

Minutes for P&F Term 2 Meeting
Thursday 22nd August 2019

Chairperson: Angela Stitt

Meeting opened: 7:04pm

- **Record of Attendance:** Angela Stitt, Louise Bridekirk, Eileen Mattson, Cheryl Walsh, Michelle Perry, Suzanne Simpkins, Nick Carbonara, Gemma Haskell, Andrea Frewen, Bel Brooker, Katie Talbot, Rachael Playle, Renee O'Regan.
- **Apologies:** 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
- President's Report: Ange to send
- Treasurer's Report: see report

GENERAL BUSINESS

Canteen update

- Sign up zone – Rachael to email the link to the canteen committee
- 27th September – canteen special food day – pie/sausage roll, popper or milk, zooper dooper.
- Grandparents day – jelly cups etc in the canteen
- Teachers day – 1st November – PNF pay for lunch
- Events such as Mother's Day or we know parents are going to be at the school, on the canteen could we put extra chicken fingers or other items available
- Canteen in the athletics carnival running out of hot food by 11:30 – suggestion is to do an order on qkr that way we know how much to order and a few more spares, if we don't use them we can always bring back to school to use.
- Thursday 5th September, WEEK 7 – Smoothie day, \$2 and pay for qkr – recess only

Disco night – Term 4

- Summer Disco – Term 4 – 15th November 2019, BBQ - \$10 ticket for sausage, drink, glow stick and entry – 3rd child free.

Self-portrait fundraiser

- Eileen to source frames, charge around \$10 per child – put on qkr, term 4.
- Michelle to ask the teachers if they ok with the art work.

Casey Toy's Fundraising Night

- 7th November is the date – hand out flyers at kindy orientation, enews, compass announcement?

Change to the constitution

- A motion was put forward to change the constitution. The change being that parents holding a position in the P&F executive committee to be able to continue in the roles as long as the person is happy to stay in the role (it will be an amendment in the constitution). Ange has emailed it to Cheryl/Michelle to check with the office. **Motion resulted in 11 consenting 0 nays.**

Bingo night

- Bingo night – jump price up to \$20 and include a drink voucher – Also for auction, it was suggested we add in school prayer for the day, add class leader for the day.

Major fundraiser for Term 4

- Obstacool was suggested, but cost is \$2500. Ange looking to see if we can get donations to pay for it.
- It was suggested we do smaller fundraisers instead of one big one.

Other Business:

- \$150 Casey's voucher will be used for the Christmas Raffle

General discussion

- Online safety masterclass – 5th September – 6 till 8pm, Bel to see if they are recording it – Bel to send the link.
- Cheryl has advised that the CSO are rewriting the constitution
- Check with Cheryl re \$500 cashback from Belle – Belle offer \$500 cashback to parents of St Patricks school children if they are selling your property.

TERM 4 MEETING DATES

- Executive team meeting date: Friday 1st November, 2pm, Infants meeting room
- Term 3 meeting date: Thursday 14th November 7pm, LARC Primary Campus

- **General discussion carried over from last meeting**
- 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
- Canteen committee has now been 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. The committee consists of Andrea Frewen and Louise Bridekirk as well as Eileen Macpherson and Erin Skinner.
- Last meeting there was a 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.
- Marie Walsh to continue ordering stock – Canteen committee looking into a new supplier or fixing current supply issues.
- Eileen to look at using the noticeboard closest to the canteen for announcements.

