



ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 24TH JULY 2018

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 24 th July 2018	Time: 7:30pm
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Agenda Item	Issue Arising	Action Required:	Update Required By:	Update Notes
1. Present and Apologies	<p>Apologies- Jamile Petridis, Bianca Sgambati, Jenni Henry, Deanne McLeish, Dane Malone</p> <p>Present- Dale Murray (Chairperson), Carla Ting, Belinda Pryse, Sally Reed, Ambra Joyner, Kait Kean, Anna Byrom, Chris Baulch, Melanie Tsoukas, Kate Kelly, Michelle Don Paul, Meg Williams</p>			
2. Confirmation of Minutes from previous meeting	Chris Baulch and Kait Kean have read the meeting minutes from the previous meeting.	Passed by Chris & Kait		
3. Treasurer's Report	<p>Carla Ting read out the Treasurer's report.</p> <p>Current Bank Balance at 24th July is \$24,118.59</p> <p>Sausage sizzle sales were \$1,354.05, costs still need to be deducted / reimbursed to Kate Kelly.</p> <p>The part donation of \$10,000 towards books for the school has been given.</p> <p>Costs for the Foster Parents Plan (child sponsorship) has gone up. It costs approx \$612 bi annually and we are collecting about \$250 per term from students for coloured clothes day. To add to the next PFA meeting agenda about coloured clothes day collection money / continuing with child sponsorship.</p>			

<p>4. PEB Meeting</p>	<p>Belinda & Carla reported that the PEB meeting they attended on 7th June was mainly in relation to the Winter Uniform policy. The updated policy has since been communicated to the school by Dane.</p> <p>Since that PEB meeting a sub-committee for the School Uniform has been formed to review the entire School Uniform Policy for 2019. Carla Ting is representing the PFA and Kate Kelly is representing the PEB on that sub-committee.</p> <p>Remaining PEB Roster for 2018:</p> <ul style="list-style-type: none"> - 2nd August Ambra/Sally - 13th Sept Mel/Michelle - 25th Oct Anna/Kait - 29th Nov Deanne/Jenni or Bianca 			
<p>5.1 Suggestions Box</p>	<p>Chris presented the suggestions that had been received in the suggestions box since the last PFA meeting:</p> <p>1. Suggestion (Verbatim): I would like to see a short/skort option being included in the girls' school uniform.</p> <p>Chris passed the suggestion letter onto Carla for the School Uniform Policy sub-committee.</p> <p>Chris asked for follow ups from previous suggestions:</p> <ul style="list-style-type: none"> - Shade Sail outside the canteen – Meg Williams to follow up. - Coin Purse – Melanie to send Chris some prices. - Toilet Roll holders in toilets – Meg Williams to follow up, Chris passed on a business card of a lady who installs toilet roll holders for consideration. 	<p>Suggestion letter given to Carla Ting to pass on to the newly formed School Uniform Policy sub-committee</p>		

	<p>Meg Williams said the new website is nearly ready and that the PFA can have our own section on the website to communicate what's going on with fundraising, events, and also communicate the suggestions we receive in the suggestions box and how they have been actioned / followed up.</p>			
5.2 Sausage Sizzle	<p>The Sausage Sizzle fundraiser went well. There was a slight delay in getting the sausages cooked for first break due to the BBQ's not being hooked up and ready to go early enough, but all orders got cooked and delivered. The new BBQ's worked well and the children enjoyed it.</p> <p>Should we do another sausage sizzle this Term? Maybe around Footy Day? Add to the agenda for next PFA meeting to decide if we do another one and a date.</p> <p>Kate advised the Bunnings BBQ ballot has been done until November and we have not received an allocation to date.</p>			
5.3 Literacy Resources Contribution by PFA	<p>A cheque for \$10,000 was presented to the school at Assembly last week. Details of this presentation will be in the Newsletter tomorrow.</p> <p>The PFA are due to contribute the remaining \$10,000 in a few weeks.</p>			
5.4 60th Anniversary	<p>Dale advised Jamile was getting some quotes on the SMOT logo on glasses, pens and drink bottles.</p> <p>Dane was to come back to the PFA with details of a parent at SMOT who might be able to do the Drone photo.</p> <p>It was suggested that we have a discussion and take a vote on going ahead with the 60th Anniversary gift idea or not at the next meeting with Jamile and Dane present (both were absent from tonight's meeting).</p> <p>Cupcakes with the school logo on them was offered as an alternative idea than a gift to celebrate.</p>			

<p>6.1 School Canteen App 6.2 Canteen food options</p>	<p>Melanie presented a suggestion of an app called My School Connect which allows you to order and pay online for school canteen orders.</p> <p>Meg Williams had some concern about using another App, as the school is trying to move to one online portal using Compass to streamline communication for parents. She also said that the Canteen is outsourced so Melanie would have to speak to them about using it.</p> <p>Meg was asked who's responsibility cleaning the Canteen is, as it was noted that it's not very clean. Meg said it's not in the cleaning contract to have the Canteen cleaned regularly. Those who use the Canteen should clean up after themselves. The water filter tap in the Canteen has not been working for a long time, can this be fixed? Meg Williams to follow up.</p>			
<p>7.1 Father's Day Stall / Night</p>	<p>Dale advised that Jamile has ordered Father's Day stock and it is arriving shortly. Father's Day stock hasn't been paid for yet, approx. \$5,000.</p> <p>Father's Night is not yet organised. Dave or Cam Wallis are organizing it. Sally will follow up with them about getting a venue.</p>			
<p>7.2 General Business</p>	<p>Equipment from the Coles School vouchers earlier in the year was ordered and will be arriving soon. Meg Williams to update once it arrives.</p> <p>Belinda read out Bianca's update about the Class Reps that she had received by email. Copy attached to these minutes.</p> <p>Gala Ball 2019 – add to the next PFA meeting agenda. Still looking at venue's. Possible date 22nd June 2019.</p> <p>Dale proposed we have another PFA meeting this Term on Tuesday 28th August 2018. It was agreed to hold the additional meeting on this date.</p>			

Meeting Closed	Meeting closed at: 8:40pm		
Chair	Dale Murray		
Signature			
Date location of next meeting	PFA MEETING : 28 th August 2018	STAFF ROOM	TIME: 7:30pm