

St Mary's Catholic Primary School

P & F Committee Meeting Minutes

Tuesday 28th May 2019

1. Meeting opened: 7pm

President: Kate Wright
Vice President: Gemma Millar
Treasurer: Renae Ursino
Secretary: Jo Spinelli
Board Liaison Rep: Kristy Richardson

Attendees/Apologies: Paul Cronin, Medrica Di Lallo, Renae Ursino, Jo Spinelli, Kristy Richardson, Katherine Baldock, Alejandra Olgiati, Carmela Spinelli, Michelle Patane-Dillon, Katie Hesson, Megan Turpin, Belinda Males, Erin Devereux, Anika Skehan, Joanne Pitts, Sarah Harrison, Grace Buswell, Lisa Emerson, Jim Cross, Kim Fildes, Melissa Coulson, Kelly Bemrose, Liz McGee.
Apologies: Shannon Atherton, Amanda Panuccio, Crystal Smith.

2. Opening Prayer by Paul Cronin.

3. Minutes from previous meeting on Tuesday 5th March 2019 were accepted by Kristy Richardson and Kim Fildes.

Reports

Principal's Report: Paul Cronin.

President's Report: Kate Wright.

Treasurer's Report: Received Renae Ursino – filed.

Secretary's Report: Correspondence received in/out. No correspondence out, Jo advised that we had received several fundraising brochures and to please come and have a look if interested.

Board Liaison Report: Nothing to report.

Kate had advised that we have received one nomination for President - Gemma Millar, and one nomination for Vice President - Zoe Marwick. It was put to vote and passed unanimously, thanks Kate for your hard work.

Kate asked if we could please vote on the following to change or amend the guidelines:

1. It is currently stated that stock take is done twice per year, Kate proposed that this is only done once per year, end of year in Term 4, was put to vote, passed unanimously.
2. 15.8.17 Mel Sarre had proposed that we spend \$70.00 on cake for World Teachers Day, was put to vote, passed unanimously.
3. Year 6 Graduation – was previously passed for P&F put towards \$800 towards graduation catering and \$70.00 cake, Kate suggested \$1,000, was discussed about siblings etc. as normally it is parent and Year 6 student, this was advised that this would be discussed with Year 6, \$1,000 was put to vote, passed unanimously.
4. Up to \$100.00 for sacraments, put to vote passed unanimously.
5. Father's Day Brekky – pre-approval up to \$1,000 put to vote, passed unanimously.
6. Breakfast Swimming Club – if a parent wishes to take this on approval up to \$20.00 per week, put to vote, passed unanimously.

7. Strategic plan was used 2015/2016, not used in 2017/2018. Was discussed that P&F works with Board & school and isn't up to P&F to decide where and what money should be spent on, was suggested that this isn't needed and P&F will follow constitution, working with the Board & school, put to vote, unanimously passed.
8. Book list distribution 2020 – Kate to still speak to Susanne.

Was noted with these pre-approvals that we can use funds and not rely on donations as we are asking the same businesses to kindly donate goods.

Class representative reports

Kindy - Grace Buswell and Sarah Harrison- **Stock take** – nothing to report at this stage as this is done in Term 4

PP - Katherine Baldock and Crystal Smith – **MDMT** another huge success, well done Pre-Primary! \$18,846 was raised, 740 raffle tickets were sold, suggested maybe not to print as many off next year. Suggested that we need to purchase new tablecloths, glasses and bowls as these were hired. Suggested to re-look at this after stock take has been done at end of year. \$1,400 of prizes left over. Suggested that we hold another small raffle at 50c each at a later date to use these prizes. Jim suggested to put 1% profit back into MDMT to purchase items. We will discuss at next meeting and place on agenda in regards to % of profit to MDMT to purchase items. Thank you again Pre-Primary for all your hard work!

Year 1 - Erin Deveraux and Katie Hesson - **Easter Raffle & Big School Booklet** - was another great success, “guess the egg in the jar” was done on Fun Fitness Friday, suggested to do this on another day during the week. Hot cross buns were successful again this year. Was suggested that there was too much going on with MDMT raffle tickets, Easter donations, hot cross buns all in close proximity to each other. Was also discussed that these are all voluntary participation/purchases. Next year Reps can decide if they'd like to do Easter Egg raffle, hot cross buns & guess how many eggs in the jar.

Year 2 - Anika Skehan and Zoe Marwick - **Disco** - advised nothing to report as Disco will be in Term 3 or 4.

Year 3 - Tennille Panuccio and Medrica Di Lallo – **Grandparents' Morning Tea & Reconciliation Sausage Sizzle** - Reconciliation Sausage Sizzle 29 March, Medrica suggested that guidelines are set to ensure that the celebration is kept simple for the children. Suggested no decorations.

Year 4 - Shannon Atherton and Amanda Panuccio - **Father's Day Breakfast** - Nothing to report as not in attendance.

Year 5 - Kelly Bemrose and Elizabeth McGee - **Sundowner after 60-Minute Challenge & Entertainment Book**– nothing to report at this stage as this is in September, 11 Entertainment books sold so far, we needed to sell 10 to start receiving funds back into school, another email has been sent to class to remind them that we are selling these books.

Year 6 – Jenelle O'Reilly and Belinda Males - **Car Rally** - 23 March huge success! Suggested that maybe not to do this every year.

Agenda items:

1. Increasing the amount of funds allocated to the ELC annually to upgrade outdoor equipment - this includes 3 Year Old Program, Kindy, Pre Primary. Was proposed \$3,000 per annum, put to vote, passed.
2. Inclement weather indoor activities: was suggested that we look at purchasing big board games for indoor winter activities, was suggested yoga, advised that children weren't enjoying it as much, suggested other activities like dancing, martial arts but this may not work on days when all the children are in the hall eating lunch etc., when they can't go out and play due to the weather. Also wondered if there is outdoor equipment for Year 1 and

2. Was discussed there are some sand toy items, will discuss with Carly and Cathy before deciding on purchasing outdoor items for Year 1 and 2, we also need to be mindful of limited storage space for large objects.

Request for funds:

1. Lego & storage - Zoe has had these priced and storage options \$1,000, put to vote, 25 voted yes, passed.
2. Swimming caps for swimming carnival \$211 - put to vote, 25 voted yes, passed.
3. Swimming fins & kick boards \$600 - put to vote, 16 voted yes, passed.
4. Picnic tables for ELC \$2,889.79 (on sale) otherwise \$3,399.95 RRP, put to vote, 25 voted yes, passed.
5. IT resources - 16 iPads \$8,000 and additional IT resources valued at \$5,000 = total \$13,000, put to vote, 25 voted yes, passed.
6. 30 novels for Year 5 to study as a class set in literacy lessons \$450 - put to vote, 25 voted yes, passed.
7. Games, manipulatives construction toys fine motor resources for 3 Year Old Program \$250 - put to vote 25 voted yes, passed.

Other Business

1. Earn & Learn – Jo advised is emptying boxes at the Plaza and Forum once per week, we have approximately 10,200 points so far, Kim had noted that only our name had been written on the box, can we jazz it a little? Jo advised she was not able to do so, but Kim is more than happy to do so if she would like, Earn and Learn will be ending on 25 June 2019.
2. Jim asked what we need to do if would like to discuss something, Kate advised to have it placed on Agenda one week prior to P&F meeting, Jim advised would talk to Paul about matter he'd like to discuss.

Next meeting time Tuesday, 20th August 2019, 7pm, Term 3 week 5.

Meeting closed 8.10pm