



ST MARTIN OF TOURS  
PARENTS AND FRIENDS  
ASSOCIATION

# ST MARTIN OF TOURS SCHOOL PARENTS AND FRIENDS' ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 5<sup>TH</sup> OCTOBER 2021

Meeting: PFA Committee Meeting		Venue: Online Zoom Meeting	Date: 5 <sup>th</sup> October 2021	Time: 7.30pm
Agenda Item	Issue Arising	Action Required:		
1. Present and Apologies	<p><b>Apologies</b> – Johanna Hayes, Amy Chew, Kate De Burgh, Kristy Bamford</p> <p><b>Present</b>- Kate Kelly (Chairperson), Michelle Don Paul, Carla Ting, Belinda Pryse, Bianca Sgambati, Fiona Zandt, Joiebelle Zakanj, Jacqui Marshall, Marita Anderson</p>			
2. Confirmation of Minutes from previous meeting	Fiona and Joiebelle have read the meeting minutes from the previous meeting.	Passed by Fiona and Joiebelle		
3. Treasurer's Report	<p>Carla read out the Treasurer's report.</p> <p>Showbags made a profit of \$301.88 (\$20 still to be deposited).</p> <p>Purchases were made in anticipation of a Father's Day stall to the amount of \$2,642.70. As the stall did not go ahead due to lockdown, this stock will carry forward to the 2022 stall. Kate remembered that she had also purchased paper bags for the Father's Day stall which she still needs to submit for reimbursement. These bags will also carry over to next year's Mother's / Father's day stalls.</p> <p>Current bank balance in the PFA CDF bank account is \$55,479.51.</p>			

Agenda Item	Issue Arising	Action Required:
<b>4.1 Play Pods Update (Colour Run 2019 funds)</b>	<p>Kate said there was a base set up package that costs about \$2,000, but she still needs to clarify what capacity/volume that stock is and if it would be enough to suit the area that Gary has cleared in the undercover carpark for the Play Pods space.</p> <p>Kate has asked the company to send an invoice for the base set up package. There is an opportunity to top up with more stock later. Jacqui agreed that would be a good plan to start there with the base set up package and we can decide after that where we go next.</p>	
<b>4.2 Term 3 2021 Fundraiser Update</b>	<p>Showbags - There was an email vote on 7 September 2021 for a proposal to go ahead with a showbag fundraiser. The voting results were as follows: Question 1 : <i>Are you happy for the PFA to proceed with a Showbag Fundraiser using Bensons Trading? The cost of showbags is between \$3.86 - \$5.50 with most being \$5.00</i> had 10 Yes votes and 1 No vote. Question 2 : <i>Are you happy for the PFA to sell the showbags for \$7.00 each with a special offer of 3 for \$20?</i> had 11 Yes votes.</p> <p>The showbag fundraiser made a profit of \$301.88. 64 families ordered and there were about 226 showbags purchased.</p> <p>Silver Coin Challenge &amp; Father's Day Stall- Did not go ahead due to restrictions/lockdown.</p>	
<b>4.3 Fundraising Goal for 2020/2021 Update</b>	<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 \$17,754.03 towards that goal.</p> <p>Michelle asked Jacqui if there was an update on The Master Plan for ideas of outdoor spaces that PFA funds could go towards (as previously discussed). Jacqui is hoping to get started on some designs this term. She is using her principal's network to get details of master planners. Jacqui has received an email on the Government shade sail grants, she will read the criteria to see if we are eligible.</p>	

Agenda Item	Issue Arising	Action Required:
<b>5.1 Events for Term 3</b> <b>5.1.1 Zooper Dooper Days</b>	We are still unsure what will be possible to do in Term 4 within Covid restrictions. It was thought a few Zooper Dooper days would be a good idea to run, as they come pre-packaged and can be distributed to each class/year level. Jacqui said yes this should be ok to proceed.	
<b>5.1.2 School Fees Raffle</b>	It was agreed the School fee raffle should be able to proceed in Term 4 as it doesn't require any contact.	
<b>5.1.3 End of Year Disco / Family Picnic</b>	Question mark as to whether we could run a disco or host a family picnic later in the year (if gatherings are allowed). At this stage it is unknown what will be possible as the current directive doesn't allow camps, assemblies, excursions etc at all.	
<b>5.1.4 Other</b>	<p>Michelle suggested the potential of a Cookie Dough fundraiser as it is pre-packaged and fairly contactless to distribute. Tubs are sold for \$17 (they are at least 1kg) and a profit of \$3.50 is made per tub. They come frozen. There was uncertainty about what the interest level would be from the school community. Perhaps an expression of interest can be sent out?</p> <p>Fiona asked if there might be more interest in a healthy food option like a Mango fundraiser. Michelle said she had looked at the Mango fundraiser but the website wasn't working and she wasn't sure if they were still in business and thought it might also be too late to order/get involved as it's usually at the end of Term 3 that orders would go out. Michelle will follow up.</p> <p>Carla suggested a plant sale but that would require more back end work to organise and unsure if it could be held contactless. Perhaps an idea for next year. Jacqui thought Christmas gift ideas are in high demand this year.</p>	<b>Michelle to follow up Mango ordering</b>
<b>5.2 Parent Class Representative Co-ordinator Update</b>	Class reps have been fairly quiet due to lockdown but some had sent wellbeing emails and were reaching out to see if anyone needs support. Some class reps have done small things to try to bring the community together, for example Grade 1's have organised a Halloween Zoom disco.	

