



ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 8TH OCTOBER 2019

Meeting: PFA Committee Meeting	Venue: Seminar Room	Date: 8 th October 2019	Time: 7:30pm
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Agenda Item	Issue Arising	Action Required:
1. Present and Apologies	<p>Apologies - Louise Zannino, Melanie Tsoukas, Ambra Joyner, Carla Ting, Anna Byrom</p> <p>Present- Kate Kelly (Chairperson), Belinda Pryse , Michelle Don Paul, Chris Baulch, Bianca Sgambati, Jamile Petridis, Liz Dole</p>	
2. Confirmation of Minutes from previous meeting	Liz Dole and Jamile Petridis have read the meeting minutes from the previous meeting.	Passed by Liz & Jamile
3. Treasurer's Report	<p>Belinda read out the Treasurer's report.</p> <p>Term 3 was a busy term. We had the coin challenge which raised \$2,329.70. The costs were up from last year purely as a result of offering two prizes this year – one for juniors and one for seniors. Seniors still didn't respond as much this year so we may need to consider other possible incentives.</p> <p>Donut day was very successful raising \$1243, with 115 dozens delivered including 88 dozens as takeaway orders going home to families.</p> <p>Father's Night had a profit of \$199.07, mainly paying to cover the cost of the bowls and meals.</p>	

	<p>Disco had a huge and somewhat unprecedented response raising \$1,729.34.</p> <p>The Gala ball is showing (-)\$3319.07 because only expenses have been recorded so far. Funds in TryBooking need to be transferred across.</p> <p>Entertainment books have a payment of \$70. However, it is believed there is more money owed to us which has not been passed on. Carla to follow up.</p> <p>\$20K was allocated by the school as follows - \$10K for literacy and \$10K for furniture items. Votes were: 9 yes for \$20K, 1 yes for \$10K, 1 no and 1 did not vote.</p> <p>Current Bank balance is \$25,032.37.</p>	<p>Carla to follow up Entertainment books.</p>
<p>4.1 School Disco</p>	<p>Parents loved the disco being held during school hours. We had 194 juniors and 156 seniors attend which was a huge response. It was very quiet in the playground much to the delight of the teachers on duty. GECCO looked great with lights, mirror balls, light-up limbo stick and blacked out windows. Next year a microphone is definitely needed to grab the kid's attention and also to be able to run a couple of games. Glow sticks and zooper doopers were a hit.</p>	
<p>4.2 Gala Ball Update</p>	<p>Mel and Ambra were absent as they were meeting to take care of final preparations for the Gala Ball. They confirmed that we have 140ppl attending the Gala ball – 106 booked via Trybooking and 34 staff. They were hoping to get another couple of sales. The original aim was 160ppl so the price worked out to be \$95pp, as the ticket price increased by \$1pp for every 10ppl under this amount. The PFA will be liable for this amount. Manor on High has invoiced us for \$13.3K. We previously paid a \$2K deposit and balance \$11.3K has been transferred today. Staff amount was \$4,080, which Mary will transfer to the PFA account. Trybooking ticket sales should be \$12.720 less 2.5% fee of \$318 the balance to be transferred from Trybooking should be \$12.402.</p> <p>Staff have paid separately to avoid the Trybooking fee. The Trybooking fee has increased over the years to currently stand at 2.5%. Whilst it is convenient to have tickets booked online, a substantial amount of money can be saved by doing it manually. The TryBooking fee worked out to be \$318 for this event which could have been added to the profit. There is also an option in Trybooking to</p>	

