



ST MARTIN OF TOURS
PARENTS AND FRIENDS
ASSOCIATION

ST MARTIN OF TOURS SCHOOL PARENTS AND FRIENDS' ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 13TH JULY 2021

Meeting: PFA Committee Meeting		Venue: Seminar Room	Date: 13 th July 2021	Time: 7.30pm
Agenda Item	Issue Arising	Action Required:		
1. Present and Apologies	<p>Apologies – Carla Ting, Amy Chew, Kate De Burgh, Marita Anderson</p> <p>Present- Kate Kelly (Chairperson), Michelle Don Paul, Belinda Pryse, Bianca Sgambati, Fiona Zandt, Johanna Hayes, Joiebelle Zakanj, Kristy Bamford, Jacqui Marshall</p>			
2. Confirmation of Minutes from previous meeting	Bianca and Michelle have read the meeting minutes from the previous meeting.	Passed by Bianca and Michelle		
3. Treasurer's Report	<p>Belinda read out the Treasurer's report.</p> <p>Mother's Day stall cash profit was \$5,777.35. Low stock expenditure because we used excess stock that had been purchased in a prior year.</p> <p>Mother's Day raffle made \$1,081.</p> <p>Mother's Social Night made \$459.95.</p> <p>Beanie sales made \$573.42.</p> <p>During Term 2, the PFA Bendigo Bank account was closed and a new CDF account was opened for the PFA. The change was due to new procedures for the School.</p>			

	<p>Current bank balance in the new PFA CDF bank account is \$55,197.63.</p> <p>There was a total of \$46,185.78 transferred from the PFA Bendigo Bank account to the new PFA CDF account before closure. The Bendigo Bank account is now closed. A bank reconciliation for both the Bendigo Bank account and CDF account is attached to the Treasurer's report.</p> <p>\$2,000 for the School Fees raffle 1st prize in 2020 was transferred to the School in May (for allocation against the winning family's fee account).</p>	
4.1 Play Pods Update (Colour Run 2019 funds)	<p>Jacqui had emailed a school in Brunswick to have a conversation about their play pods but did not hear back from them. She has spoken to Gary about setting up the play pods in the undercover area and has been working with Jamie to co-ordinate how the operation of the play pods would work and fit in with the School behaviour management policy that is being reviewed.</p> <p>Jacqui will make it a priority to have something done by the end of this term. Jacqui asked us to go ahead and purchase some play pod equipment and then the School can make a start on setting up one of the play pods on bottom yard. Jacqui will meet with Jamie on Thursday this week and speak to his student action group about setting up guidelines for the play pods usage. It was felt that the best way to put the guidelines in place around the play pods operation would be by having the equipment there and seeing how it will work / trialling it with small groups of students.</p>	
4.2 Term 2 2021 Fundraiser Update	<p>Mother's Day Stall - After taking into consideration the cost of the excess stock used from prior years, the actual profit from the Mother's Day stall was \$1,795.64. There is about \$2,830 of old excess stock left in Shed.</p> <p>Mother's Social Night- 103 tickets sold. Attendees thought it was a great night and the venue room was very good. \$140 of raffle tickets were sold on the night and \$70 was donated to the White Night charity as mentioned in the Mother's Night flyer.</p> <p>Beanies- We sold 57 beanies this year and made a profit of \$573.42.</p>	

