



# ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 7TH FEBRUARY 2017

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 7 February 2017	Time: 7:30pm
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Agenda Item	Issue Arising	Action Required:	Update Required By:	Update Notes
<b>1. Present and Apologies</b>	<p><b>Apologies-</b> Marg Cocks, Penni Charles, Bianca Sgambati, Jenni Henry, Kate Kelly</p> <p><b>Present-</b> Jamile Petridis (Chairperson), Belinda Pryse, Chris Baulch, Carla Ting, Monique Grasso, Elizabeth Dole, Carolyn Anderson, Dale Murray, Sally Reed, Ambra Joyner, Melanie Tsoukas, Margaret Koutoufides, Dane Malone, Michelle Don Paul, Shelley Calopa, John (Parish Fete committee)</p>			
<b>2. Confirmation of Minutes from previous meeting</b>	<p>Dane Malone and Sally Reed have read the meeting minutes from the previous meeting.</p> <p>Chris Baulch asked for clarification regarding agenda items as follows:  <u>Item 5 New Audit Procedure</u> – 3 choices were available. The PFA were advised by Mary Milione that the school will control the auditing. The query was for this to be voted on. The general consensus was that there wasn't really an option and therefore voting was not necessary.  <u>Item 10.13 Teachers Lunch</u> – Chris advised she was always happy to assist with the lunch but did not agree to shadow Adriana with a view to taking on Adriana's role.</p>	<p><b>The minutes of the previous meeting are approved as corrected.</b></p> <p><b>Passed by Dane and Sally</b></p>		

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<p><b>3. Fete</b></p>	<p>John from the Parish Fete committee addressed the PFA committee about the prospect of the PFA taking on the organising of the School Fete from the Parish. The Parish Fete committee has now disbanded, many of the Parishioners are elderly and not able to contribute anymore.</p> <p>The date of the Fete will be Friday 24<sup>th</sup> November 2017 and proceeds are split 50/50 between the Parish and School. John is available to help with organising the Fete, he knows all of the logistics, rules &amp; regulations, where things are kept etc. and has some hand over notes available. He has booked the rides already (same as previous years).</p> <p>Dane thought passing the whole Fete over to the PFA committee at once is too much. It was decided to form a separate Fete Committee and to reach out to the school and parish community for volunteers. It was noted in particular to try to reach out to Men / Dad's in the community for assistance. John is happy to be involved in the Fete Committee but not the main person driving it. PFA members who volunteered to be on the Fete Committee: Dane, Shelley, Carolyn, Dale and Monique. A meeting was set for 23<sup>rd</sup> February at 7pm in the Staff Room.</p>	<p><b>Fete committee formed and 1<sup>st</sup> meeting on 23<sup>rd</sup> February 2017</b></p>		
<p><b>5. Shrove Tuesday Margaret Koutoufides</b></p>	<p>Shrove Tuesday Picnic is on 28<sup>th</sup> February 2017. This is Margaret's last year of running it (her 6<sup>th</sup> year). Looking for someone to handover to. Anne Caruso is considering it. If anyone else is interested or knows someone who is, please let Jamile know.</p> <p>The Picnic needs lots of volunteer helpers on the day – Margaret thinks around 40. Chris Baulch is helping Margaret with editing the flyers, which will be sent home with students. Margaret suggested having a helper roster in the office where parents can fill in their timeslot that they wish to volunteer for.</p> <p>Sally suggested encouraging more people to volunteer by offering House Points for their time (similar to the Lapathon). It was agreed to Trial the idea with Shrove Tuesday volunteering.</p>			

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<b>6. Snow Cones</b> <b>Chris Baulch</b>	<p>Chris Baulch proposed using naturally flavoured syrup for Snow Cones. As Penni Charles was not in attendance price comparisons could not be made. Chris indicated that there were also cocktail flavours available which might appeal to the adults and increase sales at events such as Shrove Tuesday / Fetes. Chris presented a flyer (Snowy Joey) to Monique who would pass this information on to Penni.</p>			
<b>7. Treasures Report</b> <b>Carla Ting /</b> <b>Monique Grasso</b>	<p>Carla went through the treasurer's report</p> <ul style="list-style-type: none"> <li>• School Fees Raffle made a profit of \$2,525</li> <li>• Account Balance to date is \$38,764.38</li> </ul> <p>The balance of monies raised from the last 2 years has been held and not given over to the school. Funds are being saved to go towards the relocation/new playground as part of the building works (target \$45,000 to contribute towards new Playground).</p> <p>Monique Grasso will close an inactive CUA bank account with a balance of \$60.65. She will remove her name from the account information and then close the account. The balance of monies in the CUA bank account is to be transferred to the PFA Bendigo bank account.</p> <p>Carla has the Purchase Order book. Purchase Orders are required for Purchases totalling over \$75. Contact Carla by email or phone to obtain the Purchase Order Number.</p>	<b>Monique to close CUA bank account</b>		
<b>8. PEB Roster</b> <b>Jamile Petridis</b>	<ul style="list-style-type: none"> <li>• Jamile handed out the PFA 2017 Social/Fundraising Events calendar, which includes the Roster for those attending the PEB meetings (there are 8 for the year). Liz Dole will attend the first one on Thursday 9<sup>th</sup> February 2017.</li> <li>• Remaining Roster:  9<sup>th</sup> of March - Chris Baulch  20<sup>th</sup> of April – Carla Ting  11<sup>th</sup> of May – Dale Murray  20<sup>th</sup> of July – Kate Kelly</li> </ul>			

