



Minutes for P&F Term 1 Meeting Thursday 14th March 2019

Chairperson: Angela Stitt

Meeting opened: 7:41pm

- **Record of Attendance:** Eileen Mattson, Kendal Carbonara, Gemma Haskell, Lisa Maloney, Annie O'Shea, Nick Carbonara, Louise Bridekirk, Marie Walsh, Renee O'Regan, Suzanne Simpkins, Belinda Brooker, Katie Talbot, Maria Palmer, Angela Stitt, Jessica Fisher, Nicole Patrick, Cheryl Walsh, Michelle Perry
- **Apologies:** Rachael Playle, Michelle Cormack, Emma Paulley-Hughes
- **Confirmation and acceptance of previous meeting minutes:** accepted by Katie Talbot, 2nd Nick Carbonara
- **Correspondence IN:** Email from Rachael Playle regarding bingo night, canteen, school fete and Casey's Toy Night 2019
- **Correspondence OUT:** Nil

On behalf of the P&F Angela Stitt presented Angela Gibbs with flowers as a token of our appreciation for running the 2nd hand uniform shop (2016 – 2018).

TERM 1, 2019 REPORTS

- Principal's Report: see report
- President's Report: see report
- Treasurer's Report: see report

GENERAL BUSINESS

Advisory Meeting Update

- The Advisory team made a number of suggestions regarding to the canteen. These can be found in the canteen update below. Ideas were things such as simplifying the menu, running a QKR report for most popular foods
- The Advisory team have asked to have a P&F executive member attend the advisory meetings throughout the year. It was agreed that attendance can be shared amongst the executive team

New Classrooms on Primary Campus

- Please see Principal Report for information regarding the new classroom project
- Year 4 & 5 classrooms will follow once year 6 is completed
- Year 3 classrooms will remain as for now as they have been recently upgraded

Technology Resources

- Please see Principal Report for information regarding 2019 technology resources in the classrooms.
- Thank you to the P&F for their donation of \$16,500 for the purchase of technology items in 2019

Canteen Update

Why is the Canteen so valuable to the school?

- A large portion of the P&F funds raised come from the school canteens
- The school relies on this funding to help purchase resources or projects unable to be funded by CSO for eg. technology resources
- We need everyone's help to keep the Canteen open

Changes to Canteen volunteering from Term 2

- The P&F moved a motion that from Term 2 vacant canteen spots will be allocated to a class year to fill the gaps. Angela Stitt put it forward, Maria Walsh 2nd. The vote was unanimous. From Term 2 any canteen volunteer vacancies will be allocated to a year. It will be the parents/carers of that year's responsibility to find volunteers. For example Term 2, week 1 vacancies could be allocated to Kinder and Year 3 etc.
- If volunteers aren't found, the canteen will continue to close

General discussion

- More variety of coins will be added to the float on both sides (10c, 20c, 50c)
- The school will consider opening on Friday's for snacks only if only 1 parent volunteer is available. Year 6 to help the parent volunteer serve on the primary side
- Infants helpers come over to primary side to help with preparing lunches. Ange Stitt to update the run sheets in the canteens to include the timings for this
- Induction training to be held at the beginning of each term and/or during kinder welcome/start for new volunteers. Ange Stitt to coordinate this
- The office staff will look into putting the canteen volunteer form online in Compass
- Maria Walsh is looking into a new food supplier to ensure stock is available and delivered on time
- One "red" day is allowed per term. This is usually allocated to St Patrick's Day, Footy Finals etc

Information for Volunteers

- Volunteers can bring in jellies or fruit to donate for sale on the canteen, however we need to be mindful that this does not always happen on both sides so can not be promoted across the school
- Please ensure you are rotating the fresh food items (lasagne, meatballs etc) to ensure older stock is sold first. Angela Stitt to add signs to the freezers as a reminder
- Please refund money to kids if an item is not in stock. The kids may not always choose an alternative item

Canteen Volunteer Time

- Wednesdays: 10am -11:30am (10:30am if you aren't cooking chicken fingers)
- Fridays: 9:00am – 2:00pm

TERM 1 EVENTS 2019

St Patrick's Day, Monday 18th March

- Thank you to the P&F for donating items for St Patrick's day
- The kids will receive an ice block and chips
- Green spiders and jellies will be available from the canteen to purchase for 50c on the day

Star FM breakfast / St Patrick's Open Day, Thursday 28th March

- P&F are looking for volunteers to help cook the breakfast bbq
- Volunteers will be needed from 7:00am – 9:00am
- Please contact the office or email spieg@dbb.org.au if you would like to volunteer

Easter Egg Raffle

- The P&F will be holding an Easter Egg raffle again this year
- Donations of eggs and/or Easter related items, baskets, ribbon etc can be donated to the school up until Friday 5th April

- We will need volunteers to assist with making up the prizes this will take place on Monday 8th April in the Infants library. If you are available to help please contact Katie Talbot on 0404 832 056
- Prizes will be drawn on Tuesday 9th April (Father Greg's birthday!)