	<p>Ongoing –</p> <p>We have fundraising accounts with Stuck on you, Bright Star Kids, Ponytails & Fairytales (account has a balance of \$11.33 which can we withdrawn), Rebel Sports (link your Rebel store card up to the School to earn points). What is the best way to get this information to families? On a flyer with all the ongoing fundraisers listed? Perhaps reminders to families about the labels at the end/start of school years and Ponytails before sports days? Rebel before winter sports season?</p> <p>We discussed sending out a monthly PFA News update out on its own (separate to the newsletter) to try and increase our reach to families with PFA information.</p>	
4.3 Fundraising Goal for 2020/2021 Update	<p>At our Term 1 meeting it was agreed to carry over the fundraising goal of \$20,000 for 2020/ 2021 combined. So far, we have raised \$16,371.15 towards that goal.</p> <p>Jacqui is looking at having a master plan prepared for improvement of outside areas for the whole School. Once that has been done, we can then look at what the PFA could contribute towards those improvements (ie: smaller projects around the School to contribute funds directly to). The School can also apply for Grants as well once projects are identified. Bianca said some parents have approached her about the resurfacing of top yard.</p>	
5.1 Events for Term 3 5.1.1 Bunnings Sausage Sizzle 31st July	<p>The Bunnings BBQ fundraiser will be on Saturday 31st July 2021.</p> <p>We still need volunteers. A volunteer register has been set up and has been sent out via a Compass alert and also on the SMOT PFA Facebook for families to sign up.</p> <p>Kate to source onions for the BBQ and we need to investigate how many sausages are to be purchased with the current level of activity of a Bunnings sausage sizzle fundraiser (lower activity than previous times we have done the fundraiser due to Covid).</p>	

5.1.2 Silver Coin Challenge	<p>Jacqui said it was ok to proceed with the Silver Coin Challenge.</p> <p>Belinda suggested running it over 2 weeks this year instead of the usual 4 weeks. Offering two prizes again – one for Junior and one for Senior levels – and give a choice of Pizza or Hot Chip lunch. This was agreed by all. Flyer can go out next week and run the coin challenge in weeks 3&4.</p> <p>Containers need to be distributed to classrooms.</p>	
5.1.3 Father's Day Stall & Raffle	<p>Stall is set for Friday 3rd of September.</p> <p>We need to order stock for the Father's Day stall this year.</p> <p>Some ideas mentioned - BBQ packs, pen torches, garden tools, sports merch, socks, chocolates.</p> <p>Potential idea for books – the Book Grocer – you can buy a \$100 box with 25-30 books – mystery box or choose a topic. Sports / recreation books might be of interest?</p> <p>Frames with quotes in them - Michelle will do this again. Will need help putting the quotes in the frames from PFA members once the stock has been purchased.</p>	
5.1.4 Father's Social Night	<p>Belinda will email Cam W and David H who have organised previous Father's Social Nights and see if they are interested in organising one for this year. If not, we can put out a Compass alert asking for any volunteers.</p>	Belinda to email Cam & David
5.1.5 Disco	<p>Jacqui had left the PFA meeting when this agenda item came up, so we were not able to confirm if this could go ahead.</p> <p>If the Disco can go ahead, it was agreed that we should follow the same format of the previous Disco in 2019 where it was held during the day during break times. Proposed Disco date Wednesday 15th September (last week of Term). Fiona said she might know of some volunteers to help with running the Disco.</p>	

5.2 Second Hand Uniforms	Jacqui confirmed it is ok to keeping running as is with the School office staff managing it and fulfilling orders.	
5.3 Parent Class Representative Co-ordinator Update	<p>Friday night dinner dates need to be decided for: Prep Grades 1 &2 combined Grade 5</p> <p>Jacqui will look at the calendar / talk to Veronica about the dates tomorrow and will get back to Bianca.</p> <p>Prep welcome dinner has been set for the 12th of November. The Community Centre has been booked and we will go with the catering option as per previous years.</p> <p>Grade 6 graduation has been set for 13th of December and will be organized by the School. Jacqui is conscious that the Year 6 graduation is a special event for families and that many parents want to contribute in some way. A handful of parents, not necessarily the class reps. may be approached to assist with organizing the decorations within an allocated budget from the School.</p> <p>Grades 3&4 will be doing the Basket Dinner dance which is organized by the School.</p>	
5.4 Procedures for New Bank Account operation	<p>There hasn't been any down time in making payments or being able to deposit to the new CDF account with the system change over.</p> <p>To formulate new PFA procedures for having expenses paid. It was suggested to have an expense form template (similar to one being used by Michelle & Kate already when submitting expenses) and attach receipts to it. This will be submitted to Mary for payment and to keep details & documents in a purchase order book.</p>	

Meeting Closed	Meeting closed at: 9.03 pm		
Chair	Kate Kelly		
Date location of next meeting	PFA Committee Meeting: Tuesday 5 th October 2021	Seminar Room, Mercy Building	TIME: 7:30pm