



**Minutes for Term 4 P&F Meeting
Wednesday 7th November 2016**

MEETING OPENED: 7:10pm

Opening Prayer: All, led by Michelle Perry

Record of Attendances: John Malicki, Rachael Playle, Nicole Patrick, Angela Stitt, Michelle Perry, Cheryl Walsh, Katie Talbot, Julia Conroy, Amy Horrigan, Patti Cox, Micelle Cormack

Apologies: Annabel Cockerton

Previous Minutes Accepted: Angela Stitt, 2nd by Rachael Playle

PRINCIPAL'S REPORT

PA System Installation

- Connection for the two sites is underway and should be completed by end of term

Catholic Schools Office (CSO) – Maintenance Report

- Repairs as outline in the CSO maintenance report has commenced with work below aimed to be completed by end of year
 - Supports structure for the new PA system in the primary side COLA area
 - Work to be completed in the year 3 block will start the week of the 13th November
 - There will be minor interruptions to class during this time
 - A retaining wall on the primary side playground is underway
 - The stairwell railings on the infants side are to be replaced
 - Decking will be placed around trees on the infants side to even the ground
 - Changes will be made to the admin building to include office space for the assistant principal and direct access to the staff room from the admin building
 - Ceiling, floor and cupboard repairs in the primary canteen

Electronic Sign

- Will be installed on the 12th December, located outside in the Parish office garden, Primary side
- Signage will be maintained via online access

Fundraising for Classroom Air Conditioning

- Congratulations on a fantastic walkathon
- We raised \$12,000!

Kinder Transition - 2017

- These sessions are going well
- Approximately 46 enrolments

Wellbeing Week – 7 – Positivity

- Bianca Plunkett Gooley will be holding a book club / discussion regarding her book "I am, I can, I will"
- Monday 21st November @ 9:00a, in the LARC – Primary side

Homework / Bookwork Policy

- Is currently in draft and will focus on consistency and presentation
- Will commence Term 1, 2017

P&F PRESIDENT'S REPORT

- Footy Finals Day
 - Was a fun, easy fundraiser, something we will do again in 2017
- **Caseys Toy Warehouse Night**
 - Another fun easy fundraiser
 - A very big thank you to Rachael & Crystal for organising
 - We raised \$700 in vouchers
 - Rachael Playle is booking in a date for next year. It will be on a Thursday night, mid-late November
 - We will look at including gift wrapping for a donation
- **Walkathon**
 - Thank you to all the wonderful helpers at the walkathon, in particular the BBQ
 - Lots of feedback about replacing the broken BBQ. Cheryl will look into replacing the BBQ before the Carols night
 - Thanks to Ange Stitt for finding us a new BBQ supplier which is a great saving

P&F TREASURE'S REPORT

- **Balance of Accounts as of 8/11/2016 -**
- **P & F Account \$20,075.03**
- **Canteen Account \$11,578.51**
- **Activities:**
 - Footy Finals Day raised \$1,305.00 for lunch orders & gold coin donation
 - Father Day funds collected -\$2,200.00
 - Cost of goods - \$1,624.00
 - Therefore profit from gifts sold - \$576.00
- Received \$250.00 cheque from Community Services Audit firm as a thank you for using their services
- Accounts will be going back to the auditors at the end of this term, ready for AGM next term.

GENERAL BUSINESS

School Advisory Team 2017

- A decision will be made in the new year on the Advisory Team members
- Any questions please email Cheryl Walsh or Michelle Perry: speg@dbb.org.au

Diocese Parent Council - Meeting

- The next meeting will be held on Monday 21st November @ 6:30pm, St Peters Catholic College, Tuggerah

Canteen Air-Conditioning

- Is not a priority and will be assessed again in 2017

Canteen Volunteers – Term 1

- Please contact Angela Stitt angeanddave97@hotmail.com on if you would like to volunteer in 2017
- If volunteers cannot be found the canteen will close that day

Disco Committee 2017

- We are looking for volunteers to be part of a committee to organise four discos in 2017
- We need volunteers to coordinate both the infants & primary discos
- This involves organising:
 - The DJ
 - Purchase of snacks for sale on the night
 - Volunteers for door entry and departure
 - Volunteers to work in the canteen on the time
 - Water station
 - Setting up the hall
- Please email your interest to michellecormack@bigpond.com

Class Parents 2017

- Structure is to be created around this position
- A role description to be provided to Class parents
- All classes to have a class parent
- Parents can volunteer by speaking to their child/ren teacher at the beginning of term 1

2nd Hand Uniform Shop

- To be run by Angela Gibbs in 2017
- Looking into the possibility for the shop to open more frequently
- Fridays from 8:15am – 9:00am by the Canteen volunteers
- Set pricing will be introduced, with two levels of pricing available:
 - Pre-loved & Bargain bin
- A very big thank you to Fadia for running the shop over the past years

FUNDRAISING & UPCOMING EVENTS

Joint Parish / School Christmas Carols

- When: Thursday 15th December
- Time: 5:00pm for 5:30pm start
- Where: Infants side playground
- Carols to be led by Parish choirs, St Patrick's school choir, Students
- Students are expected to attend as they will be performing songs with their class years
- Kids to come dressed in Christmas colours
- Sausage sizzle will be available from 5:00pm – 5:45pm
- Canteen will be open and will include Cake & Slices available to purchase
- Free Coffee/Tea
- Glow sticks / Glow candles will be available to purchase
- A visit from Santa
- The school to purchase a new BBQ before this event
- To help volunteer please email: speg@dbb.org.au

Christmas Raffle

- \$2 a ticket or \$10 book per family
- Ticket will be available for purchase at the School / Parish Christmas Carols
- Winners to be drawn on the night on the School/Parish Christmas Carols
 - 1st Prize: \$300 voucher of the winners choice + 2 x \$100 Caseys Toy Warehouse vouchers
 - 2nd Prize: 2 x \$100 Caseys Toy Warehouse vouchers + Christmas Ham
 - 3rd Prize: 1 x \$100 Caseys Toy Warehouse voucher
 - Additional mystery prizes to be draw on the night

Friday 9th December

- **Pizza Meal Deal**
 - \$5 for 1 slice + drink + ice block
 - \$6 for 2 slices + drink + ice block
 - 3 flavours to choose from
 - Order forms will be sent home over the coming weeks
 - This will be the last day can canteen for 2016
- **Academic Assembly – 9:00am**
 - Parents to be advised 1 week prior should their child/ren be receiving an award
- **Thank You Morning Tea – 10:30am**
 - For all our wonderful school volunteers
 - Primary side hall

Welcome Back Disco 2017

- Friday 24th February
- We are looking for volunteers: please email your interest to michellecormack@bigpond.com

SUMMARY UPCOMING EVENTS

- Pizza Meal Day: Term 4, Friday 9th December
- Thank you Morning Tea: Term 4, Friday 9th December
- Joint Parish / School Christmas Carols: Term 4, Thursday 15th December
- Christmas Raffle: Term 4, drawn Thursday 15th December
- School Disco: Term 1, Friday 24th February 2017

Questions & Comments

- If you have a suggestion or feedback for the P&F please email: speg@dbb.org.au

Next P&F Annual General Meeting: Term 1, Thursday 9th March @ 7:00pm - LARC

P&F Executive Meeting: Term 1, Friday 3rd March @ 9:00am, Cheryl's Office

CLOSE: 9:03pm