Parents and Friends Committee Meeting

Minutes of Meeting

Wednesday 13 March 2013

Present: Trish Wachtel, Kerrin Knight, Lianne Toohey, Annie Mc Call, Anthony Hockey, Sandra Gabbert, Desley Lawrence, Cindy Baumber, Louise O’Shaughnessy

Apologies: Scott McCall, Rebecca Gay, Christine Folke, Tracy Bloom, Alison Brennan, Marianne Sharp, Gillian Dawson

Principal’s report: Anthony thanked the out-going committee: Trish Wachtel, Sandra Gabbert, Rebecca Gay, Josephine Davison, Christine Folke, Tracy Bloom, Lianne Toohey, Janet Russell, Kelly Smith, Cindy Baumber, Virginia Rosenberger, Kristine Evans, Lenny, Emma Kennedy and Eva Finch.

Anthony advised that the school has continued to benefit from the effort and energy of the parents involved in the Parents and Friends Association. The fund raising functions combined with social activities have all been beneficial in helping improve the resources of the school and to foster the sense of community that we value.

Anthony spoke about the use of P&F funds that have been raised to date. These funds were originally earmarked for a PA system for the new stage area. It is now clear that this area will take some time to complete and is likely to occur in various stages over some years. The need for a PA system is therefore some years away so the funds could be directed to the building fund, to assist in funding the overall development of the new area. There was a level of concern that momentum of the P&F could be lost when the funds are directed to bigger projects, where it is not as clearly identifiable as being a P&F fundraising effort.

There was discussion around the need for IT equipment in the school eg. Ipads and that the P&F could potentially assist in fundraising to enable the purchase of IT equipment.
There was also discussion surrounding the lack of history/memorabilia in the school and that P&F funds could be used to ensure some pictures and plaques were acquired and displayed in the school.

As there are many areas that could utilise P&F funds, discussions between Anthony and the School Board will continue.

**Treasurer’s report:** Kerrin advised that the out-going Treasurer Christine Folke had provided a handover and the Treasurer folder to her.

Kerrin advised that an email to Lucy in finance is required to enable Lucy to deduct funds from the P&F account to provide the teachers with their allocation. There was discussion around the need for teachers to obtain and provide receipts to the treasurer for the items purchased with the P&F funds allocated to their class.

Kerrin advised that the Disco held on 1st March 2013 had raised $2,933.45 after costs.

The signatories for the Parents and Friends Association need to be changed to the new committee members. See *Attachment A – Signature page*

**Minutes from the Last Meeting:** Minutes from the last two meetings were tabled and passed by Lianne Toohey and seconded by Anthony Hockey.

**Vacant Committee Positions:** Discussion was held around the need to fill the Secretary, Assistant Secretary and Assistant Treasurer Positions. The decision was made to readvertise these three positions in the newsletter encouraging more people to join the committee.

**Action:** Louise to draft an advertisement for the newsletter and provide it to Julia in time for the next publication.

**Disco Wrap Up:** Tracy the Disco Coordinator was unable to attend the meeting for a wrap up but there was a general discussion advising that all went well. People working on stalls advised that it was well coordinated and set up this year. The overall feedback was that the event ran smoothly and that everyone had a great time. The sponsors for the event need to be acknowledged and thanked via the newsletter.
**Action:** Louise to email Tracy and request that a thank you to the sponsors for the event is placed in the upcoming newsletter and that any lessons learnt are passed on so they can be updated in the folder.

**Swimming Carnival:** Discussion held around how Cindy and Emma as coordinators are tracking with preparations for the Swimming Carnival. Some slight changes were made to how it was run last year based on lessons learnt from last year.

Donations of sausages, bread and sauces are still required. Cindy and Emma will check the storage cupboards for sauces before seeking donations. Kerrin advised she had a contact at the Airport Hotel who had indicated the capacity and interest in donating sauces.

**Action:** Cindy to advise Kerrin if there is a need for sauce to be donated. If there is, Kerrin will chase up her contact.

**2013 Main Event:** Discussion was held around the pros and cons of quiz nights vs movie nights. The decision was made that Movie Nights are very popular and more family friendly and that a movie night will be held this year as the main event. A date is yet to be determined but it is likely to be in Term 3.

Tracy advised that Ewa Finch had indicated an interest in coordinating a movie night if it was to go ahead this year.

General discussion around the need for the movie shown to be rated G and that Anthony will conduct a survey of the children to decide which movie is shown on the night.

**Action:** Louise to contact Ewa Finch to determine her interest in being the coordinator for the Movie Night.

**Action:** Louise to circulate a proposed date to the committee for approval.

**Action:** The committee is to book Outbush Pitcha’s as soon as a date is locked in.
Event coordinators
For the year: Discussion around the need for coordinators for the Athletics Carnival and the Christmas Hamper. The Athletics Carnival is held in week 8 of Term 2 so there is time to recruit coordinators from years 3 and 4.

Committee members advised that the Christmas Hamper is one of the easiest and fun events to coordinate and could be done by the committee if a coordinator doesn’t come forward.

All other events have a coordinator (pending Ewa’s approval for the movie night) and are well underway with their planning.

There was discussion around the Mothers Day stall and the need for crafty/arty people to commence making things to donate to the stall. Last year the items that went well included: wheat bags, lavender bags and homemade goods.

Action: Louise to draft an advertisement for the newsletter advising people that the Mothers Day stall is coming up on Friday 10 May and request that people who can make things to donate contact a committee member.

Other business: Desley advised that the P&F have a section on the St Pauls website that can be utilised by the committee for things such as announcements and minutes of meetings so that the information can be accessed by all. Desley advised that items to go on the website can simply be emailed to her.

Desley advised that Book Week in August is quite a big event in the school and that the P&F may like to run a stall during the week to compliment Book Week.

Action P&F to think about ideas that could run during Book Week and discuss at the next meeting.
There was an idea discussed of having a Mother’s Day Breakfast that would be coordinated by separate coordinators to the Mothers Day Stall coordinators. The ideas included having: tea, coffee, muffins, croissants, scones etc for sale on Friday 10th May. This item will be included as an agenda item at the following meeting.

**Action**

Include Mothers Day Breakfast on the next Agenda

The P&F room will be demolished later in the year and an alternative space for items will need to be located. Discussion was held around the use of a container which could potentially be donated by a container organisation. There is also some room available to the P&F in Desley’s server room and also in the cupboard in the staff room.

Meeting Closed 4pm

Next meeting – How is April 17th at 3pm for people?
Outgoing Committee Members signatures

X
Trish Wachtel
Outgoing Chairperson

X
Christine Folke
Outgoing Treasurer

X
Rebecca Gay
Outgoing Secretary

Incoming Committee Members signatures

X
Louise O'Shaughnessy
President

X
Cindy Baumber
Vice President

X
Kerrin Knight
Treasurer