



# ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 18TH APRIL 2017

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 18 <sup>th</sup> April 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> Dane Malone, Michelle Don Paul, Kate Kelly, Carolyn Anderson, Bianca Sgambati</p> <p><b>Present-</b> Jamile Petridis (Chairperson), Belinda Pryse, Chris Baulch, Carla Ting, Monique Grasso, Elizabeth Dole, Dale Murray, Sally Reed, Ambra Joyner, Melanie Tsoukas, Margaret Koutoufides, Shelley Calopa, Penni Charles, Marg Cocks</p>			
<b>2. Confirmation of Minutes from previous meeting</b>	Dale Murray and Sally Reed have read the meeting minutes from the previous meeting.	<b>Passed by Dale and Sally</b>		
<b>3. Treasury Report Carla Ting</b>	<p>Carla presented the Treasurer's Report with the Year to Date Profit details. Profit for Shrove Tuesday, Easter Raffle and Gelati Day were all down on the previous year.</p> <p>Profit from Shrove Tuesday was \$1,192.40, Easter Raffle \$1,231.90 and Gelati Day \$507.95. The committee discussed reasons for the profit being down on previous years for Shrove Tuesday, the weather was a consideration for low attendance given it was a very hot afternoon and perhaps making it an earlier time straight after school might help.</p>	<p><b>Carla to follow up on Mothers Day bank a/c and closing cheque</b></p> <p><b>Carla to collect money from Term 1 Coloured Clothes Day from the office.</b></p>		

	<p>Margaret K had an extra \$144 of expenses for Shrove Tuesday that she passed on to Carla at the meeting, therefore Profit will decrease by this amount.</p> <p>There was a Mothers Day bank a/c that was held by Veronica and Penni in the past for running the Stall. Jamile believed there was a balance of \$10K in the account, which needs to be moved across to the main PFA account asap. Marg Cocks thought Veronica had given a cheque to Dane at the end of last year for around \$12K. Penni found a cheque book for the account and the last cheque was for \$13,583.06 (and the notation was 'donation to St Martin PFA to close a/c). Carla to follow up where this cheque is and make sure the Mothers Day bank a/c is closed.</p> <p>Coloured Clothes Day money for the last day of Term 1 needs to be collected by Carla from the office. This money was split for Term 1 between the Child Sponsorship program and Oxfam (on behalf of Lisa &amp; Nigel Anderson who participated in a 10km walk).</p> <p>The committee discussed making the school community more aware of where this money is going from Coloured Clothes Day. There are two children we sponsor with the Child Sponsorship program – can the school children be made aware of their names and correspond with them? Marg Cocks suggested getting the School Captains to take on the role of facilitating this.</p>			
<p><b>4. PEB Meeting</b></p>	<p>Previous meetings have been cancelled. The 20<sup>th</sup> of April meeting is also cancelled. The next PEB meeting is Tuesday 2<sup>nd</sup> of May. Carla to attend.</p>	<p><b>Carla Ting to attend PEB Meeting on 2<sup>nd</sup> of May 2017</b></p>		
<p><b>5. Shrove Tuesday Margaret Koutoufides</b></p>	<p>This was Margaret's last year of running the Shrove Tuesday fundraiser. It is unknown if Anne C will take it on next year (she had previously indicated that she might).</p> <p>Margaret suggested that the person who takes it on is able to get more involved in helping to count the money and know how much was raised. She said she only found out tonight what the profit from the night was, and it would be more rewarding for the person who is doing all the organising to know the result as soon as the fundraiser is over.</p>			

