



# ST MARTIN OF TOURS SCHOOL PARENTS AND FRIENDS' ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 4<sup>TH</sup> AUGUST 2020

Meeting: PFA Committee Meeting	Venue: Online Zoom Conference	Date: 4 <sup>th</sup> August 2020	Time: 7:30pm
Agenda Item	Issue Arising	Action Required:	
<b>1. Present and Apologies</b>	<p><b>Apologies</b> - Louise Zannino, Anna Byrom</p> <p><b>Present</b>- Kate Kelly (Chairperson), Belinda Pryse, Michelle Don Paul, Chris Baulch, Jamile Petridis, Liz Dole, Carla Ting, Bianca Sgambati, Marita Anderson, Jacqui Marshall</p>		
<b>2. Confirmation of Minutes from previous meeting</b>	Chris Baulch and Bianca Sgambati have read the meeting minutes from the previous meeting.	<b>Passed by Chris &amp; Bianca</b>	
<b>3. Treasurer's Report</b>	<p>There hasn't been too much activity with only a few events held this year.</p> <p>A few expenses have been redirected to different fundraiser events for example, the sausage expenses from Shrove Tuesday have been moved to a sausage sizzle which may hopefully be able to be held at the end of the year.</p> <p>The expenses relating to the boxes of chocolates that were bought for the Mother's day stall have been moved to a donation to the School. The expiry date was July 2020 so they couldn't be kept for the Father's day stall or Mother's day stall next year. They were donated to the school to be handed out to the teachers as a thankyou and families in need. Jacqui mentioned they had also</p>		

	<p>been donated to the St. Vinnie's Winter Appeal.</p> <p>The jumping castle hire cost for Shrove Tuesday has been taken out and allocated for Shrove Tuesday next year. There was a small fee charged for them to come out this year.</p> <p>The Snow Cones, Easter Raffle and Second Hand Uniforms have all done well. The second hand uniforms may have had a little bit carried over from prep sales at the end of last year.</p> <p>The school has transferred the Colour Run money that was collected through Compass for the entry fee (\$4,382.16). We'd previously reported that the total profit would be around \$7.5K.</p> <p>Current Bank balance is \$39,424.01.</p>	
<p><b>4.1 Colour Run – Play Pods Update</b></p>	<p>The School has spent time and money over the Term 2 school holidays landscaping the area near the car park. There will be a rubber footpath going around with a colourful river design. The thought is to have a play pod in the car park and possibly one on the top yard, perhaps redoing one of the shelter sheds.</p> <p>At this stage, given the current situation, it will have to put it on the backburner for next year.</p>	
<p><b>4.2. Term 1 Fundraiser Update</b></p>	<p><b>Shrove Tuesday</b></p> <p>It was disappointing to have to cancel this event at the last minute due to weather. However, there were still some families who came along to help, support or because they hadn't seen the compass alert. We will hopefully be able to use the leftover sausages later on in the year.</p> <p><b>Snow Cones</b></p> <p>This is always a successful event with the kids and generally makes a good profit of around \$750. We are fortunate to have this event sponsored by Adept IP so we don't have to pay for the syrups.</p>	

	<p><b>Easter Raffle</b></p> <p>A big thank you to Sam and Liana for organising the hampers once again this year. This will be the last year for Sam who will be leaving the school, but hopefully Liana will continue next year.</p>	
<p><b>4.3 Term 2 Fundraiser Update</b></p>	<p><b>Beanies</b></p> <p>Following the email vote to go ahead with the beanie fundraiser, we placed a bulk order for 550 beanies with Cheeta Teamwear. We have sold 163 beanies and our profit is approx. \$1.6K. We are still chasing payment for 7 beanies and there are enquires still coming through for a few more beanies. The remaining beanies will be stored for future years.</p> <p>Jacqui did a wonderful job at modelling the beanie when the juniors picked up their learning packs and we have received lots of good feedback from staff and parents.</p> <p>The remaining beanies have been dropped off at the school for distribution. Jacqui advised learning packs would be getting delivered to families at home via a contact-free delivery system, possibly next week. The beanies may be able to be included with the packs.</p>	
<p><b>4.4 Fundraising Goal for 2020/2020</b></p>	<p>Jacqui will be reviewing the “Persuade the Principal” letters that were submitted prior to the end of Term 1, over the next couple of weeks to explore what might be workable.</p>	
<p><b>4.5 Parent Social Night</b></p>	<p>The Parent Social Night for this year has been cancelled.</p> <p>The Prep Welcome Dinner may also have to be cancelled. At this stage, the date has already been flagged to prep families, it may have to be in smaller class groups instead of the whole year level.</p> <p>Bianca suggested it might be an idea to have it in the first few weeks of next year as a chance for prep families to introduce themselves and discuss how they’ve settled in.</p>	

