

St Mary's Catholic Primary School

P & F Committee Meeting Minutes

Tuesday 29 May 2018

1. Meeting opened: 7pm

President: Suzanne Cross
Vice President: Medrica DiLallo
Treasurer: Renae Ursino
Secretary: Jo Spinelli
Board Liaison Rep: Kim Fildes

Attendees/Apologies: 13 Attendees, 7 apologies. Attendee sheet filed

2. Opening Prayer by Paul Cronin.

3. Minutes from previous meeting on Tuesday 27 March were accepted by Gemma Millar and seconded by Kim Fildes

Reports

Principal's Report: Received Paul Cronin – filed.

President's Report: Received Suzanne Cross – filed

Treasurer's Report: Received Renae Ursino – filed

Secretary's Report: No correspondence received in/out.

Board Liaison Report: Kim Fildes – Nothing to report

Class Representative Reports

Kindergarten
Nothing to report

Pre Primary

Hayley reported a stock take of supplies and equipment needed for next year will be done. \$100 dollars was requested towards teapots and this needs to be approved. Tennille advised they will put together a list of items which need to be replaced e.g., table cloths. Kim advised that table cloths were purchased two years ago. Tennille said they couldn't locate them and of the ones they found, some were stained. They are in the process of sending out 'thank you' letters. Hayley asked what will happen if the Mother's Day Morning Tea doesn't raise enough funds to cover future expenses. It was advised that there is no budget or goal set. Spending will be done in accordance with what is available in the funds. Tennille added it was the most amazing group and everyone was onboard. Suzanne added she was told by Mr Walker, the reason why we do it is for networking, team bonding of that year group.

Year 1

Apologies from both Reps. Sandra reported via email. The Raffle and Hot Cross Bun drive went very well and made just over \$1,000 for the P&F.

Year 2

Looking at dates for the disco. Spoke to Helen Brown about this. She suggested week 2 or 3 of Term 4. Michelle Patane suggested in the past it has clashed with sport windups and finals. It was suggested to try and aim for a date between winter and summer sport seasons. Virginia asked for suggestions for DJs. Medrica advised we normally use DJ Rock n Roo and would cost about \$400. Paul suggested we could get high school kids to volunteer to help out with the disco, which is what he did a few years ago. Suzanne added it is up to the Class group to decide how they want to organize the disco.

Year 3

Lacey said they have had the Reconciliation sausage sizzle, which went well. Asked Paul if there was a date set for Grandparents Morning Tea. It was suggested this usually occurs the day after open night. Paul suggested they enquire at the office for the date of the open night.

Year 4

Nothing to report

Year 5

Nothing to report

Year 6

Will start preparing for the sports carnival catering in the first couple of weeks of third term. Talking to coffee van people who come on Friday mornings. They also do catering. It was suggested at the last meeting that we use Glen who catered for this event last year. Kim added we should consider using him as he has helped us out in the past with the Graduation and loan of his portable fridge for the Geographe gift. Discussed whether we should use both and decided this would not be practical. Suzanne advised that at the end of the day it is up to Year group who are organizing. Janelle suggested we could get Glen to cater for kids and the coffee van to cater for adults. Mel added that it would be hard to predict whether parents would be purchasing lunch. The coffee van may produce lots of fresh food they may not be able to sell. Kim said to let the caterer decide how much food they are willing to supply.

Footy Tipping

Nothing to add. We hit Janelle up for a tip as she is doing quite well.

Agenda Items

1. Year Book or DVD. Paul added that staff are looking at something different this year. Carols outside which may not lend itself to being filmed. Then the following year return to a stage production. It was asked how much both options cost the P&F. DVD cost \$1,300 to subsidize but not all parents purchase a DVD. The whole school benefits from the year book. The P&F contributed \$3,200 towards last year's book. Kim mentioned a friend of Catherine De Castro (Ryan) made a great video of the MDMT two years ago. We could get a quote from him. Michelle asked could we support both. Suzanne agreed we have capacity to support both. Paul mentioned again not sure if having concert outside would be good to video in terms of lighting. Mel added the benefit of having carols outside would allow everyone to participate. They will utilize the new fort and place fairy lights around. Awards would be at the end of year mass. Suzanne said we need to discuss with film crew to see if it is possible to film outdoors. Hayley asked if the year book was paid for by school fees. Paul said we would use this years' fees to pay for next years' book. Kim confirmed that the DVD would only be concert and not awards. It was suggested that the person filming could attend both events and produce a DVD of both. We will look into all possibilities.

2. Opening Library at Lunch times. Paul addressed this as it is more of a school issue. The school doesn't at the moment have a dedicated Librarian. Mel Toia was looking after the library last year and would open it at lunch times for the students to use. We have staff doing 15 more roles this year. Lacey suggested that parents could volunteer say on a Friday to supervise the library at lunchtimes. Virginia asked does the hall get opened if it's raining. Paul confirmed that it does. Table tennis has been available in the MPR. Lego will be trialed in the hall this winter.

3. Thank you gift for AMD Audit. Medrica would like to arrange a gift for AMD Accounting for auditing the Treasury reports. If we had to pay this would cost \$800 to \$1,000. In the past I have arranged a chocolate hamper from Taffy's. I asked the MDMT reps if Taffy's supported MDMT and Tennille confirmed they did. She will also check her files to see if there were any other sponsors who we could get a gift from. Renae mentioned this would be for the director and auditors, about 7 staff. She also added that AMD also audit other P&Fs and charge them for this service. They have been very generous in doing ours complimentary. Approval for \$100. All in favour.

4. P&F Guidelines to be updated.
 - a. \$100 for each sacrament. All in favour
 - b. \$1000 Graduation. All in favour
 - c. Book Week \$1,000. All in favour. Usually held in Week 5 of Term 3 but we can be flexible in order to secure an author to visit the school. Medrica will try and arrange for Sally Murphy to attend the school. She is currently on holiday in Europe. Her son has advised she is back second week of June.
 - d. \$100 for committee miscellaneous items to be used no more than twice a year. All in favour.Kate asked if these expenses were sustainable. In total it would be \$2,500 maximum. P&F committee agreed that we can afford this cost on an annual basis.

Other Business

Renae asked Mr Cronin about the old hall refurbishment. Paul advised that a committee appointed by Catholic Ed will visit school to assess and approve the loan of money. Figures have been done to say we can afford this debt. We have missed window as we are heading into winter. Better to have the work done in the summer months. Asbestos that needs to be removed which will happen in the school holidays. Paul is confident that this will go ahead. The old hall has been condemned. Dates back to 1904 and is the original school building. Once refurbished it will be used for before and after school care. Double doors to open onto a patio facing the playground. Update of chapel. Replacing old wooden floors with concrete floor. Replacing windows and ceiling. New roof for whole building. Render for the outside brickwork. Similar cost to demo or renovate. Lacey added that the older generation were upset at the thought of the old hall being demolished. Funding will be instantaneous once approved. Hoping for work to begin November this year.

Next meeting time to be 21st August 2018

Meeting closed 8:03pm