	<p>have the person buying the ticket pay the 2.5% fee which we should use in future.</p> <p>When the budget was done originally, a ticket price of \$95 per head gave a profit of \$1,560, allowing a \$200 buffer for printing. Based on this, the final profit should be somewhere between \$1,500-\$2,000 without taking into account any money raised from raffles on the night.</p> <p>The DJ, Photobooth and Manor and High have all been paid. Mel has confirmed that there are no more expenses aside from some small receipts that may need to be paid back to Ambra for raffle tickets, envelopes etc.</p> <p>Marita asked who would be doing the thank you speech. Perhaps Carla may be able to do it.</p>	
4.3 Father's Day Stall	<p>We were spoilt for volunteers and the kids were super excited and thankful. It's lovely when the teachers get the kids to thank the volunteers. There was stock left over but that was good because we didn't want to run out. Some of the volunteers took their role to the next level to make it extra special for the kids. For example, Chris made the kids write their name on the raffle ticket, fold it, and make a wish before placing it in the bowl.</p>	
4.4 Father's Social Night	<p>Thank you to David Hunter and Cam Wallis for organising and hosting the night.</p> <p>The fathers had a great night out at Rosanna Bowling Club. The venue has quite a relaxed policy so they could just have fun.</p>	
4.5 Colour Run	<p>To be held on Friday 15th November at the end of "Spirit Week".</p> <p>Need to work out the timing for the Colour Run. There will be two runs – juniors and seniors. Children will be covered in coloured powder so it was asked whether the children would return to class or go home after the run. Bianca had initially asked if the volunteers for the colour run could stay on to assist with setting up the Prep Welcome Dinner however, it is likely people will have to go straight home so the children can get cleaned up. It will be checked if the set up for the</p>	<p>Marita to get back to the Committee re a suitable time for the Colour Run.</p>

	<p>Prep Welcome dinner can be done on the Thursday to get around this.</p> <p>Michelle provided rough costs of items for the colour run. Items for each child would include : Headbands - \$1.33, Wristbands - \$0.50, Sunglasses - \$1.50, Zooper Doopers - \$0.20, Powder - \$1.73. Approx. cost per child would be \$5.26 based on 510 children. The profit per child with a \$10 entry fee would be \$4.74.</p> <p>We are also looking at offering a sponsorship option for those want to participate and get further prizes depending on the amount raised. The prizes for each price range will be lower than the lower end of the price range to ensure a profit is made for each prize rewarded. Prizes will be purchased and delivered after the event.</p> <p>All committee members were happy with the above and agreed to proceed with purchasing these items.</p> <p>Another school had a fire truck come to hose the kids. Kate to speak to a friend to see if this might be possible.</p> <p>Start/Finish line would be on bottom yard. Course would go out the gate at bottom yard and along Dobson Ave, left onto Finlayson St, left onto Silk Street, in through the school gates and back to bottom yard. There will be about 4 laps and kids will get colour on them each time they pass through the start/finish point on bottom yard. Parents and teachers will be positioned along the course for safety. Chris scouted the course last time to identify particular black spots that need supervision.</p> <p>Kate discussed the option of Play Pods as a goal for the Colour Run. It has been previously discussed with Jamie and Meg to have one for top yard and one for bottom yard. The Play Pods contain items for open-ended play/activities and would be good to have for kids that don't want to participate in ball sports or are not very social. Sometimes the kids have been observed playing with things in the recycling bin. Reverse garbage supply child safe equipment. An estimated cost would be \$2K for materials. The Play Pod itself can be anything like a shipping container with a roller door or other suitable housing.</p>	<p>Michelle to order colour run supplies.</p> <p>Kate to look at Fire Truck.</p>
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	Will need a Parent Consent Form for the Colour Run.	
4.6 Constitution Amendment	<p>Michelle has completed a draft which will be forwarded to the President and School for review prior to being distributed to the Committee and whole Association with a least 14 days' notice.</p> <p>It was proposed that voting for the amended Constitution be at the AGM as stipulated in clauses 10. a)(iv) and 11. a) of the Constitution. However, a few committee members requested a separate Special General Meeting for the voting of the Constitution prior to the AGM so that, anyone could come along to discuss any issues without needing to stay for the AGM. Committee agreed to have a Special General Meeting for this purpose discussing and/or voting on the Constitution amendments 1/2hr prior to the AGM.</p>	
5.1.1 Snow Cones Day	To be held on Wednesday 4 th December.	
5.1.2 School Fees Raffle	<p>It was discussed whether we should run the school fees raffle this year as it will be around the same time that we are asking for money for the Colour Run and also donations for mystery jars for the Fete. There is a little bit of risk involved as we need to sell enough tickets to cover the cost of the school fees. Last year there wasn't much response from the new prep families so perhaps we need to promote it a bit more during the orientation period when the packs go out.</p> <p>Everyone agreed that it is a good fundraiser as we'd all like the chance to win and not have to pay school fees. The option of having the same value as a Westfield or Eftpos Gift Card as an alternative prize was also raised.</p> <p>Committee was asked if anyone else could volunteer to alleviate the burden from Kate, Belinda and Michelle who had a busy Term 3 and will be working on the Colour Run and Snow Cones Day this term. Belinda said it is quite an easy fundraiser to run simply collecting and banking money and placing raffle tickets in a bowl for the draw. There are template letters that just need to be updated with details for this year and it's ready to go.</p> <p>No one at the meeting offered to volunteer to run the school fees raffle so an email will be sent to all Committee members as there were quite a few absent</p>	Email Committee for volunteer(s)