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	<p>14<sup>th</sup> of September – Jenni Henry  12<sup>th</sup> of October – Sally Reed  9<sup>th</sup> of November – Melanie Tsoukas</p> <p>If you are unable to attend the meeting you are rostered for, please let Jamile know so that someone else can attend.</p>			
<b>9. Class Reps Update</b>	<p>Bianca and Jenni were both apologies for tonight’s meeting. Bianca had prepared a written update, which Jamile read out to the committee.</p> <p>Each Prep class has two reps and the classes met up over the summer holidays.</p> <p>Still need reps for other Year Levels – alert has gone out asking for volunteers.</p> <p>A meeting for Class reps is to be held Tuesday 14<sup>th</sup> Feb at 9am to advise reps what is required and give an information booklet.</p>			
<b>10. Gala Ball Update Sally Reed</b>	<p>Sally is preparing a letter to be sent out to local Businesses seeking donations and wanted confirmation of the major fundraising events for the year to include in the letter. It was noted Gala Ball, School Fete and Mother’s &amp; Father’s Day Social Nights as the major events requiring donated goods. The school community will also be asked for donations.</p> <p>An alert on the School App and a Flyer will go out when ticketing for the Gala Ball is open. Sally will go on to the Try Booking website and set up. Proposed ticketing schedule: 24<sup>th</sup> March - full payment or first part payment; 23<sup>rd</sup> June second part payment. The Gala Ball is on Saturday 29<sup>th</sup> July 2017.</p> <p>There is a minimum 250 people charge by the venue. 10 people per table. The venue sets up and packs up everything. We have a 2 hour window before the event to set up silent auction items etc.</p>			

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	<p>The night will include a silent auction, photo booth and lucky door prizes. Sally has approached Danny Sheean to be MC. They have made enquires about a photo booth.</p> <p>Real Estate agents to be approached to provide an advertising board for the front of school to promote the Gala Ball.</p>			
<p><b>11. School Sports Day</b> <b>Dane Malone</b></p>	<p>It was hoped the School Sports Day would be held in Term 1, but it has now been allocated to Term 4 in October 2017. To be held at Banyule Oval, afternoon twilight sports and picnic. More details and discussion to follow later in the year.</p>			
<p><b>12. Communicating PFA activity with parents in the school community</b></p>	<p>The PFA will be working towards giving regular updates in the Newsletter this year about PFA fundraising activities (how much was raised and thanking parents for their support). Belinda asked who was going to do this and Sally said she thought Dale volunteered. Belinda to confirm with Dale Murray that she will provide the updates in the Newsletter (Dale had left the meeting when the agenda item came up).</p> <p>Belinda suggested the PFA have a Facebook page to help promote events to those families using Social Media. Liz to ask at the PAC meeting (needs approval) and Dane to consider social media in his general review he is conducting about school communication and technology.</p>	<p><b>Belinda to confirm with Dale Murray about Newsletter updates</b></p>		
<p><b>13. Building Works</b> <b>Dane Malone</b></p>	<p>Building Works are expected to start in Term 2 and last 12 months.</p> <p>Dane is waiting for the permit to be issued by Council in the next fortnight (there were delays due to an objection, which has now been resolved). Once the permit has been issued and the Catholic Archdiocese of Melbourne has approved it, Dane will then take it to Tender – which he hopes to be in a months time. The Tender process will take approx. a month and then Dane expects work will commence in late April / early May.</p>			

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	<p>Work will begin in March 2017 to clear the site ready for the building works to commence. This includes disassembly of the existing Playground and selling the Portables. Dane estimates the new Playground will cost \$85,000 and the PFA is targeting to fund around half of that (working towards \$45,000).</p>			
<p><b>14. Year 6 Graduation</b></p>	<p>In December 2016, Penni Charles proposed to the PFA that proceeds from the sale of Snow Cones in 2017 could be put towards the Year 6 graduation party.</p> <p>This was put to the PFA committee by email in December and the majority were in favour of the proposal. It was discussed that Year 6 parents would then be responsible for volunteering for running the Snow Cone days.</p> <p>After discussing options of this proposal again, it was decided that the PFA contribute a dollar amount to the Grade 6 graduation party rather than allocating Snow Cone sales towards it. Committee members felt it was nice to acknowledge the Year 6 families for their contribution and fundraising efforts during their 7 years at the school. This would be an ongoing commitment for future years.</p> <p>A contribution of \$1,500 was suggested and will be voted on at the next PFA meeting.</p>	<p><b>To vote on the PFA contributing \$1,500 towards the Year 6 graduation party at the next PFA meeting in April 2017.</b></p>		

<b>Meeting Closed</b>	Meeting closed at: 9.40pm		
<b>Chair</b>	Jamile Petridis		
<b>Signature</b>			
<b>Date location of next meeting</b>	PFA MEETING : 18 <sup>th</sup> April 2017	STAFF ROOM	TIME: 7:30pm