



ST MARTIN OF TOURS
PARENTS AND FRIENDS
ASSOCIATION

ST MARTIN OF TOURS SCHOOL PARENTS AND FRIENDS' ASSOCIATION MINUTES OF THE MEETING HELD ON WEDNESDAY 9TH FEBURARY 2022

Meeting: PFA Committee Meeting		Venue: Online Zoom Meeting	Date: 9 th February 2022	Time: 7.30pm
Agenda Item	Issue Arising	Action Required:		
1. Present and Apologies	<p>Apologies – Bianca Sgambati, Kate De Burgh, Justine Height</p> <p>Present- Kate Kelly , Michelle Don Paul (Chair), Carla Ting, Belinda Pryse, Fiona Zandt, Joiebelle Zakanj, Jamie Atherton, Jacqui Marshall, Luisa Green, Amy Chew, Dineli Ranasinghe, Tanya Zita</p>			
2. Confirmation of Minutes from previous meeting	Passed by Kate and Belinda			
3. Treasurer's Report	<p>Presented by Carla Ting</p> <p>\$2000 to be corrected to \$2080 for school fees raffle expenses</p> <p>\$11400 profit from all events in 2021 despite of COVID restrictions</p> <p>Current bank balance in the PFA CDF bank account is \$56, 755</p>	Carla to make adjustment for school fee raffle money		

4.1 Play Pods Update (Colour Run 2019 funds)	<p>Presented by Jamie Atherton</p> <p>Maintenance Team has been in contact with Reverse Garbage who will be attending the school in the next few weeks to provide advice on the best arrangements for 2 pods - a junior pod on the top yard and a senior pod on bottom yard in the caged area under the Mercy Building.</p>	Further update to be provided at next meeting
4.2 Term 4 2021 Fundraiser Update	The last fundraiser for Term 4 was the school fees raffle which raised \$450, after the school fee (\$2080) was deducted/paid out.	
4.3 Fundraising Goal for 2020/2021 and 2022 Update	<p>The fundraising tally total for 2021/2022 was \$22,207.74. It was queried where this money could be allocated in light of the Master Plan being developed.</p> <p>Jackie advised that she has been discussing the Master Plan with Business Manager and is currently looking at providers to assist with the completion of the Master Plan. At the end of last year they were successful with the \$25,000 shade sail grant. The school will need to add an additional \$25,000 to include seating. An idea is to have a maths creative area outside the staff rooms with mathematical tools painted on the concrete. This may be a good fit for the 2021/2022 raised funds. Jacqui to bring designs to the PFA once developed.</p> <p>Kate raised the feedback from parents for Astro-turf – Jacqui indicated that she is open to also exploring these options with the architects.</p> <p>The fundraising goal for 2022 will be dependent on what events can occur at the school, Jacqui advised that outdoor events are considered most appropriate in terms of the COVID safe plan but she is keen to proceed with as much as possible for the school community. Contactless options will also be allowable.</p> <p>Michelle suggested \$15,000 target for 2022, this was supported by Kate.</p>	
5.1 Staff/Year 6 Buddy Program	<p>Presented by Jamie Atherton</p> <p>Looking to match each year 6 student to a staff member for a get together once a term to provide an opportunity for discussion and building a connection between students and another adult. It can assist with wellbeing and modelling behaviours</p>	

