



# ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 18<sup>TH</sup> JULY 2017

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 18 <sup>th</sup> July 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, Kate Kelly, Bianca Sgambati, Dale Murray, Shelley Calopa , Michelle Don Paul, Chris Baulch, Carla Ting</p> <p><b>Present-</b> Jamile Petridis (Chairperson), Belinda Pryse, Liz Dole, Monique Grasso, Sally Reed, Melanie Tsoukas, Ambra Joyner, Marg Cocks</p> <p><b>Absent-</b> Jenni Henry, Margaret Koutoufides</p> <p><b>Resignation-</b> Penni Charles has tendered her resignation to Jamile Petridis by email.</p>			
<b>2. Confirmation of Minutes from previous meeting</b>	Sally Reed and Ambra Joyner have read the meeting minutes from the previous meeting.	<b>Passed by Sally and Ambra</b>		
<b>3. Treasury Report Carla Ting</b>	<p>Carla was an apology for the meeting.</p> <p>She had sent her report to Jamile for the meeting and Monique presented it. There was no fundraising events held since our last PFA meeting to update on. Some payments for the Gala Ball and Father's Day stall have been made in July. The current bank balance is \$42,321.37</p>			

<p><b>4. PEB Meeting</b></p>	<p>Dale Murray attended the PEB meeting on 1<sup>st</sup> June 2017. Dale was an apology for the meeting but sent the following update to Jamile which was read out:</p> <ul style="list-style-type: none"> <li>- The School upgrade is starting in July 2017 and will take approx 1 year to complete.</li> <li>- 2 Grade 6 Leaders did a Presentation on what they have enjoyed at St Martins - this was done very well.</li> <li>- The school is going to go with 1 uniform shop - Academy, 10% of their sales go to the School. But they do not have a 2nd hand uniform area. The school will need to look at another option to continue with this. The PEB suggested maybe the PFA can help with this?</li> <li>- 6 of the School Policies have been updated now - mainly communication ones.</li> </ul> <p>The next PEB meeting is an open Forum on Thursday 20<sup>th</sup> July 2017. All parents welcome.</p>			
<p><b>5. Gala Ball</b>  <b>Sally Reed</b>  <b>Melanie Tsoukas</b>  <b>Ambra Joyner</b></p>	<p>We have sold 210 tickets to date.</p> <p>The target ticket sales were 250 tickets, which is what the Ivanhoe Centre will charge us at a minimum for the event. The invoice cost for this is \$20,225 (at 250 heads). The Gala Ball Committee believes they may be able to sell another 10 tickets before the Ball, which would give us a shortfall of 30-40 tickets. Ambra and Melanie are to negotiate with the Ivanhoe Centre about not charging us for the shortfall in ticket sales or possibly only paying half. If the Ivanhoe Centre insist on the full charge some options were discussed such as asking them if they can include the chair cover fees for free, the option of Raffling off some extra seats to school families, giving a donation of the excess to a worthy charity or donating the extra food, asking for some cheese platters or nicer wine / beer in replacement of them not having to cook 30-40 meals.</p> <p>Ticket Sales at 210-220 mean that we will break even on the costs of the event at the Ivanhoe Centre. Fundraising profit will then be made from silent auctions, auctions and raffles on the night of the Gala Ball.</p>			

