



ST MARTIN OF TOURS
PARENTS AND FRIENDS
ASSOCIATION

ST MARTIN OF TOURS SCHOOL PARENTS AND FRIENDS' ASSOCIATION MINUTES OF THE MEETING HELD ON WEDNESDAY 3RD FEBRUARY 2021

Meeting: PFA Committee Meeting	Venue: Seminar Room	Date: 3 rd February 2021	Time: 9:00am
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Agenda Item	Issue Arising	Action Required:
1. Present and Apologies	<p>Apologies – Belinda Pryse, Joiebelle Zakanj, Fiona Zandt, Johanna Hayes, Kristy Bamford (new member), Kate De Burgh (new member)</p> <p>Present- Kate Kelly (Chairperson), Michelle Don Paul, Carla Ting, Bianca Sgambati, Marita Anderson, Jacqui Marshall</p>	
2. Confirmation of Minutes from previous meeting	Michelle and Carla have read the meeting minutes from the previous meeting.	Passed by Michelle and Carla
3. Treasurer's Report	<p>2021 P&L just has bank interest to date.</p> <p>2020 End of Year P&L shows a profit of \$3k. However, it is actually sitting at just over \$7.7K, factoring the inventory for beanies and deposit for the jumping castle.</p> <p>Additional funds in Term 4 were from second hand uniforms, school fees raffle and zooper doopers.</p> <p>Still need to fill out paperwork for Jacqui to be a signatory due to COVID disruptions last year and new bank forms being issued.</p> <p>Current bank balance is \$43,868.76.</p>	

<p>4.1 Colour Run – Play Pods Update</p>	<p>Jamie reached out to Kate end of last year to see who would be a good source of materials. Kate’s research indicated that you step through using the play pods with the children, discussing safe play and setting up rules. It encourages play-based learning, children can do something on their own, or can use it when looking for a friend or wondering what to do.</p> <p>Jacqui suggested trialling a simplified version. For bottom yard, it may be possible to move part of the cage up near stairs so it would be undercover for all weather. They may need to move soccer area. For top yard, the thought is to close off one of the sheltered bench areas. Jacqui will speak to Jamie and come up with a proposal. We’ll start with 1 play pod first. Equipment is around \$2K. Jacqui may raise it at her network meeting to see who might have one for ideas.</p>	
<p>4.2. Term 4 Fundraiser Update</p>	<p>Second Hand Uniforms - \$1235</p> <p>Zooper Doopers - \$774.50</p> <p>School Fees Raffle - \$1050</p> <p>Stuck On You - \$41.10. 7 orders were placed during December 2020 and January 2021.</p> <p>The amount raised for 2020 was \$8,458.79, which is not bad for a year of COVID restrictions.</p> <p>Rebel Sport was suggested as another one to add to our passive fundraising list. Michelle had looked into this last year but didn’t want to bombard parents with too many flyers going out at the end of last year. Michelle will set up an account and think about doing something to list all the ongoing fundraisers on it that can be sent out to families to refer to during the year as well as being on website/Facebook.</p>	<p>Michelle to set up Rebel Sport Community Giveback account and look advertising ongoing fundraisers</p>
<p>4.3 Fundraising Goal for 2020/2021 Update</p>	<p>We will keep our fundraising goal as \$20K to cover 2020/2021.</p> <p>The school is getting a quote to get rid of the concrete area near Mercy Building to put turf, BBQ and seating like an outdoor dining area that can be used for parent functions. They are thinking about softening areas and adding colour, number games and puzzles on the ground outside staff room area.</p>	

	<p>Parish master group has dissolved. There are now Parish, School and shared areas. The community hall belongs to Parish and the GECCO is shared with times set for the School and Parish to access. At the moment, there's no fees tied to the contract between the Parish and School.</p> <p>At this stage the fundraising goal could possibly generally state outdoor upgrades. Acoustics for GECCO soundproofing is also still on the cards – battens, panels, curtains etc. Jacqui to think of a wishlist.</p>	
<p>5.1 Parent Class Representative Co-Ordinator Update/Changes</p>	<p>Bianca to stay on as co-ordinator. Joiebelle will try help out at a later date. Veronica will help with set up of info packs, alerts etc. Class rep info session to be held on Monday 15th February.</p> <p>Changes:</p> <ul style="list-style-type: none"> a) No more collections to be done at the start of the year or for group class presents. It started because class reps were turned off because they felt like they were collecting/chasing money all year. Families will now have the choice to do their own thing for teacher's gifts. We don't want to lose our community spirit though i.e. to support a death in a family or welcome a new baby. Class reps can still request a donation for this purpose and can still ask for money towards an end of year function. b) End of year dinners – Year 3 and 4 have the bush dance, Year 6 has graduation, so Friday night dinners this year are only for prep, year 1, year 2 and year 5. It would be really good to go back to the traditional dinners in GECCO/Community centre and everyone bring plate or get it catered. Carla questioned whether it would be nice to fund a catered dinner for the preps, last time cost \$20pp. Usually about 130-150. Between \$1-2K. <p>Need to confirm capacity numbers for indoor spaces, even for tea and tissues we probably needed a cap. Bianca to update the info packs, and on the day go through levels that will have Friday night dinners. Are we allowed to have self-catering? In light of COVID Food trucks and professional catering is a better option. Will look at using Trybooking for managing numbers and keep dinners split into separate year levels. Class reps from the year level to coordinate clean up at the</p>	<p>Bianca to update info packs for class reps.</p>

	end of the night. For this year, we will use the catering company used for the prep welcome dinner which provides meats/spits, jacket potato, salads, lasagna, desserts etc. Each year level having a dinner will be given a date to put in their calendar – last time Bianca was given the dates.	
5.2 Events for Term 1	Shrove Tuesday – 16 th February Snow Cones Days – 24 th February and 17 th March Easter Raffle – Need new volunteers to do hampers	Michelle to order items for Shrove Tuesday
5.3 Mother’s Social Night	Carla to look at Mother’s Social Night – Friday 7 th May Michelle mentioned Lower Plenty Hotel is currently capped at 65 people across both rooms but they hope that will increase as the year progresses. Might need to factor in reduced capacities for venues.	Carla to look into Mother’s Social Night
5.4 Bunnings Update	Kate has applied for a Fundraiser Sausage Sizzle date for Northland. Bunnings advised that they are allocating groups in advance one month at a time due to the unpredictability of COVID restrictions. So there may be the possibility of having this as another fundraiser.	
5.5 Second Hand Uniforms	Jacqui said the Admin ladies are thinking they might continue doing the second hand uniforms but she will chat to them to confirm and see how volunteers could assist.	
5.6 General	Jacqui offered to encourage prep parents to sign up to volunteer at the prep info session. She suggested asking teachers to hand out clipboards with signup sheets and asked us to brainstorm some things we need volunteers for during the year. Could also approach people during prep mass and dinner. Meeting was finished early as people needed to leave. Remaining items will be discussed next meeting.	Kate to prepare signup sheets

Meeting Closed	Meeting closed at: 10:15am		
Chair	Kate Kelly		
Date location of next meeting	PFA Committee Meeting: Tuesday 20 th April 2021	Seminar Room, Mercy Building	TIME: 7:30pm