



ST MARTIN OF TOURS SCHOOL PARENTS AND FRIENDS' ASSOCIATION MINUTES OF THE MEETING HELD ON WEDNESDAY 12TH FEBRUARY 2020

Meeting: PFA Committee Meeting	Venue: Seminar Room	Date: 12 th February 2020	Time: 7:45pm
--------------------------------	---------------------	--------------------------------------	--------------

Agenda Item	Issue Arising	Action Required:
1. Present and Apologies	<p>Apologies - Louise Zannino, Anna Byrom, Bianca Sgambati, Chris Baulch</p> <p>Present- Kate Kelly (Chairperson), Belinda Pryse, Michelle Don Paul, Shane Baulch, Jamile Petridis, Liz Dole , Carla Ting, Marita Anderson, Jacqui Marshall</p>	
2. Confirmation of Minutes from previous meeting	Carla Ting and Jamile Petridis have read the meeting minutes from the previous meeting.	Passed by Carla & Jamile
3. Treasurer's Report	<p>Treasurer's Report hasn't changed too much since the end of last year.</p> <p>The only income for this year has been the bank interest. We are expecting more money to come in once the school transfers the Colour Run money that was collected through Compass, now that Mary is back. It should be around \$4.5K.</p> <p>The school fee raffle money needs to be paid but it has been accounted for in the Report. The \$25 owing to Mel has also been accounted for in the Report.</p> <p>There is still \$150 money being held for the RCH. We had held it thinking the 2019 Term 3 coloured clothes day charity would be RCH because we had the RCH puppet show come during Term 3. We will donate to RCH again this term so will add it to the donation.</p>	Carla to add the \$150 to the Term 1 donation to RCH.

	<p>Jacqui to be added as a signatory. Carla to get the paperwork.</p> <p>We will leave the bank account with Bendigo Bank for now even though we are a School Controlled PFA. Soon all school banking will be via ICON, January 2021. ICON is taking over leadership for Catholic school away from the Parish Priests.</p> <p>Current Bank balance is \$35,992.27.</p>	<p>Carla to get paperwork for Jacqui to be signatory.</p>
<p>4.1 Colour Run – Play Pods</p>	<p>Kate has passed on some information on Play Pods to bring Jacqui up to speed. It will be a matter of finding the right spot and materials and also educating children on how to use them and look after them. Conversations will need to had with leadership, teachers, students etc. However, we will need to get the ball rolling as parents and students are waiting to see these.</p>	
<p>4.2 School Accessories for Fundraising</p>	<p>Michelle has done some research on these items.</p> <p>Mel had previously raised the idea of a coin purse keyring for the children to put their coins in for canteen, snow cones etc. However, we're yet to find a good affordable option. Also, there is the risk that they will be easily lost and that the money could be stolen just being hung on the bag.</p> <p>A few parents have mentioned the Stickybeaks Reusable Lunch Wallets, which some have purchased themselves. These are used as an alternative to paper bags. You can write your order on the label and it folds into a wallet size with a zipped compartment to place the money. So the kids could also use this as their wallet for storing the coins. Wholesale price is \$6.50ea and they recommend selling for about \$10.50ea. There's no minimum order and free shipping over \$50 with a bulk bonus for over 100 of the same style. We would probably do a bulk order and store them.</p> <p>Michelle looked into the beanies for a navy beanie with our school logo embroidered in white. She got a quote for \$9.34ea (based on a bulk order of 250) with free shipping, minimum order of 25 and no set up costs (unlike most other companies who charge an additional set up cost for each order). They are sending out a sample. A few of the committee members expressed interest for a beanie with a pom pom. Michelle will look into costs and request a sample and bring both to the next meeting.</p>	<p>Michelle to get beanie sample and costs for pom pom option.</p>