UPCOMING EVENTS

Bingo Night

Date: Term 2, 21st June 2019

Venue: Erina Leagues Club

- It was decided that this year the P&F will be hosting a Bingo Night (instead of a Trivia night). This will be an adult's only, fancy dress event.
- Adults only event at Erina Leagues Club
- There will be a silent auction with lots of school prizes such as Cupcakes with Miss Perry, Principal for a day etc
- More information will become available in Term 2
- If you would like to assist with organising please contact Rachael Playle on 0421 048 099

Term 2 Disco

Date: Friday 17th May or 24th May (depending on Mini Vinnies)

Venue: Primary Campus School Hall

Mother's Day Stall

Date: Monday 7th May

- This year kids will be able to pay for gifts via the QKR app. Gift selection will still take place at the stall.
- If you would like to assist with the stall please contact Katie Talbot on 0404 832 056

St Patrick's Mini Fete

The P&F are looking into the possibility of holding a mini school fete in Term 1 2020. To learn more about this Rachael Playle will be presenting the plan to the P&F at the Term 2 meeting. A vote will take place following.

- Yes, but will need a plan before we go ahead
- Smaller venue
- To go ahead next year
- To provide an update at the Term 2 meeting

FUTURE AGENDA ITEMS

- Date for the Casey Toy's Fundraising Night
- Vote on St Patrick's 2020 Mini Fete
- Wine fundraiser Cheryl to find out if this can be advertised in the school newsletter

TERM 2 MEETING DATES

Executive team meeting date: Thursday 30th May 8am, Infants meeting room

Term 2 meeting date: Thursday 6th June 7pm, LARC Primary Campus

Meeting closed: 9:08pm

Principal Report Term 1 2019

- Beginning of the year started well
- 370 students enrolled – we have 48 students in Kindergarten this year.
- A large number of new students in other classes this year as well.
- Our Governance/ School Advisory Team, has been operating for 12 months now and has 4 parents as members, 2 teachers and myself. A P & F rep is always good to have present as well. We have worked on updating the newsletter format, and recently have been looking at social media, communication at school, a. The Group is very enthusiastic and a great sounding board.
- Thank you to the P & F who have donated approx \$16500 for the IPADs for this year. The IPADS are now in the classrooms and on Saturday the staff spent the day working through various items to assist with using the IPADs in the classroom.
- We will continue to work towards having BYOD (IPADS) in Year 4 in 2021.
- The renovation of the Year 6 classrooms has begun. The rooms are being extended, new windows all around and a new dividing door, which meets the Diocesan Design Principles. The rooms will also have a sink and water. We will then look at how we can make these rooms ready as Flexible learning spaces. This will mean more technology, different furniture etc. we then need to gain the funding for the Year 4 and Year 5 classrooms. The cost at present is \$100000 for the two rooms without looking at technology and furniture. The CSO is contributing \$90000.
- Over the Christmas break we also had a number of maintenance items completed. This included the new front entry, refurbishment of the toilets in the Admin building, painting of the school hall and the façade on the Primary side, new flooring to the Primary staffroom, and tiles under the servery in the hall. This cost the school has been \$42000.
- Thank you for the support by the parent of the swimming carnival and the cross country and the Infants water fun day and fun run. Both days were a great success.
- Next week we have our St Patrick's day celebrations and this is looking like it will be great fun for the students.

- NAPLAN will be online for all students this year. We have had our first meeting to work out the logistics for the school. Students will complete the assessments using the IPADS which will have a locked down browser installed by the CSO.
- As Maths is our teaching and learning goal, the school will be included in the EPMC PL for Stage 2 teachers. This stands for Encouraging Persistence Maintaining Challenge. We are very excited about this opportunity. EPMC, fits nicely with our EMU Maths pedagogy that we currently follow. We are also training two more teachers as EMU specialists this year.
- We have the results of the Social Media audit which was conducted last year. I am meeting with John Hession tomorrow about the implications for the school.
- This year we need to look at another significant fund raising event similar to the Colour Fun run, to raise funds for the school.
- We now have 3 mums and 1 grandmother who are looking after the second hand uniform shop. They are opening the shop every fortnight. I am most grateful for their help.

