



ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MEETING -TUESDAY 22 NOVEMBER 2016

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 22 November 2016	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, Penni Charles, Bianca Sgambati</p> <p>Present- Jamile Petridis, Belinda Pryse, Chris Baulch, Kate Kelly, Carla Ting, Jenni Henry, Monique Grasso, Elizabeth Dole, Carolyn Anderson, Veronica Castles, Dale Murray, Sally Reed, Ambra Joyner, Melanie Tsoukas, Marg Cocks, Mary Milione</p>			
2. Confirmation of Minutes from previous meeting	Chris Baulch and Dale Murray have read the meeting minutes from the previous meeting.	Passed by Chris and Dale		
3. New Committee Members Welcome	Jamile welcomed everyone to the meeting and each person introduced themselves to the group as a way to get to know each other.			
4. Treasures Report Monique Grasso	<p>Monique went through the treasurer's report</p> <ul style="list-style-type: none"> • The Lapathon made a profit of \$3,033.75 • A Deposit of \$3,000 has been made for the Gala Ball • Account Balance to date is \$32,208.63 <p>The balance of monies raised from the last 2 years has been held and not given over to the school. Funds are being saved to go towards the relocation/new playground as part of the building works.</p>			

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<p>5. New Audit Procedure Mary Milione</p>	<p>There is a new directive from the CEM regarding how Income and Expenses of the PFA will be recorded in 2017. PFA's have 3 choices – Parish control, School control or Independent. (Independent requires an ABN registration etc). Mary advised that be will be under School control and that there will be new procedures around expenses in 2017 as the income and expenses of the PFA will be included in the school accounts and will be audited. The main procedure highlighted was that any purchase over \$75 will require a Purchase Order to be completed. The Purchase order book will be with Carla or at the office (to be decided). Purchase orders have to be signed by Dane Malone and Dane will also need to be added as a signatory to the bank account. Must ensure that proper Tax Invoices are collected from Vendors as Mary will claim back the GST in the school accounts.</p> <p>Action Item</p> <ul style="list-style-type: none"> Carla / Mary to decide about where PFA Purchase Order book will be held and more information to be given at the next meeting about the procedure for those that run fundraising events (ie: purchasing items for Mothers Day stall, Shrove Tuesday etc) 			
<p>6. PEB Parent Advisory Council Update Jamile Petridis</p>	<p>Jamile advised that there will be a roster for 2017 for a representative from the PFA to attend the monthly PEB (formerly PAC) meetings. If you are unable to attend please let some know and find a replacement. Email Jamile a week before the meeting to ask if there are any matters that we wish to contribute at the meeting.</p> <p>Action Item</p> <ul style="list-style-type: none"> Jamile to prepare a roster 	<p>Jamile to prepare roster</p>		

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7. Business Arising from AGM Meeting				
7.1	<p>Following the AGM, positions on the PFA committee for 2017 were still vacant. Nominations were taken and passed as follows:</p> <p>President: Jamile Petridis Vice President: Dale Murray Secretary: Belinda Pryse Class Rep Co Ordinator: Bianca Sgambati and Jenni Henry Donations Co Ordinator: Sally Reed, Ambra Joyner, Melanie Tsoukas</p>	<p>Passed by Chris and Liz Passed by Mel and Carla Passed by Chris and Carolyn Passed by Chris and Dale Passed by Chris and Dale</p>		
8. Business Arising from Previous Meeting				
8.1				
9. New Business Arising				
9.1 Fete	<p>Jamile asked Marg Cocks if the Fete will go ahead in 2017. Marg confirmed it will go ahead and is scheduled for the 24th of November. Marg said that money from the Fete goes straight to the school. The Fete is a school organised event, not the PFA. Requests for parents to join the Fete Committee will be advertised by the school next year and the Fete Committee will organise and run the event. Funds raised from the Fete are shared between the School and the Parish.</p>			
9.2 Class Rep Co Ordinator Jenni Henry	<p>Jenni advised that they have already organised the Parent reps for the Prep 2017 classes. They had a good response from current families to volunteer to take on the role. They have sent out welcome letters to the Prep families to ask for their details to collate class lists and have organised a catch up for the holidays. Letters will go out to existing parents asking for parent representatives on the 13th of December when we have class change over day. Jenni requested information on dates for Friday Night dinners and Class Masses for inclusion the parent rep pack. Friday night dinner dates have been set – Jenni to get information from Ourania. Marg Cocks noted that Class Mass schedule will be unavailable until next year as it comes from Father Michael.</p>			

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10. Social/ Fundraising events calendar for 2017				
10.1 Prep 2017 Morning Tea / Tissues	<p>Ourania Rossi has volunteered to organise the Prep 2017 morning tea / tissues.</p> <p>Action Item</p> <ul style="list-style-type: none"> • 			
10.2 Shrove Tuesday Picnic	<p>Margaret Koutafidis will continue to organise for 2017. However, this will be her last year, so volunteers will be needed for 2018.</p> <p>Shrove Tuesday Picnic will be on Tuesday 28th February 2017.</p> <p>Action Item</p> <ul style="list-style-type: none"> • Volunteers required to shadow Margaret this year to take over in 2018. • 			
10.3 Gelati Day	<p>Christine Wilson usually organises the Gelati Day. We have had no confirmation yet if she will organise it in 2017.</p> <p>Action Item</p> <ul style="list-style-type: none"> • Jamile to confirm if Christine will run Gelati Day in 2017 	To confirm if Christine Wilson will organise in 2017		
10.4 Snow Cone Days	<p>To be held in Term 1 and 4 only.</p> <p>Jamile to confirm with Penni Charles if she will continue to organise Snow Cone Days in 2017.</p> <p>Action Item</p> <ul style="list-style-type: none"> • Jamile to confirm with Penni Charles 	To confirm if Penni Charles will organise in 2017		
10.5 Easter Raffle	<p>Sam Renda and Lianna Sgro have agreed to run the Easter Raffle again in 2017.</p> <p>Marg Cocks advised the raffle could commence around Monday 6th of March 2017.</p>			