<p><b>4.6 PEB Meeting Dates</b></p>	<p>The next PEB Meeting will be held on Tuesday 11<sup>th</sup> August 2020 (TBC).</p> <p>The School Review is this term and there are a lot of documents to ratify and sign off so it is important to meet next week. The School would like the PFA and PEB groups to be made available to the Reviewer (Gilbert/Christine). Jacqui will pass on an invitation to be distributed to the Committee.</p> <p>Dates are likely to be 7<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> September. Grade 5s and 6s are also likely to have some input.</p>	
<p><b>4.7 SMOT Community Business Directory</b></p>	<p>When the flyer was first sent out we received interest from 3 businesses. However, COVID-19 soon came around and nothing eventuated.</p> <p>Michelle suggested asking anyone in the SMOT community who has a business to provide their details and have it listed and promoted for free so that we could all use and/or refer others to use the services of those in our community to help them as much as possible during this time. It was agreed this was a good idea.</p> <p>Carla suggested everyone may not necessarily refer to the PFA website as their first point of reference. She asked Jacqui if it is possible to promote businesses in the newsletter which everyone reads each fortnight. Jacqui said she could provide a link in the newsletter.</p>	<p><b>Michelle to amend Business Directory Page and Registration Form</b></p>
<p><b>5.1. Fundraising for Term 3 and Term 4</b></p>	<p><b>Showbag Fundraiser and Competition</b></p> <p>Michelle suggested bringing a bit of joy and excitement for the kids and giving them something to look forward to this term after being stuck at home. She raised the idea of bringing the show to them by running a showbag fundraiser. You can get showbags for \$4-\$6 which could then be sold for \$10 or less. Just something fun for the kids. There could also be a competition to “Design a Showbag” to receive their showbag free (1 prize per year level) or have the choice of a more expensive showbag ( 1 junior and 1 senior prize).</p> <p>It was suggested considering minimal or no profit given some families may be struggling. It is always optional to participate, you don’t have to if you can’t or don’t want to.</p>	

	<p>Everyone thought it was a good idea and worth exploring. There will be one week before school holidays after this 6 week lockdown. There will also likely be one more lot of learning packs sent home toward the end of term in which they could possibly be included. Would need to get them to the school.</p> <p><b>Term 4 Events</b></p> <p>The thoughts for Term 4 were Krispy Kreme/Cookie Dough/Mangoes or Sausage Sizzle/Snow Cones. It will all depend on whether parents will have access on-site. The sausages can be frozen for 9 months so will need to be used this year.</p> <p><b>School Fees Raffle</b></p> <p>Jacqui is happy for this to go ahead agreeing it is a good fundraiser. We will run it online.</p> <p><b>Ongoing Fundraisers</b></p> <p>Michelle discussed a couple of ongoing fundraisers which we could add to the website and promote in prep packs and stationery lists that go home in Term 4. These are ongoing and require no work on our part aside from promotion. Families order from a website, delivery is directly to them and we receive a commission when our school code is entered at the time of purchase.</p> <p>Stuck on You and Bright Star Kids provide a 20% commission when people purchase from their site and use our school code. Liz recalled that this might have been something they did in the past.</p> <p>School Ponytails sell a range of hair accessories. We would have a page for our school with items in our school colours. They also have sports day packs with items like coloured zinc, sports bands, coloured hair spray, hair accessories, t-shirts etc. in house colours that could be purchased for the school sports day.</p> <p>Committee thought that this sort of fundraising is a great idea, particularly in times like this.</p>	<p><b>Michelle to look into options for Showbag Fundraiser.</b></p>
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<b>Meeting Closed</b>	Meeting closed at: 8:33pm		
<b>Chair</b>	Kate Kelly		
<b>Date location of next meeting</b>	PFA Committee Meeting: Tuesday 6 <sup>th</sup> October 2020	Online Zoom Conference	TIME: 7:30pm