	<p>Jamile advised that we are now implementing a 2 person count for fundraising money anyway – the person in charge of the event and the Treasurer.</p> <p>The committee discussed suggestions / Ideas for next year – maybe make it an earlier time? Move cooking closer to oval / picnic area so everyone feels together and not so segregated.</p>			
<p><b>6. Fundraising Target / Junior Playground status</b></p>	<p>Jamile asked Marg Cocks the status of the Junior playground relocation project. Marg advised that it is all completed. Jamile asked how much it cost. Marg estimated the synthetic ground padding was around \$50,000 but to confirm with Mary the total cost including equipment.</p> <p>Jamile said that last year Michelle Harrison had said the PFA considered contributing towards the new playground however she has been through the previous PFA minutes and cannot find evidence of a proposed monetary sum or that this funding initiative was voted on by the committee. Marg Cocks said “a fundraising target had been set and that what was discussed was that the Funds raised by the PFA over 2016 and 2017 would be handed over at the end of 2017. Therefore it is not a set amount, it’s just a target. Even though the playground is complete, the PFA will hand over fundraising from 2016 &amp; 2017 at the end of this year”. Review of the previous PFA minutes does not evidence or support this assumption.</p> <p>Jamile then asked Shelley for clarification of a fundraising target of \$80,000 that was put in a letter Shelley is drafting to go out to parents in the school community. Shelley said the figure had come from Dane in a Fete committee meeting. As Dane was not in attendance the committee wasn’t sure if this figure was the total cost of the playground or the total fundraising target. It was suggested the fundraising figure should be left off the letter Shelley is drafting as it might scare parents as being too large of a target. Shelley thought it was important to put a dollar amount goal in the letter. If the total cost of the playground is \$80,000, it was suggested wording it as we are Fundraising to contribute towards the \$80,000 cost of the playground, rather than it seeming like the goal is \$80,000.</p>			

<p><b>7. Gala Ball</b></p>	<p>Sally gave the committee an update on Ticket Sales.</p> <p>150 tickets have been sold and we have funds of \$14,889 in the Try Booking account. We need another 100 tickets to be sold to meet the event target (the venue requires 250 seats to be sold for the event to go ahead).</p> <p>Sally requested that the whole PFA committee get behind contributing to promote the Gala Ball and getting these last 100 tickets sold. Sally has been asking class parent reps to promote, sending out alerts through the School App, putting a notice in the Parish Bulletin, there are two Real Estate boards up at school, a Facebook page &amp; event has been created and promoted / shared. Sally has put some signed Memorabilia in the school office for parents to view in the hope they will want to buy it at the auctions on the night. Melanie is asking for more donations within the school community – to get class reps to send out a request.</p> <p>Other suggestions given by the committee for promoting the Gala Ball was to send a link / flyer to related school communities such as Marcellin , Loyola etc. Marg Cocks suggested someone speaking at some upcoming Masses such as the Confirmation Commitment Mass – might be a good opportunity to promote to the parents in attendance.</p> <p>Dane is still deciding about a Staff table / possible subsidy for staff tickets.</p>			
<p><b>8. Bunnings BBQ</b></p>	<p>Kate Kelly has received a date from Bunnings for St Martins to run a BBQ fundraiser on Saturday 21<sup>st</sup> of October 2017. The committee voted and passed this as a Fundraising event to proceed with.</p> <p>Last year the SMOT Band had been involved. It was agreed to ask the Band if they wanted to be involved again this year (split 50/50 profits and 50/50 volunteers). Kate Kelly was not in attendance at the meeting tonight, Belinda to follow up with Kate on asking the Band.</p> <p>Kate had also advised Belinda prior to tonight’s meeting that she will be unable to commit to helping co-ordinate the day. She is happy to help with advice on quantities, and sourcing bread, sausages drinks etc.</p>	<p><b>Bunnings fundraiser Passed.</b></p> <p><b>Kate Kelly to follow up with the SMOT Band and provide handover notes /advice</b></p>		