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10.6 Mother's Day Social Night	<p>Alison Guard usually organises the Mother's Day Social Night. We have had no confirmation yet if she will organise it in 2017.</p> <p>Action Item</p> <ul style="list-style-type: none"> • Jamile to confirm if Alison will run the Mother's Day Social Night in 2017 . 	To confirm if Alison Guard will organise in 2017		
10.7 Silver Coin Challenge	<p>Kate Kelly was asked if she would organise the 5c Challenge again in 2017. She agreed to if there was no one else wanting to take it on. Carolyn Anderson agreed to help Kate.</p>			
10.8 Gala Ball	<p>Sally, Ambra and Melanie are organising the Gala Ball for 2017.</p> <p>Melanie asked if they could hand out flyers to Prep Parents at the Orientation Day on Friday. Marg Cocks agreed this would be ok. They will send out an alert on the Skool Bag App to existing parents advising that the Gala Ball is going ahead and to save the date.</p> <p>It was discussed to try and start selling tickets early to make sure people have lots of opportunity to buy tickets. Still undecided about the payment options to be offered – pay up front and payment plan. Will use Try Booking for the ticketing. Karen from the office can help set up Try Booking events.</p>			
10.9 Father's Day Social Night	<p>Bob Goulding has confirmed he will continue to organise the Father's Day Social Night in 2017.</p>			
10.10 Children's Disco	<p>Claire Goodison usually organises the Children's Disco. We have had no confirmation yet if she will organise it in 2017.</p> <p>Action Item</p> <ul style="list-style-type: none"> • Jamile to confirm if Claie Goodison will organise the Disco in 2017. 	To confirm if Claire Goodison will organise in 2017		

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10.11 Feast Day Fun Run	<p>To confirm with Penni Charles if she will continue to organise the Feast Day Fun Run in 2017.</p> <p>Feedback from Marg Cocks was that the Teachers / Students enjoy the day.</p> <p>Marg Cocks said the date would be Friday 10th of November 2017.</p>	To confirm if Penni Charles will organise in 2017		
10.12 School Fees Raffle	<p>Action for the School Fee Raffle for 2016 is already underway. Michelle Harrison has organised for a hard copy of the letters to go out families and an alert has already gone out on the Skool Bag App.</p>			
10.13 Teachers Lunch	<p>Adriana is already organising the Teachers Lunch for the 1st of December 2016. This will be Adriana's last year. Chris Baulch will attend the lunch to shadow what Adriana does and will consider taking on the role in 2017.</p>			
10.14 Communication to Families about the PFA's fundraising activities	<p>Sally raised a discussion about sending out more communication to families about how much PFA fundraising events have raised and thanking them.</p> <p>Monique said it is usually announced at the School End of Year Mass how much the PFA has raised during the year. Sally suggested we could put a note in the last newsletter of the year for those that aren't able to attend the Mass.</p> <p>In 2017 it was agreed the PFA would try and give regular updates after events on how much was raised and thanks. There was a general agreement that this would be beneficial to thank families and help foster community spirit.</p> <p>Karen in the office prepares newsletters on Tuesday's -need to have the information to her the Friday before.</p>			
10.15 Ideas for Hot Food days in Term 2 and 3 (instead of Snow Cone Day)	<p>Jamile asked the committee to think of ideas for Hot Food Days in 2017 (Term 2 and 3). Ideas being considered are Hot Dogs, Pies, Hot Chips. More ideas are welcome.</p>			

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10.16 All School Sport Day Term 1 2017	<p>Marg Cocks advised there will be an All School Sports Day in Term 1, which will be either Thursday 9th of March or Thursday 30th of March.</p> <p>Marg said the PFA would be able to sell sausages / drinks / icy poles as a fundraising opportunity on the day. Parents will also be invited to attend to watch the sports day.</p> <p>Committee to discuss and organise at first meeting in 2017.</p>	Committee to discuss and organise at first meeting in 2017.		
10.17 Bunnings BBQ	<p>Kate Kelly is waiting for date confirmations.</p> <p>The band might be keen to help / share in the fundraising.</p> <p>Jamile agreed to go ahead when a date becomes available and for Kate to advise her.</p>			
10.18 Donations Board	<p>A question was raised to Marg Cocks about the Donations Board that is located at the front of the school . It has not been updated in two years and has graffiti on it.</p> <p>Marg Cocks to follow up if it should be taken down.</p>			
10.19 Other	<p>Jamile had received a letter re safety of the gates. Marg Cocks advised that was to be given to the PAC / Parish Ed Board. The letter was given to Marg to forward to the PAC.</p>			

Meeting Closed	Meeting closed at: 8.45pm		
Chair	Jamile Petridis		
Signature			
Date location of next meeting	PFA MEETING :	STAFF ROOM	TIME: 7:30pm