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<b>5.2.1 Prep Welcome Dinner</b>	<p>Nothing has been organised yet for the Prep Welcome Dinner as we just don't know if it will be able to proceed. Bianca has tentatively put a hold on the date with the caterer. Jacqui said she has no clarity if it will be able to proceed at this stage. Bianca said maybe we can consider waiting until early next year and organising something outdoors like a BBQ. It was agreed this sounded like a good option. Kate said at another school the grade 6 children host a BBQ for new Prep families.</p> <p>All year level Friday night dinners have been cancelled for the year.</p>	
<b>5.3 PFA Newsletter</b>	<p>Michelle will start the PFA newsletter this month. Michelle aims to get this out monthly and it will include things like details of current PFA fundraisers, reminders, promote ongoing passive fundraisers and promoting businesses that are on the SMOT business directory. Hoping it will be a way to engage with the community that we are here and updating on what we are doing.</p> <p>Michelle has found a new passive fundraiser – Ivanhoe Community Grocers – you can order fruit &amp; vegetable boxes and the school receives \$3 per box. They will also contribute prizes for fundraising events (ie: door prizes).</p>	
<b>5.4 Reimbursements / Third Party payment procedures</b>	<p>The previous process for payments and reimbursements was done through Carla (PFA Treasurer) to make payment. Now all PFA payments are made through the School.</p> <ul style="list-style-type: none"> <li>• Invoices / Reimbursements are to be given to Mary (School bursar);</li> <li>• Mary then gets them approved by MACSSIS and/or Jacqui or Marita;</li> <li>• Then it gets paid in the payment cycle, which is once a week on a Thursday. We need to be conscious of this in the future for timing of a fundraiser order/payment if funds are required by a certain date (ie: Mothers night event at a third party venue);</li> </ul> <p>Purchase order/Invoice over \$500 is a longer process and Jacqui said it possibly needs to be submitted a week earlier so that the supplier can be approved by MACSSIS before payment can be approved (especially for new suppliers).</p>	

Agenda Item	Issue Arising	Action Required:
	Try to submit reimbursements regularly and preferably under \$500. Better to get the supplier to provide an invoice to the School for Mary to pay if possible.	
<b>5.5 AGM</b>	<p>The AGM is usually held in mid-November, but it was discussed if we should push it back to late November or early December in the hope it can be held onsite? Unsure if that will be possible at this stage and it was agreed it was best to stick to November, as December gets busy.</p> <p>It was agreed we will hold the AGM on Wednesday 24<sup>th</sup> November 2021. If we can have the meeting onsite at the School, refreshments will be provided from 7pm and a meeting start of 7.30pm.</p>	
<b>5.6 Other</b>	<p>Marita and Veronica have been working on a new website for the School. Marita asked if PFA members could have a look at the website and navigate around and give her some feedback if there are any problems/errors.</p> <p>School improvements survey's are coming out from MACSIS this week and it was requested that PFA members complete the survey when it is sent out. Jacqui and Marita believe the PFA are big stakeholders in the School and have a good insight into what's working and what can be improved.</p> <p>Jenny the school crossing supervisor is celebrating 30 years with St Martin's this year, it was agreed to do an acknowledgement of some sort for her before the year end.</p>	

<b>Meeting Closed</b>	Meeting closed at: 8.41 pm		
<b>Chair</b>	Kate Kelly		
<b>Date location of next meeting</b>	PFA Committee Meeting: Tuesday 8 <sup>th</sup> February 2022 (TBC)	Seminar Room, Mercy Building	TIME: 7:30pm