



ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 10TH OCTOBER 2017

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 10 th October 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- Kate Kelly, Bianca Sgambati, Chris Baulch, Carla Ting, Melanie Tsoukas,</p> <p>Present- Jamile Petridis (Chairperson), Belinda Pryse, Dale Murray, Liz Dole, Monique Grasso, Sally Reed, Ambra Joyner, Shelley Calopa, Michelle Don Paul, Dane Malone, Marg Cocks</p> <p>Absent- Jenni Henry, Margaret Koutoufides</p>			
2. Confirmation of Minutes from previous meeting	Dale Murray and Sally Reed have read the meeting minutes from the previous meeting.	Passed by Dale and Sally		
3. Treasury Report Carla Ting	<p>Carla was an apology for the meeting.</p> <p>Carla had sent her Treasurer's report to Jamile for the meeting and Monique read through it.</p> <p>Father's Day Stall made \$1,054 Silver Coin Challenge made \$3,633 School Disco money is not yet banked, costs of \$891 incurred</p>			

	<p>Current Bank Balance is \$52 827.36</p> <p>Jamile advised some more expenses to come off the bank balance before the end of the year will be:</p> <p>Year 6 graduation contribution Teacher's Luncheon Jamile buying some product for Mother's Day Stall 2018</p>			
4. PEB Meeting	<p>Kate Kelly and Jenni Henry had attended the last PEB meetings on 17th of August and 21st September respectively. Neither were in attendance at the PFA meeting, and nothing has been reported back from the meetings to Jamile.</p> <p>The next PEB meeting is on Thursday 19th of October. Sally Reed to attend.</p> <p>Melanie Tsoukas to attend on Thursday 9th of November.</p>			
5. Fete – 24th November 2017	<p>Dale and Shelley gave an update on the Fete.</p> <p>A Fete Planner and stall holder list was given to PFA members. They then went through the planner in detail and updated us on where things are at and/or what's still needed for the Fete.</p> <p>There is a working bee & stall holder planner day scheduled for Sunday October 29th between 11-2pm.</p> <p>A Costco membership is required. Marg Cocks has a Costco membership and will go shopping with Dale.</p> <p>A Flyer for the Fete is to be given to Prep families at the information session on the first orientation on the 16th of November.</p> <p>Food / Pie Warmers are required. To request if anyone has one or has access to them through a sporting club etc.</p>			

	<p>Considering giving house points for SMOT students to visit all stalls (get stamps etc?) to encourage them to visit all Fete areas.</p> <p>More volunteers needed for Bump in and Bump Out (Set up and pack up).</p> <p>A Flyer will go out requesting help from school families for setup and help on the day.</p> <p>Three stall holder co-ordinators still needed for Corn on the Cob, Mini Hot Dogs and Slushie Machine stalls. Belinda Pryse volunteered for the Mini Hot Dogs stall.</p> <p>Next Fete in 2019 – make sure there is a bigger committee to help spread the load. Start organising the Fete Committee in 2018 and generate interest early. It was noted Dale and Shelley have done a wonderful job this year.</p>			
6. Father's Day Stall	<p>The Father's Day Stall was a success, most items were sold, except umbrella's and car boot trays.</p> <p>Good turn out for volunteers for the stall.</p> <p>Next year double up on the order for things that were popular to ensure they are available for all grades to purchase.</p> <p>Father's Day Pie Night – David Hunter to take over from Bob Goulding in 2018.</p>			
7. Bunnings BBQ – 21st October 2017	<p>Kate Kelly was not in attendance. Kate had sent an update to Belinda to say:</p> <p>She has sent through a copy of the school's Public Liability cover and applied for the Streatrader certificate as required and sent it through to Bunnings.</p> <p>She has written to Coles, Woolworths and Heidelberg Traders in the hope that we might receive some vouchers to purchase the sausages, drinks and bread.</p> <p>Karina the Band Representative is calling for volunteers to help on the day. Kate does not expect that PFA members will need to help at this stage.</p>			

	Kate has also taken the liberty of applying for a Bunnings BBQ for 2018. We may not receive a date as it is a ballot system and we can always decline if that is the new committee's wish.			
8. Events Calender 2018	Jamile has drafted an Events Calendar for 2018 and distributed the draft at the meeting. Jamile is still waiting on confirmations from sub committee members who ran certain events in 2017 as to whether they will continue in 2018. Jamile hopes to have more confirmations by the AGM.			
9. Event Celebrating 60 years in 2018	<p>Jamile has been trying to contact Dave Witchell about the availability of Banyule Sports Grounds for the 18th of November 2018 for a Twilight Sports day / Family day as discussed at the last PFA meeting for next years major event to celebrate 60 years.</p> <p>Sally and Ambra put forward the idea of a fundraising Cook Book for next year to celebrate 60 years as well. They provided some examples of an old St Martin of Tours Cook Book and one from another school. Ambra is to follow up on printing formats and costs. PFA Members were favourable about the idea.</p>	Jamile to follow up with Dave Witchell about availability and dates for 2018		
10. AGM	<p>The AGM was set for 21st of November, but it was decided in the meeting to push it back until after the Fete, so it was rescheduled for Tuesday 28th November.</p> <p>Michelle will be an apology for the AGM but will return as a general member in 2018.</p> <p>Liz Dole may not be able to attend the AGM but will return as a general member in 2018.</p> <p>All other members should be in attendance at the AGM.</p>			
11. Teachers Luncheon	The Teacher's Luncheon will be held on Tuesday 28 th November. Jamile asked Marg and Dane what time was preferred, first or second break. First Break between 11.35-12.15pm was preferred.			

12. Snow Cone Days	<p>Jamile had asked in an email that was circulated to members in September, if there were any volunteers to run Snow Cones in Term 4. There had been no responses to her request.</p> <p>Most members at the meeting felt that everyone was too busy and stretched to run Snow Cones. Belinda thought it was a shame if it wasn't run as the kids enjoy Snow Cone days. Jamile asked Belinda to send an email out again as there were a few apologies and absent members not in attendance at the meeting. Belinda said she could help if they were run on a Tuesday.</p>	Belinda to send email asking for volunteers again to see if we can run Snow Cones		
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Meeting Closed	Meeting closed at: 9:00pm		
Chair	Jamile Petridis		
Signature			
Date location of next meeting	AGM MEETING : 28 th November 2017	STAFF ROOM	TIME: 7:30pm