	from the meeting.	
5.2 Charity for Term 4	Marita advised that the mystery bottles for the Fete will be in lieu of the coloured clothes donation this term.	
5.3 Fundraising Ideas for 2020	<p>Discussed ideas for fundraising events next year.</p> <ol style="list-style-type: none"> 1) Casino night 2) Trivia Night <p>Trivia Night was a popular option. Can look at using technology to present the Quiz i.e. Kahoot! There are also companies that have wireless buzzers and run it for you, so you can focus on fundraising during breaks on the night with games etc.</p> <p>It could be held at school or at a venue with food and drinks. Best time to run it would be toward the end of July, once settled back into Term 3.</p>	
5.4 Suggestion Box	<p>Chris went through and checked if items in her suggestion box had been passed on to the appropriate people and were in progress or have been dealt with. These included:</p> <ol style="list-style-type: none"> 1) Sunshade - Passed on to School. 2) Coin Purse – Need to follow up with Mel who was absent from the meeting. 3) Beanie – Would be great to offer through the school to be worn during Winter as many children have been wearing a beanie this year in various shades of blue. Jamile to send through details of a supplier. 4) Diaries for year 5 and 6 – Being attended to by School. 5) Uniform – Ready to be implemented for 2020. There will be a 3 year transition period with sample uniforms to be on display in GECCO/Office. 	
5.5 AGM	To be held at 7:30pm on Tuesday 19 th November 2019, following a Special General Meeting at 7:00pm for the Constitution. Notice to go out with at least 14 days' notice.	
5.6 Fete Update	Fete to be held on Thursday 26 th March 2020. Food trucks to be located in the back driveway. Marita has met with the new Principal and confirmed that it is	

	possible to have a bar with a donation of say \$4 per drink and displaying the Parish Banner underneath so it is clear the alcohol is not being sold and used in the presence of children by the School. Looking at setting up seating with tables and chairs with fairy lights in the underground car park. There will be rides, bubble soccer on the grass and the band playing. ATM, St. John's ambulance, security and counters in the boardroom will also be arranged. Showbags and fairy floss packets instead of machine are being considered. They thought of getting the kids to compete to design the flyer and get a prize such as unlimited rides.	
5.7 Prep Welcome Dinner	To be held on Friday 15 th November 2019. Community Centre has everything needed for the dinner. Need to investigate the option of setting up on the Thursday night – check with Deb at the Parish Office. Bianca has been speaking with Meg about the budget which was \$2K in 2018 for 160ppl. There was too much food last year. Trying to reduce the budget to \$1.3-\$1.5K. There will be a min. of 14ppl needed for set up and min. of 8ppl to help on the night. Night session will be 6:50pm-10pm. Will aim to get flyers out in the second week of term.	

Meeting Closed	Meeting closed at: 9:30pm		
Chair	Kate Kelly		
Date location of next meeting	Special General Meeting and AGM: Tuesday 19 th November 2019	SEMINAR ROOM	TIME: 7:00pm – Special General Meeting 7:30pm - AGM