



# ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 9<sup>TH</sup> OCTOBER 2018

Meeting: PFA Committee Meeting	Venue: Staff Room	Date: 9 <sup>th</sup> October 2018	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> Dale Murray, Carla Ting, Melanie Tsoukas , Kait Kean, Bianca Sgambati, Jenni Henry, Deanne McLeish, Meg Williams</p> <p><b>Present-</b> Jamile Petridis (Chairperson), Belinda Pryse, Sally Reed, Ambra Joyner, Chris Baulch, Anna Byrom, Kate Kelly, Michelle Don Paul, Dane Malone</p>			
<b>2. Confirmation of Minutes from previous meeting</b>	Chris Baulch and Sally Reed have read the meeting minutes from the previous meeting.	<b>Passed by Chris &amp; Sally</b>		
<b>3. Treasurer's Report</b>	<p>Belinda read out the Treasurer's report.</p> <p>The School Disco at the end of Term 3 made \$328</p> <p>Current Bank balance is \$28,960</p>			

<p><b>4. PEB Meetings</b></p>	<p>Nothing to report from the last PEB meeting.</p> <p>Remaining PEB Roster for 2018:</p> <ul style="list-style-type: none"> <li>- 25th Oct Anna/Kait</li> <li>- 29th Nov Deanne/Jenni or Bianca</li> </ul>			
<p><b>5.1 Shrove Tuesday</b></p>	<p>After some discussion amongst the committee members and also with Dane Malone, it was decided to hold the Shrove Tuesday event in 2019 as per previous years with an afternoon/evening picnic.</p> <p>Shrove Tuesday will be on Tuesday 5<sup>th</sup> of March 2019. PFA committee to organise details for the event at the first PFA meeting in 2019.</p>			
<p><b>5.2 Events Calendar 2019</b></p> <p><b>5.3 Snow Cone Day 2019</b></p> <p><b>5.4 Fete – subcommittee for 2020</b></p>	<p>Jamile is waiting to hear back from Sam Renda (Eater Raffle) and Claire Goodison (School Disco) to confirm if they are happy to run these events again in 2019.</p> <p>Snow Cones will be run in Term 1 &amp; 4. Sausage Sizzle days in Term 2 &amp; 3.</p> <p>Snow Cone days for Term 1 not yet decided.</p> <p>Kate Kelly to submit a Bunnings Ballot letter for 2019. There was discussion around doing a joint venture with the Band again, however it was decided this was a once off last time and that the PFA should stick to running the fundraiser on its own if we get a Bunnings BBQ allocation in 2019.</p> <p>The committee discussed targeting volunteers in 2019 by year level for different fundraisers and getting the parent reps to help organise volunteers, as it was noted in was increasingly hard to get volunteers for events.</p> <p>Fete to be held in March/April 2020. Dane will organise a meeting with previous committee/organisers to get feedback / information and then reach out to the school community next year to form a sub-committee to organise the Fete.</p>			

<b>6.1 Thank you gifts for Ourania, Ann &amp; Bob</b>	<p>Jamile requested to buy Thank you gifts for Ourania, Ann &amp; Bob for their contributions to the PFA and school (as their last child is leaving the school this year). It was noted that Bob still has a child at the school, so no gift.</p> <p>The committee voted in Favour of buying Ourania a gift to the maximum value of \$100 and a gift for Ann as well.</p>			
<b>6.2 AGM</b>	<p>The PFA's Annual General Meeting will be held on Tuesday 20<sup>th</sup> November at 7pm followed by dinner at a restaurant (Jamile suggested Vasko).</p> <p>Belinda to provide the AGM Invite, Agenda and position descriptions for the Executive committee to Dane for inclusion in the newsletter inviting new members from the school community.</p> <p>Jamile &amp; Dale to upload the documents onto the new school website's PFA section so the school community can access the documents if they are interested in joining the PFA.</p>			
<b>6.3 Teachers Luncheon</b>	Jamile discussed this with Dane directly.			
<b>7.1 Sausage Sizzle Day</b>	<p>Will be held on Tuesday 23<sup>rd</sup> October.</p> <p>Kate Kelly to send out the Order form and collate orders. Belinda to ask Bianca to send out an email to the junior classes via the parent reps to ask for volunteers.</p>			
<b>7.2 Gelati Day</b>	Gelati Day will be held on Tuesday 13 <sup>th</sup> November. Vanessa is running it, and it will be her last year.			

<b>7.3 General</b>	<p>Twilight Sports Day – Friday 9<sup>th</sup> November. After some discussion the PFA committee decided it would be beneficial to sell sausages and drinks at the twilight sports afternoon at Parade. Dane said there are BBQ facilities available to us at the venue.</p> <p>School Fees Raffle. Belinda asked if the School Fees raffle would be running this year as it had made \$2,525 in 2016 when it was last run. The committee agreed it would be a good fundraiser to run. Michelle Harrison previously ran the fundraiser – Jamile to email her and enquire how it was run / Belinda to follow up organising the flyer &amp; raffle tickets.</p>			
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<b>Meeting Closed</b>	Meeting closed at: 8:45pm		
<b>Chair</b>	Jamile Petridis		
<b>Signature</b>			
<b>Date location of next meeting</b>	PFA MEETING : 5 <sup>th</sup> February 2019 (TBC)	STAFF ROOM	TIME: 7:30pm