	Jamile asked if Kate could organize to have a handover document available with notes on how it was run last year.			
<b>9. School Fete</b>	<p>Dale gave an update on the Fete Committee's activity. The Fete is set for Friday 24<sup>th</sup> November 3.30-8.30pm. There are 8 members on the Fete committee. The next meeting is set for 27<sup>th</sup> April 2017 at 7pm.</p> <p>Currently collecting product for a 2<sup>nd</sup> hand stall – the question was asked, can we sell other schools second hand uniforms (ie: Loyola etc) – it was agreed this should be ok. Put a box in the office and parish to collect goods that the community may wish to donate.</p> <p>Rotary will run the BBQ. Looking at contacting a disability service provider to get involved – they can train people with disabilities up to sell goods at a stall on the day. Will be doing more decorating around the school on the day of the Fete to draw people in and give it a celebratory feel. More activities to keep people here. Looking at a children's art auction. A Facebook page has been set up and is ready to go to help promote the event.</p> <p>Parish has a bank a/c for the Fete costs. Split on profits 50% parish / 50% school direct. Does not go through PFA funds.</p>			
<b>10. Year 6 Graduation donation</b>	Following up from the last PFA meeting, the committee voted on the PFA donating a portion of funds each year towards the Year 6 Graduation. An amount of \$20 per student was suggested. This was agreed and passed at a vote.	<b>Contribution of \$20 per Grade 6 student Passed.</b>		
<b>11. Snow Cones</b>	Penni advised that the Naturally Colored Syrup was too expensive. Chris asked to see the comparison. Penni said she didn't have one and reiterated that it was too expensive. Chris says she understood that that might be the case but was concerned about what the children were ingesting. Chris voiced her concerns over prioritising making a profit taking precedence over the health of the children.			

<p><b>12. Mother's Day Stall</b></p>	<p>Penni asked the committee to confirm that we are not asking for money or donations this year when the Mother's Day Stall letter goes out to families. The committee agreed we are not asking for money to contribute towards the stall (as has been done in previous years), but thought it would be ok to ask for any donated goods.</p> <p>The committee discussed the Raffle and how Penni would get enough goods to make up hampers for the Raffle. A vote was put to the committee as to whether we have a Raffle this year. In favour of a Raffle was 4 and against a Raffle was 5. It was decided there will not be a Raffle this year at the Mother's Day Stall.</p> <p>Penni is behind in organising goods to sell at the Stall but was confident she will be able to purchase items in time.</p>			
<p><b>13. Proxy Voting</b></p>	<p>Jamile discussed the recent Proxy Vote we had in regards to the Mothers Social Night and expressed that she was disappointed in the response from committee members to her email.</p> <p>Jamile said that she thinks the commitment from committee members to respond to voting needs to be 100%. If you are undecided, then please reply to the email that you are undecided.</p> <p>Some committee members thought that the vote was already at 8 to 1 when they had read it, and therefore their response was not needed. Jamile said she would still prefer that all committee members commit to contributing to a vote.</p> <p>Some members suggested Jamile send a text message instead of email (which can be delayed in getting actioned if it is a home email).</p>			

<p><b>14. Fundraising Levy</b></p>	<p>Sally put forward a suggestion of a Fundraising Levy or Fee. This would be charged at the start of the year and cover all of your family's contributions for the year towards PFA fundraising activities. This would eliminate the need to be constantly asking families for money for this and that during the year.</p> <p>Monique said she thought there was a survey done about this 6 years ago. Carla said at her Kindergarten they have a Fundraising pack that you can buy at the start of the year which might get you 6 raffle tickets, 1 plate, 1 ticket to the Mothers Night etc.</p> <p>It was felt that a Fundraising Levy would be difficult to pass / have implemented. Would have to go through PEB.</p>			
<p><b>15. Additional PFA Meeting for Term 2</b></p>	<p>The next PFA meeting was scheduled for the 18<sup>th</sup> of July 2017 (Term 3). The general consensus among the committee was that we do not meet regularly enough being only once a Term.</p> <p>It was put to a vote for another meeting this Term, which was passed. The next PFA meeting for Term 2 was set for Tuesday 23<sup>rd</sup> May 2017 at 7.30pm.</p>	<p><b>Additional PFA Meeting for Term 2 Passed. Set for Tuesday 23<sup>rd</sup> May 2017.</b></p>		

<b>Meeting Closed</b>	Meeting closed at: 9.30pm		
<b>Chair</b>	Jamile Petridis		
<b>Signature</b>			
<b>Date location of next meeting</b>	PFA MEETING : 23 <sup>rd</sup> May 2017	STAFF ROOM	TIME: 7:30pm