	The Gala Ball committee may need some help setting up on the day of the Gala Ball and also during the evening, especially around collection of the auction items etc. They will let the PFA know what help is required and committee members to help out on the evening as required.			
<b>6. Suggestions Box</b>	<p>Chris Baulch was an apology for the meeting. Jamile said that Chris has purchased the suggestion box and put forward that it be located next to the new notice board on Top Yard.</p> <p>Marg Cocks said no, as children will likely fill the box up with bark, paper, anything they can find etc.</p> <p>Marg said it is best for it to be located in the Office.</p>			
<b>7. Fete Update</b>	<p>Dale Murray was an apology for the meeting. She sent the following update to Jamile which was read out at the meeting:</p> <ul style="list-style-type: none"> <li>- Currently we have 37 stalls, including stalls run by our School and Parish groups. We also have external community groups and external business's helping out as well.</li> <li>- We need 4 more stall operators to look after stalls, corn on the cob, mini hot dogs, silent auction &amp; slushie machine.</li> <li>- Anyone interested in helping out in anyway please let us know.</li> <li>- Currently we have 7 on the Committe and we would welcome more parents to come on board.</li> <li>- We will be asking for donations from our school families in Term 3 &amp; 4.</li> <li>- We are currently asking for donations of items for the White Elephant Stall and the 2nd Hand Uniform stall.</li> <li>- We have flyers currently being printed</li> <li>- Our Facebook page is going well.</li> <li>- We have a meeting every 3 weeks, our next one is this Thursday night 20th July at 7pm.</li> </ul>			

<b>8. Father's Day Stall</b>	<p>Penni Charles is no longer running the Father's Day stall and Jamile has taken over for this year.</p> <p>Jamile has ordered the Father's Day Stall stock. She is also going to go to the AFL Shop and see if they can do a deal with some small football related items as well.</p> <p>Father's Day Stall is on Thursday 31<sup>st</sup> August 2017.</p>			
<b>9. Earn and Learn</b>	<p>Jamile sent out an email last Term asking for opinions on the Earn and Learn program and if our school should register. Jamile received 4 email responses.</p> <p>Earn and Learn will not go ahead this year as it is too much work to co-ordinate and there are too many other fundraising projects on at the moment.</p>			
<b>10. Silver Coin Challenge</b>	<p>Belinda advised the Silver Coin Challenge has commenced. The containers for each Class to collect their coins have been distributed.</p> <p>Sally suggested contacting Jo Downey at the Bendigo Bank in Heidelberg to ask for a contribution towards our Silver Coin Challenge fundraiser, such as some child bank account kick starters to give away and some colouring sheets. Belinda to follow up.</p>			
<b>11. Bunnings BBQ 21<sup>st</sup> October 2017</b>	<p>Kate Kelly was an apology for the meeting. Kate is still to confirm if she will be available to co-ordinate the Bunnings BBQ day on behalf of the PFA.</p>			
<b>12. Winter Hot Lunch Day / Snow Cone Days</b>	<p>Jamile to make a decision in the next few weeks if there will be a Winter Hot Lunch Day in Term 3.</p> <p>Snow Cone Day will resume in Term 4. Penni Charles will no longer be running Snow Cone Days. Jamile to ask Chris Baulch to volunteer for Term 4.</p>			

<b>13. School Disco end of Term 3</b>	Claire Goodison is confirmed as running the School Disco again this year, which will run at the end of Term 3.			
<b>14. Teachers Morning Tea / Luncheon</b>	<p>Jamile asked Marg Cocks if there was any preference on dates for the end of year Staff Morning Tea / Luncheon.</p> <p>Marg suggested not Friday's. Jamile suggested using the GECCO this year and perhaps on a Wednesday. Jamile to send Marg some possible dates.</p>			
<b>15. Major Fundraiser Event for 2018</b>	The committee discussed starting to think of ideas for the major fundraising event for 2018. It will be the School 60 <sup>th</sup> Year Anniversary and having a major fundraising event to tie in with the celebration involving the children and families was discussed as a good idea. An idea of a Family Fun Day, perhaps later in the year around Feast Day, involving the children and families was discussed. Fun sport events, BBQ, jumping castles etc. Sally suggested having a commemorative glass or other item that could be given to those who attend the event (in celebration of the 60 <sup>th</sup> anniversary of the school). To brainstorm more ideas before the end of the year.			

<b>Meeting Closed</b>	Meeting closed at: 8.40pm		
<b>Chair</b>	Jamile Petridis		
<b>Signature</b>			
<b>Date location of next meeting</b>	PFA MEETING : 10 <sup>th</sup> October 2017	STAFF ROOM	TIME: 7:30pm