



ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 23RD MAY 2017

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 23 rd May 2017	Time: 7:30pm
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Agenda Item	Issue Arising	Action Required:	Update Required By:	Update Notes
1. Present and Apologies	<p>Apologies- Dane Malone, Kate Kelly, Bianca Sgambati, Jenni Henry, Dale Murray, Ambra Joyner, Penni Charles, Liz Dole, Margaret Koutoufides, Shelley Calopa</p> <p>Present- Jamile Petridis (Chairperson), Belinda Pryse, Chris Baulch, Carla Ting, Monique Grasso, Sally Reed, Melanie Tsoukas, Michelle Don Paul, Marg Cocks</p> <p>Resignation- Carolyn Anderson tendered her resignation to Jamile Petridis by email.</p>			
2. Confirmation of Minutes from previous meeting	Carla Ting and Sally Reed have read the meeting minutes from the previous meeting.	Passed by Carla and Sally		
3. Treasury Report Carla Ting	<p>Carla presented the Treasurer's Report with the Year to Date Profit & Loss details. The Mothers Social Night was a small loss of \$48.50 and the Mothers Day Stall was a profit of \$3,275.66. Some committee members were surprised that the Mothers Social Night was a loss. Jamile said they had agreed to break even and will make further enquiries with the sub committee.</p> <p>The CUA bank account has been closed by Monique Grasso and the \$70 balance of funds deposited into the PFA account.</p>			

	<p>The separate bank account held in previous years for the Mother's Day Stall has been closed.</p> <p>Carla received a refund of \$207 from the Bank as they had been withholding TFN tax from the account but shouldn't have been when Carla queried.</p>			
4. PEB Meeting	<p>Carla Ting Attended the PEB meeting on Tuesday 2nd of May. She reported they were reviewing policies, mainly communication policies and that they also discussed the Loan the church is taking out for the school building.</p> <p>Dale Murray to attend next PEB meeting on 1st of June.</p>	Dale Murray to attend PEB Meeting on 1st June 2017		
5. Gala Ball Sally Reed & Melanie Tsoukas	<p>We have sold 168 tickets to date.</p> <p>The target is 250 tickets for the Ball to go ahead. Melanie will discuss with Ivanhoe Centre if we don't meet this target if they will reduce the minimum / can we have it in another room / best options so that we don't have to Cancel.</p> <p>Sally has drafted a letter that is to go out to the school community, stating what the ticket sales are to date, that there is a 250 ticket sales target, that sales are open until the event and cash sales can be organised (if they are not wanting to buy online), and that the event is open to all the community (invite family, friends etc). Sally will send out a reminder about the Gala Ball and ticket sales through Karen (school app) and Bianca (to email class reps).</p> <p>The committee discussed organising a stall on Top Yard shortly for ticket sales, emailing Sister schools to invite their community or Principals (Marg Cocks agreed to do this), having a Real Estate advertising board put up in another location (Marg Cocks may be able to get one at Parade).</p> <p>Sally & Melanie advised that no Teachers had purchased tickets yet and they were not sure if Dane had made a decision yet about a subsidy. Marg Cocks advised he had made a decision and there was currently a list circulating amongst the Teachers about who was interested in attending.</p> <p>Some good Donations from the school community had come through recently.</p>			

	The Gala Ball committee will put an offer to Makeup / Beauty businesses shortly about offering their services for the event at a discount to those attending (in return for marketing their services to the Gala Ball attendees).			
6. Bunnings BBQ Update BBQ Date: Saturday 21st October	<p>Kate Kelly was not in attendance but had advised Belinda Pryse that Karina from the Band has confirmed they would like to share the event 50/50 with the PFA again this year, and that Karina has emailed Band Families asking them to Save the Date.</p> <p>Jamilie asked Belinda to follow up with Kate about preparing a handover document about where she buys supplies from, what time shifts are, procedures, buying quantities etc.</p>			
7. Handovers and Procedures Jamilie Petridis	Jamilie would like to put together a folder for Handovers and Procedures for all annual events that the PFA runs, so that if someone can no longer run an event or at the last minute is unable to, that other PFA members can easily refer to the Handovers and Procedures folder for the information on how to run the event and for templates.			
8. Key Register Jamilie Petridis	<p>Jamilie has found some PFA cupboards left opened in / near the GECCO. Dale as also found cupboards opened. Jamilie asked if there was a key register / who else has access to the PFA cupboards. Marg Cocks was not aware of any other PFA members having a key. She suggested they were probably opened by mistake during the Friday night dinners as Ourania has a key for the Dinners.</p> <p>Jamilie to make some signage for the cupboards that they are PFA cupboards and are not to be opened.</p>			
9. Suggestions Box Chris Baulch	<p>Chris asked if we have a Suggestions Box for the PFA? No one was aware of any suggestion box, so Chris proposed we have one. Chris said she finds that she is often approached by people in the school community and asked 'are you on the PFA?' and then given suggestions or donation requests etc.</p> <p>The PFA will contact the person making the suggestion with confirmation that their suggestion has been received and will be discussed at the next PFA Meeting. It will be made clear at this time that not all of the ideas put forward</p>	The committee voted in Favour of trialling a Suggestion Box.		