Thank you for your continued support

Cheryl

President's Report Term 1, 2019.

I cannot believe how quickly the holidays came and went! We all seemed to be back in no time at all. Most people looked refreshed however and definitely ready to send their little darlings back to school. The children were very excited to catch up with their friends that's for sure.

Our year started off with a big welcome to our new Kindergarten children. We provided a cuppa and a slice for the mums and dads on the first day of school. May shed tears but others were cheering! It was nice to see them all again after meeting so many of them at the orientation mornings that were held in term 4 of last year. I think it's important to continue this as many of the new parents said how lovely it was to be able to chat over a cup of coffee with new parents and discuss things that were spoken about in the meetings. It was also a great opportunity to show case our P&F and to show how important community is to us and to the whole school.

Tuesday 12th Feb saw us cater for morning tea at the school swimming carnival. A big thank you to the parents who donated an esky or two on the day. We had a very hot day forecast and wanted to keep everything cold. There were no leftovers, the teachers and helpers ate the lot!

We have St Patrick's Day celebrations next Monday and the P&F are donating ice blocks and chips this year instead of a BBQ lunch for the children. The canteen is having a RED DAY so we can sell green jellies (50c) and green spiders . We probably will not make a profit out of this day but sometimes it more about community spirit than making money.

An Easter Raffle is also organised for the end of the term. Usually, we ask for donations of chocolate and anything Easter related and lots of volunteers come and create amazing looking prizes. We look forward to this and hope it's as supported as it has been in the past.

Until next term,

Ange

Canteen Report Term 1 2019

This term we have had a few changes to our menu. The discontinuation of dino snacks, chocolate paddle pops and the homemade penne bolognese. Although dino snacks were ordered on Fridays, the amount didn't justify us keeping them on the menu. In addition to this reason, we need to be taking away sometimes foods, and this seemed like a good start.

The Qkr app has been updated with two new products. We have added a vegetarian pasta as well as a GF butter chicken. We were asked by a new Kindy mum for more chicken or vegetarian options so this is the solution we came to. Time will tell if these meals are as popular as the other handmade meal options.

We have increased many products on the menu by 10c. All the snack items that the children can purchase over the counter like ice blocks and chips have remained the same. Only the lunch order items have increased in price.

Again, we have struggled with volunteers this term and we have had to close quite a few times already. We hopefully can come to a solution in the first P&F meeting of the year. Happy to report that 5 new kindy mums have volunteered their time this term and are happy to be placed on the roster again! See, it's not so bad!

Marie Walsh is in control of the ordering and when problems arise from Impulse Foods, she is actually going out and buying the products herself to make sure the canteens are stocked. We appreciate her time and her efforts.

The fridges for both canteens are due a service and both are making rattling noises. The seals may need changing as well. We have called 5 different fridge mechanics as of 13/3/19 so we are now awaiting quotes.

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL
P & F ASSOCIATION
FINANCIAL REPORT TERM 1**

CANTEEN

Summary of movements on canteen account:

	Opening Bank Balance 1 January 2019		\$25,503.35
Add	Profit from Canteen operations	232.70	
	Interest Income	0.00	
	Outstanding Cash from 31 December 2018	211.85	\$ 444.55

			\$25,947.90
Less	Merchant Fees	47.55	\$ 47.55

	Bank Balance as at 11 March 2019		\$25,900.35 =====

As at 11 March 2019 there were no outstanding invoices.

P & F ASSOCIATION

Summary of movements on canteen account:

	Opening Bank Balance 1 January 2019		\$30,601.54
Add	P & Levies received	2,818.35	
	Profit from Mother's Day	(1,900.00)	
	Donation	250.00	
	Outstanding Cash from 31 December 2018	508.50	\$ 1,676.85

			\$32,278.39
Less	Audit fee paid	330.00	
	Donation to School	16,587.60	\$16,917.60

	Bank Balance as at 11 March 2019		\$15,360.79 =====

Total payments of \$16,587.60 have been made to the school as a contribution towards the purchase of I pads for the school.