	We will hold off on the lunch wallets for now but move forward with the beanies in Term 2.	
4.3 Fete Update	<p>3:30pm start. Food trucks are the main food source. There will be bubble soccer, market stalls, petting zoo, band throughout the evening, dance group, bar (under the Parish banner), rides (already booked), snow cones and fairy floss in bags.</p> <p>Lisa Jordan from second hand uniforms approached the PFA asking if they could do a stall at the Fete as they have excess stock, but Belinda sought clarification about the profit allocation. It was suggested a donation could be made to the School/Parish. The other market stalls are paying \$50 and keeping all their profits. As the second hand uniforms are a separate entity, they will pay \$50 and keep all the profits for the PFA. However, further negotiation/clarification will need to take place regarding the profits for the snow cones and the BBQ. The PFA would obviously like to keep the profits if we are running the snow cones and BBQ, as will be backing off on some of our own fundraisers this year due to the Fete.</p>	Belinda/Kate to check with Fete Committee re Snow Cone and BBQ profits for Fete.
4.4 Yr 6 Graduation Gifts	<p>Graduation Mass will be held on 14 December, going straight to a reception venue. The venue is likely to be the Manningham or Ivanhoe Town Hall, and dancing will once again be taught by Ken Marshall.</p> <p>Last year a Grade 6 parent sent an inappropriate email to the PFA regarding graduation presents for the Year 6s. As a school controlled PFA, we no longer have authority to spend that money. Graduation is a school organised event. Last year the parent reps were given a certain amount of money for decorations and the rest was done by the school. A similar approach is likely to be taken this year. Decisions made by the Principal will be advised to the Grade 6 community. It was suggested that it would be worthwhile for Jacqui to put a blurb in the newsletter reiterating that we are a school controlled PFA, as most people wouldn't read the Constitution or Meeting Minutes.</p>	Jacqui to do a blurb in the newsletter re School Controlled PFA.
5.1.1 Shrove Tuesday	<p>To be held on Tuesday 25th February 2020.</p> <p>Gary has suggested having the BBQ on the driveway and being sectioned off for</p>	

	<p>the children's safety. Staff and Gary to cook. We will just need volunteers for serving and selling tickets.</p> <p>The jumping castle was very popular last year. The Fire Truck castle will be \$450 + GST again and a second Smurf Castle would cost \$380 + GST (fully supervised) to reduce lines and get people through more quickly. There was a good turnout at the Prep Tea & Tissues so we're hoping there will be more families. We had more sausages that could have been sold last year but Dane had cooked a large amount and couldn't do anymore.</p> <p>All committee members were happy to proceed with getting two jumping castles, which has been pre-approved by Jacqui.</p>	<p>Kate to hire both jumping castles.</p>
<p>5.1.2 Easter Raffle</p>	<p>It was questioned whether the Easter Raffle would be too much this year with the Fete and requests for mystery bottle donations and possibly chocolates for the Chuck-A-Choc. The Cadbury drive was suggested as an alternative so that only those that wanted chocolates would get them. Hot Cross Buns was another option raised. Bakers Delight Eltham allows people to pick up the order directly from them instead of us having to hand them out.</p> <p>We wondered if there would be less work for the raffle with donations and just having to sell raffle tickets. It raised a substantial amount of \$2K last year. It was felt that most people are buying chocolates anyway and would be happy to donate and the children love it so we will go ahead with it again this year.</p> <p>Easter Raffle to be drawn on Monday 23rd March 2020.</p>	
<p>5.1.3 Snow Cones Day</p>	<p>To be held on Wednesday 11th March 2020.</p>	
<p>5.1.4 Last Day of Term Coloured Clothes Day</p>	<p>The Charity for Term 1 will once again be Royal Children's Hospital (RCH).</p>	
<p>5.2 Fundraising Goal for 2020</p>	<p>Jacqui suggested that we collect letters from the children with their suggestions for where the funds should go. She is still new and getting to know the School and what it needs and would love to get an insight from their perspective. Persuasive writing is always a good exercise for the children.</p>	<p>Belinda to send out a letter.</p>