- **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

Principal's Report Term 3

- We have had 48 acceptances for Kindergarten 2020
- Still waiting on some replies
- We have had four Pop-Up Playgroup sessions so far with one more for 28/8. These sessions have been well supported
- We are celebrating Father's Day on Friday 30th August with breakfast from 7.15 followed by Mass at 9am, recess (will be earlier), assembly and then games in the park. We aim to be back at school for lunch
- We have our school concert is on Tuesday 6th September commencing at 6.30pm. Ticket sales have been very good.
- We are hosting the Cluster Final for Public Speaking on Tuesday 27th August at 9.30. Two students from the southern cluster join us for the Cluster Final
- Monday 26th August is our Staff Spiritual Formation Day at St Joseph's Kincumber. We are completing Day 2 of 'Follow Me' a CSO Program
- I will be attending the Principals' retreat from 11 – 13th September
- Fiona Bolton who is our Acting REC is taking LSL from 2/9 until 27/9. Mark Dobb will be the REC in her place
- We have received our initial staffing for 2020 with 14 classes. Remaining staffing will not arrive until later in September or early October.
- I am still waiting on copies for the additional quotes the CSO asked for in regards to the refurbishment of the remaining classrooms on the Primary side and the work that needs to happen to the gates to lock them securely. I am not sure when I will hear anything from the CSO.
 - We now have a kiosk for COMPASS on the primary side. The cost to have it installed was \$3000. We will explain to parents shortly where it is so it can be used and hopefully this will be more convenient for parents.
- On 16th September we are holding a final Information Session for Enrolments for 2020.
- We will celebrate Grandparents Day on Friday 25th October
- Our Kindergarten Transition Program will commence on Friday 1st November and will run for 4 consecutive Fridays.

President's Report Term 3 2019

We've had a quiet term but a great one! Our biggest success story to date would have to be the Bingo Night! It was such a fun night and one I believe will become an annual event for the school. A big thank you to Rach Playle for her organisation and hard work. The night was a total success.

The Canteen is back running smoothly with the new recruits. The rosters are being filled and the introduction of the new Facebook page has been very successful. Hopefully we can build our profits back up and closures are long gone. Fingers crossed. A big thank you to Lou, Andrea, Eileen and Erin for taking over.

A few new things on the horizon for the canteen – a smoothie day and a footy finals meal deal day for this term. These generally create a bit of excitement and a few extra dollars.

The Father's Day stall is also happening next week and I'd like to thank Katie Talbot and her team for buying, sorting and selling all the wonderful gifts for our special men in our lives.

Looking forward to another great term with lots of fun things for the children to be involved in.

Ange Stitt

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL
P & F ASSOCIATION
FINANCIAL REPORT TERM 3**

CANTEEN

Summary of movements on canteen account:

| | | |
|------|---|--------------|
| | Opening Bank Balance 1 January 2019 | \$25,503.35 |
| Add | Profit from Canteen operations | 8,479.97 |
| | Interest Income | 13.93 |
| | Outstanding Payable as at 15 August 2019 | 1,625.60 |
| | Outstanding Cash from 31 December 2018 | 211.85 |
| | Outstanding Payments as at 15 August 2019 | 2,386.11 |
| | | \$ 12,717.46 |
| | | ----- |
| | | \$38,220.81 |
| Less | Merchant Fees | 351.21 |
| | | \$ 351.21 |
| | | ----- |
| | Bank Balance as at 15 August 2019 | \$37,869.60 |
| | | ===== |

As at 15 August 2019 there was a total of \$1,625.60 owing to creditors. \$1,338.05 was owing to Impulse Foods and \$287.55 owing to Thompson Pies. There was also \$2,386.11 that was paid but unrepresented as at 15 August 2019. \$125.05 to Thompson Pies and \$2,261.06 to Impulse Foods.

P & F ASSOCIATION

Summary of movements on canteen account:

| | | |
|------|--|-------------|
| | Opening Bank Balance 1 January 2019 | \$30,601.54 |
| Add | P & Levies received | 16,536.55 |
| | Profit from Mother's Day | 885.55 |
| | Profit from Easter Raffle | 1,417.65 |
| | Profit from Disco | 727.00 |
| | Profit from Bingo Night | 3,175.25 |
| | Profit from Father's Day | (1,396.00) |
| | Donation | 750.00 |
| | Interest received | 12.31 |
| | Outstanding Cash from 31 December 2018 | 508.50 |
| | | \$22,616.81 |
| | | ----- |
| | | \$53,218.35 |
| Less | Audit fee paid | 330.00 |
| | Bank Charges | 17.61 |
| | Gifts | 83.89 |
| | Donation to School | 16,587.60 |
| | | \$17,019.10 |
| | | ----- |
| | Bank Balance as at 15 August 2019 | \$36,199.25 |
| | | ===== |

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