	<p>can be actioned and all ideas will be subject to the PFA voting process.</p> <p>It will be a physical box with a template form that the person needs to complete and put into the box – in consultation with the school, it will most likely be located in the Office. The form should be available online to download or next to the box in the Office as well.</p> <p>The committee voted in favour of trialling a Suggestions Box.</p> <p>Chris will investigate how we can get a box going, draft up a letter to put in the newsletter / go out to parent’s about the Suggestion Box.</p>			
10. Snow Cones	<p>Jamile has requested Samples of Naturally Coloured / No Preservative or Artificially flavoured syrup to explore having at least one bottle in stock to give the Option for children to have this. Jamile would like the committee to sample these when they arrive. Marg Cocks and Monique said there used to be a Natural syrup bottle in stock. Chris Baulch noted she had never seen the Natural syrup when she had helped out with the Snow Cones in the past. Marg Cocks said that perhaps it had probably run out then as she had seen some children having a plain one at recent Snow Cone days.</p> <p>Jamile will re-open the discussion about having alternative Options for the Snow Cone days once the committee has tried the samples and discussed the ingredients in them etc. It is not to replace all of the Snow Cone flavourings, but to give Options for those children that are not able to have the current Snow Cone flavourings due to dietary restrictions.</p>			
11. Funding Initiatives Coordinator Chris Baulch	<p>Chris had made some notes that she read out –</p> <ul style="list-style-type: none"> • There are concerns from parents regarding how and where the funds raised by the PFA are being allocated. • There is a perceived <i>lack of process</i> surrounding the identification of where the funds could be spent and <i>lack of formal decision making</i> made around where the funds are spent (they want it put through the voting process). 			

	<ul style="list-style-type: none"> • The perception is that the majority of funds are allocated to the school building project at the direction of the school. • There are concerns that the parents (current and past) of the school community aren't being kept in the loop – always being asked to support but feel there is a lack of transparency from the PFA about how and where the raised funds are being spent which is raising suspicion. • Newsletter indicates that the money is going towards the upgrade? Questions raised as to why? Didn't the school get a grant? Can't we use the money elsewhere? Aren't there other areas that the money raised can be directed – spread it around the different departments of the school where the school budget fell short? • It's been proposed that the PFA implement a position of Funding Initiatives Coordinator to source funding ideas in consultation with the wider school community. WHY? To ensure the PFA aligns to the constitution and considers all opportunities to assist in providing funding of initiatives that support the children's education. • This position would require the nominated Funding Initiatives Coordinator to collaborate with school Department representatives and identify funding initiatives. • PFA would vote on funding initiatives identified and presented in a business case format. • The allocation of funds would be reported in the school newsletter keeping school community informed of initiatives funded. • The number of business cases presented and approved per Department would be reported (spreadsheet format). <p>Look at all the opportunities for funding within the school. i.e. asking the sport, music, library departments etc. what funding they could use from the PFA to buy</p>			
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	<p>extra equipment / resources that are needed. At the end of the year the PFA can then report on where various allocations have been made around the school towards resources. It then shows the school community that the PFA is fundraising for various things around the school / the funds are distributed around a bit more rather than just one big intangible item.</p> <p>Marg Cocks suggested that we need to look at the PFA Constitution as she thinks that the funding allocation is at the discretion of the School Principal. Jamile checked the Constitution and couldn't find reference to this. Marg said all the departments have budgets each year and that teachers should put in a request for extra funding or resources to the school when those budgets are being allocated.</p> <p>Marg suggested having a survey at the end of each year asking the school community where they would like / suggest funds raised from the PFA be contributed towards in the next 12-24 months.</p> <p>The PFA has improved communication this year by putting in the Newsletter how much funding has been raised from the various events. This could be further improved by advising where the funds were allocated.</p>			
<p>12. 5 cent challenge</p>	<p>Belinda advised she will take on the 5 cent challenge this year. Kate Kelly to provide handover documents.</p> <p>Belinda asked the Committee if they wanted to continue with it being a 5 cent challenge or make it a Silver Coin challenge.</p> <p>The committee voted 6 in Favour to make it a Silver Coin challenge this year. Make the rules very clear that only Silver Coins will be accepted into the official Tally Count to avoid controversy over gold coins or notes being donated as in the previous year.</p> <p>Silver Coin Challenge starts on 1st day of Term 3, Monday 17th July 2017.</p>	<p>The Committee passed making it a Silver Coin Challenge in 2017.</p>		

<p>13. Fete Monique Grasso</p>	<p>Dale and Shelley are well organised. The committee meet every 6 weeks.</p> <p>7 more stalls are needed. Also looking for someone to do Fresh juices or provide a juicing machine.</p> <p>Save the date Flyer to go out shortly. Shelley is drafting this – Jamile asked for a copy to be sent to her.</p> <p>They have a Facebook page up and running.</p>			
<p>14. Hot Lunch in Winter</p>	<p>The committee asked if we were having a Hot Lunch day in Winter as previously discussed at the start of the year. Jamile will consider a sausage sizzle or hot jam donuts and come back to the committee at the next meeting.</p>			
<p>Meeting Closed</p>		<p>Meeting closed at: 9.20pm</p>		
<p>Chair</p>		<p>Jamile Petridis</p>		
<p>Signature</p>				
<p>Date location of next meeting</p>		<p>PFA MEETING : 18th July 2017</p>	<p>STAFF ROOM</p>	<p>TIME: 7:30pm</p>