	<p>Discussed Pete's Paddock being in need of some work and the option of fake turf which would be very expensive. Top yard is also in need of resurfacing as some parts are starting to lift up. Quite a few parents have also commented on the need for an outdoor open sheltered area for wet weather so that we could still have events like Shrove Tuesday, Carols etc. regardless of the weather. Improving the acoustics in the GECCO is also still on the wishlist.</p> <p>As the Fete is being held this year, a conservative goal of \$20K has been set for 2020.</p> <p>Bunnings have run their ballot to May 2020.</p>	
5.3 Mother's Day Stall Gift Ideas	<p>Belinda did a kokodama workshop but said they are quite fiddly. Carla said her kids made some material covered magnets to raise money for the bushfires and could cost up making and selling packs of 3. Kate has found some lanyards and keyrings and has purchased some Anna Gare products that were 90% off. Michelle purchased large quantity of chocolate boxes reduced to \$1 and \$1.50 from Kmart to be bundled with left over stock.</p> <p>Mother's Day Stall to be held on Wednesday 6th May 2020.</p> <p>Mother's Social Night to be held on Friday 8th May 2020.</p> <p>Most preferred to keep the social night offsite with bar and security (if required). Belinda said Cellini's looks closed but will double check. Carla said she might be happy to put her hand up to organise. Belinda said another lady has also expressed interest to organise it and they would be happy to work with Carla.</p>	
5.4 Parent Social Night for 2020	<p>Need to think about ideas – so far there has been a Trivia Night or Casino Night suggested.</p> <p>There is the potential to have it at the School/ Community Centre to keep the costs down. Will discuss further next meeting.</p>	
5.5 PEB Meeting	<p>Jacqui doesn't have dates yet. Being a school review year, the PEB will have some involvement in this. Will maintain a volunteer basis to attend and distribute dates</p>	

	to the Committee at the next meeting.	
5.6 Parent Class Representatives Update	<p>Bianca and Anna are absent tonight. Prep – Yr 2 dinners to be held in the Community Centre with catering at \$20pp. Yr 6 have their graduation dinner. Jacqui has a meeting with Bianca on Monday. Quite a few spots for class reps are still vacant but Urgent Reminders have been sent out to the relevant classes. We can still send out contact lists without all the class rep spots filled.</p> <p>If we are having the dinners at the school again, perhaps we can purchase some reuseable centrepieces to create some ambience. Marita has some fairy lights in jars.</p>	
5.7 “Helping Hands” Register	<p>Michelle has created an online sign up register to be used for PFA events using Signup Zone. She will post up the events and people can view and sign up. This cuts down our workload by eliminating the need for us to send out and collate forms and enter data into spreadsheets.</p> <p>A link can be provided on any events flyers, FB, newsletter etc.</p>	
5.8 SMOT Community Business Directory	<p>Michelle discussed the option of having an online SMOT Community Business Directory. It would be done on the SMOT website with a direct link to the page via the School website. She discussed the option of having tiered advertising options increasing in cost. Free listings could be provided for those who contribute i.e. bronze listing for volunteers, silver for PFA members and gold for sponsors.</p> <p>To start with it was thought that a standard business listing could be provided for an affordable cost of \$20 for the year. This would be affordable for single mums with their own business. If it is a success, we could move to the tiered model next year.</p> <p>Committee members (PFA/PEB/Fete 2020) would be eligible to have their business listing FREE.</p>	Michelle to send out flyer and set up Directory
5.9 Suggestion Box	The suggestion box has been passed on to Jacqui who has said she will take it over and handle.	
5.10 Email Correspondence	Last year there were emails forwarded to the entire committee when they were only addressed to specific people. Some emails were also inappropriate for everyone to be receiving and some members of the Committee expressed they	

	<p>felt uncomfortable receiving and reading them.</p> <p>All emails intended for entire Committee are to be sent to the Secretary who will then forward the email accordingly, maintaining transparency. Emails only concerning particular members (i.e. sub-committees, one or more individuals) may be sent amongst themselves.</p> <p>Veronica has asked for the Minutes to be sent to following email address: office@smrosanna.catholic.edu.au.</p> <p>Jacqui asked if it would be possible to move the meeting time to 7:00pm. We will trial it for the next meeting.</p>	
--	---	--

Meeting Closed	Meeting closed at: 9:45pm		
Chair	Belinda Pryse		
Date location of next meeting	PFA Committee Meeting: Tuesday 21 st April 2020	SEMINAR ROOM	TIME: 7:00pm