	<p>and assist children to prepare for secondary school, discussing where they are going to secondary school and how they are feeling about it etc. In term four all teachers and the students will share a lunch.</p> <p>Plan is to present to PFA and then present to the grade six students before considering implementation.</p> <p>PFA generally felt this this was a great idea.</p>	
<p>5.2 Events for Term 1</p> <p>5.2.1 Zooper Doopers</p>	<p>The new canteen provider is unable to sell icy poles. Jacqui approached the PFA with the opportunity for the PFA to sell icy poles on a regular basis on the other (non-canteen) days.</p> <p>Michelle indicated that this is achievable and proposed selling them during the “sun smart” months (Sept – May) on a weekly basis on Wednesdays. This could be achieved outdoors with volunteers serving seniors on bottom yard and juniors on top during second break only.</p> <p>It was suggested that each year level could be allocated a month to seek volunteers and the class reps could possibly assist with this – this was supported by the rest of the PFA.</p> <p>This would replace current snow cones and zooper dooper days.</p>	<p>- Weekly zooper dooper sales through the PFA approved</p> <p>- Big commercial freezer to be allocated for PFA to store zooper dopers</p> <p>- Michelle to review what stock is currently stored at the school and see when we can start</p>
<p>5.2.2 Shrove Tuesday Picnic – 1st March</p>	<p>Options</p> <p>Considered smaller sessions, with pre booking food and drinks or BYO, this will allow for social distancing.</p> <p>Carla suggested selling pancake mix jars to sell for families to do at home however, jar may be expensive and hard to compete with supermarket shaker boxes. We could consider purchasing the shaker boxes and upselling – this would assist in less handling of product.</p> <p>Discussed the option of only offering the sausage sizzle, soft drink and zooper doopers rather than pancakes, as these can be provided in a contactless manner similar to the Bunnings BBQ. Perhaps pancake shaker boxes can be sold as a take home option. Dineli suggested looking at Costco bulk prices and Michelle said she’ll ask a contact who is a wholesale provider if they may be able to provide</p>	<p>-Michelle will have look at an option to obtain pancake mix at cost price</p> <p>- Plan to proceed with arranging this event</p>

	<p>pancake mixes.</p> <p>Majority of members felt it would not be appropriate to have a jumping castle this year in light of recent events surrounding jumping castles.</p> <p>We usually have outdoor games and the kids are usually happy to play on bottom yard.</p> <p>Jacqui advised that the event would be less likely to be cancelled if there are increased cases given it will be an outdoor event.</p>	
5.2.3 Bunnings BBQ – Sunday 20th March	Scheduled for 20 th March	
5.2.4 Easter Raffle	<p>Fiona volunteered to collect donations and make hampers again. Fiona asked if anyone had any boxes or baskets which can be used as hampers even if it's Christmas boxes that can be covered.</p> <p>The idea of making smaller hampers for each year level depending on the number of donations was also considered. It could result in more money being spent on hampers, wrapping and more work. It was suggested that both prize options should be mentioned on the flyer.</p>	Notifications to parents/families to occur
5.3 Parent Class Representative Co-ordinator Update 5.3.1 Class Reps	<p>Presented by Joiebelle</p> <ul style="list-style-type: none"> - Call out went out last week for volunteers, - List to be returned at the end of the week - Seeking to run an introduction session zia zoom at the end of the month once class reps are finalised 	Scheduling Class rep information session
5.3.2 Prep Welcome Dinner	<p>Jacqui advised that this was discussed with Father Michael</p> <ul style="list-style-type: none"> - Scheduled for the 26th Feb, 5:30 mass - Invitation to the Prep Mass to be followed by dinner (pizzas on top yard). Grade 6s would not be involved to assist to reduce the mixing of year levels. - A clear start and end time (8pm) will be provided with a barrier on the stairs to prevent movement through other areas of the school 	<p>Joiebelle to begin to discuss with prep class reps</p> <p>Jacqui will arrange for Marita to reach out to Joiebelle</p>
5.4 Mothers Day Stall	A lot of the old stock has been used, so there is the opportunity to have fresh	Proceed with planning for the

	items this year. Michelle and Kate to start purchasing goods for the stall. Jacqui advised we should be on track to run the stall in the Gecco.	mothers day stall
5.5 Mother's Social Night	Carla volunteered to organize the Mother's Social Night, perhaps with Lisa's assistance again. It was suggested that we see if there are any local venues that have outdoor spaces to reduce risk (i.e. Lower Plenty Hotel or Sticks and Stones).	Carla will begin to look at venues
5.6 Other	- Jamie Atherton to attend PFA meetings with Jacqui and be the contact for the PFA - Marita will be attending the school board meetings	

Meeting Closed	Meeting closed at: 8:45		
Chair	Michelle Don Paul		
Date location of next meeting	PFA Committee Meeting: Tuesday 26 th April 2022	TBA	TIME: 7:30pm