults can order their lunch on the day. Kate advised that she is receiving lots of support as she is the only Year 6 Rep.

Agenda Items

1. Request for funds: Paul advised he hadn't brought request for funds form to meeting, however Tino requested that the P&F fund \$1,200 to offset some of the cost to families for the Puppet Making sessions. It was suggested that we wait for request for funds form, however as P&F meet only once per term, needed this approved as puppet making session is soon. Yes vote: 15, No vote: 0.
2. Teacher Day 2017 – this will be over school holidays Jo suggested to have cake for Teachers on 21 September. Jo will organise cake. Mel advised it is in guidelines how much to spend.
3. End of Year Concert: Jo has booked Lomax. DVD order form will be sent out week 2, Term 4. Jo will organise. Susan has paid deposit to Lomax.
4. Nominations for P&F 2018 – Reps to start talking to their Year group for 2018 positions. Executive positions also available for 2018. Jo will send email next week to Reps to pass onto their year groups.

Other Business

Term 4: There will be 2 meetings (normal P&F meeting and forward planning meeting). Mel suggested to have the forward planning meeting with 2018 Reps so they are comfortable with fundraiser/friend raisers.

School mural: Mel and Janelle advised has discussed ideas with artist Andrew. He has suggested that we apply graffiti proofing for \$500.00, it was agreed that this was a good idea to protect the artwork. He will start week 9, and hopefully finish within a week. The children will be able to see him at recess and lunch do his work. Mel and Janelle advised that he is very approachable and engaging.

Newsletters: Suzanne suggested that the eldest child in the school should receive a printed paper copy of newsletter. Paul advised this can become quite costly if printed in colour. It was agreed to leave newsletters as is, as this not only saves extra costs but also helping the environment. If families do not have internet access at home, they can request paper copies. It was agreed that RSVPs to remain as paper copies however, newsletters, Canteen Menu and Term Planner available on school website. It is encouraged that families read the newsletter to keep up to date what is happening in the school. Kate and Jo suggested to have a little section about P&F in the newsletter – to advise what is happening in brief.

Suzanne advised book lists are getting organised. It was asked if the children can bring home/check the spare supplies so parents can see what they may already have. Paul advised will speak to teachers. Suzanne asked what year group are able to hand out bags on the day.

Next meeting time to be advised.

Meeting closed 8.04pm