

Minutes for P&F Term 2 Meeting
Thursday 6th June 2019

Chairperson: Angela Stitt

Meeting opened: 7:17pm

- **Record of Attendance:** Rachael Playle, Gemma Haskell, Louise Bridekirk, Ange Stitt, Cheryl Walsh, Michelle Perry, Andrea Frewen, Vinitha Perumpananicka, Marie Walsh, Suzanne Simpkins, Fran Mathey, Bel Brooker, Renee O'Regan
- **Apologies:** Michelle Cormack, Emma Paulley-Hughes, Kendal Carbonara, Nick Carbonara, Katie Talbot, Nicole Patrick.
- **Confirmation and acceptance of previous meeting minutes:** Renee to email minutes from last term and have them seconded
- **Correspondence IN:** Nil
- **Correspondence OUT:** Nil

TERM 1, 2019 REPORTS

- Principal's Report: see report – Cheryl to send
- President's Report: see report
- Treasurer's Report: see report

GENERAL BUSINESS

Canteen update

- Ange Stitt stepping down as canteen coordinator
- Suggested a committee be formed with 2 representatives from both infants and primary. The committee will be in charge of rostering and will be reviewing the food that is being served in the canteen. Andrea Frewen and Louise Bridekirk have volunteered to be part of the committee and will see if they are able to recruit another 2 people.
- Suggestion for a poster to be placed somewhere in the school for parents to see where their fundraising money goes – show how much money has been raised for school security upgrade and for ipads etc.
- Whiteboard to be placed on the infant side for rostering in the canteen – a place where volunteers can see at quick glance if there are any spots that need filling, they can add their name if they are available.
- A suggestion of a canteen volunteer Facebook page for ease of communication
- Canteen to offer split shifts to make it easier for parents to help out – 9 till 11:30 and 11:30 till 2:00?
- Marie Walsh to continue ordering stock

Disco night

Disco was successful and we raised \$1210, though we do need more volunteers, otherwise we won't be able to hold another.

Bingo night

Date: Term 2, 21st June 2019

Venue: Erina Leagues Club

Separate auction memo to go out to parents – Rachel and Angela will let the office know

Other Business:

- 53 enrolments for kindergarten so far
- Fundraising for NFP – only donate what was raised – we can't contribute additional money, this includes P&C and school monies
- School requires approx. 25k for upgrade of school security (gates)
- School to look at google docs forms and see if there is an option to auto reply so we know if we have filled out forms and so parents have a copy of it.

Minutes carried over from last meeting:

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 cannot 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

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 3 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 3 meeting

FUTURE AGENDA ITEMS

- Date for the Casey Toy's Fundraising Night
- Vote on St Patrick's 2020 Mini Fete
- Summer Disco – Term 4

TERM 2 MEETING DATES

Executive team meeting date: Friday 16th August, 9am, Infants meeting room

Term 3 meeting date: Thursday 22nd August 7pm, LARC Primary Campus

Meeting closed: 8:25pm

To begin with, I'd like to say how wonderful it was to have so many people attend the last meeting we had. Lots of new faces which means lots of new and exciting ideas and opinions. Thank you!

Since the last meeting we've had a lot on. Our St Patrick's Day celebrations went off without a hitch and it was a fun day for all involved. All 100 jellies were sold!

In week 9 of last term we had Star FM come to visit and the morning proved yet again to be a successful community event. Star FM also gave the P&F \$500 which was very appreciated.

We had our huge Easter Raffle raising \$1145. What a great effort! Many thanks to those who made up the prizes, bought tickets and who donated of course!

Term 2 - the Mother's Day Stall was absolutely lovely. The chosen gifts were spot on so thank you to Katie and the team for coordinating that. We raised \$863. This is not a fundraising event as such, more of a service however to make that profit is very exciting!

The disco was another fun event raising \$1210. Sadly numbers were down on parent helpers. It's yet another thing that without helpers will not be able to continue to hold these events.

Canteen - unfortunately, we've closed too many times since the last meeting. We are down with our profits. A note has gone home seeking more volunteers, the idea of half days, and also the streamlining of the menu. At this point in time it hasn't made any difference, I wonder if anyone actually reads these emails. I'm very ready to hand this hat over to someone else. I believe fresh legs will make a difference. Fingers crossed.

Looking forward now to our Athletics Carnival next week and especially our Bingo night.

Cheers,
Ange

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL P & F ASSOCIATION
FINANCIAL REPORT TERM 2**

CANTEEN

Summary of movements on canteen account:

Opening Bank Balance 1 January 2019	\$25,503.35	
Add		
Profit from Canteen operations	3,252.82	
Interest Income	6.40	
Outstanding Payable as at 31 May 2019	1,998.18	
Outstanding Cash from 31 December 2018	211.85	
		\$ 5,469.25

		\$30,972.60
Less Merchant Fees	169.42	\$ 169.42

Bank Balance as at 31 May 2019		\$30,803.18
		=====

As at 31 May 2019 there was a total of \$1,998.18 owing to creditors. \$1,458.33 was owing to Impulse Foods and \$539.85 owing to Central Coast Confectionery.

P & F ASSOCIATION

Summary of movements on canteen account:

Opening Bank Balance 1 January 2019	\$30,601.54	
Add		
P & Levies received	5,697.50	
Profit from Mother's Day	885.55	
Profit from Easter Raffle	1,417.65	
Donation	750.00	
Interest received	6.74	
Outstanding Cash from 31 December 2018	508.50	\$ 9,265.94

		\$39,867.48
Less		
Audit fee paid	330.00	
Gifts	83.89	
Donation to School	16,587.60	
		\$17,001.49

Bank Balance as at 31 May 2019		\$22,865.99
		=====

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