



Parents and Friends Committee

CONDENSED MINUTES OVERVIEW

TUESDAY 10th SEPTEMBER 2019 7:00PM

DRAFT COPY ONLY

- TO BE OFFICIALLY CONFIRMED AT NEXT P&F MEETING

****Please note this is an overview of topics discussed only. See full minutes for details on each topic covered (available on request)****

ATTENDEES

Greg Parker (Principal), Jodie Fitzgerald (co-president), Trish Smith (Treasurer), Nadia Pryzibilla (Secretary), Francine Schiller, Tracy Tepe

PRINCIPAL/DEPUTY PRINCIPAL UPDATE

Opened by Greg Parker

- Carpark near the DeMazenod Hall is almost complete
- Construction on the carpark near the reception classrooms has started. This will continue through the holidays and will also include an elevator, the construction of 8 new classrooms, and the transportable classrooms and the shed being moved etc, with an expected completion by ~June 2020 for use in Term 3
- Jan 'book day' will be amended - will instead be a 15 minute 'meet and greet' by appointment with the student's new teacher for that year. This will be in Week 0 (the week before school commences) to allow information to be handed over about your child and open the line of communication. A note with information and instructions on how to make appointment bookings for this will go home with the students end of year reports in Week 8
- Greg advised that he will propose a 'fundraising levy' to the Board that would be issued with school fees. This would allow for a pool of funds to be collected to help with events during the year and could also be used for purchases/projects that the P&F have a role in deciding on. The P&F will as always openly and freely encourage the community to have input and a say on what events occur and what projects are decided on by participating in P&F discussions. The Committee discussed the proposed levy and requested Greg to put the

Committee's position to the Board, requesting deferral of the levy for one year. The Committee would like the opportunity to build on the work they have done this year and get feedback from the Community on new events. It was also agreed that with other changes happening at school that the introduction of a levy may not be well received at this time.

- P&F will now have the capacity to offer the option of online payments for future events at the school
- The P&F were offered to have a representative attend the upcoming orientation visit for newly arriving reception students (Thurs 21st Nov); to be a friendly, approachable 'face' to the idea of the P&F in the hopes of engaging more parents involvement in the schools P&F activities next year – Francine offered to be the representative [ACTION - Francine]

EVENT:

Twilight Carols

Evening of Friday 22nd Nov (end of Week 6, Term 4)

Stage

25% deposit has been paid, remainder to be paid when due [ACTION Trish]

Performance program

Edits required due to clashes so a new program to be decided and re-advertised on SchoolZine. Year 6s first to perform, followed by Choir, Year 5s, Receptions, Year 1s, Year 2s, Year 3s, Year 4s

Food trucks

Moving ahead as planned. Menus to be re-advertised

Sausage sizzle/hamburger BBQ

Purchased: Sausages, hamburger patties, hamburger buns, cheese, coleslaw.

To be bought or sourced still: sauces, napkins, bread, onion. Jodie to check current supplies at school

Freezer

Francine obtained a quote for a mobile trailer freezer. This will be delivered Friday morning with pick up on Monday. Francine to confirm re security and power supply requirements. This will be used to pre-cool drinks and then to store icecream/iceblocks.

Soft drinks

Purchased: water, juice boxes, soft drink varieties

Eskies to be sourced (school eskies in the storage area behind the hall, Jodie to bring in two eskies)

Bar

Beer and sparkling wine has been ordered and will be delivered to school in the week leading up to the event.

To be purchased still: cider cans and mini white wine plastic bottles still to be purchased

Liquor licensing/prices

Confirmed and approved. Alcoholic beverages \$5, non-alcoholic beverages \$2 (fruit boxes \$1)

Tea and coffee (canteen servery)

Coffee, tea, milk, sugar, coffee cups with lid – all to be purchased or sourced

P&F stall

- Generous donations of lollies and lucky dip items from the casual day were received
- Lollies/chocolates (P&F stall) - donations from casual clothes day to be collected and bagged by Niomi
- Lucky dips (P&F stall) - donations from casual clothes day to be collected and wrapped by former parent who has volunteered
- Candles, glow sticks, novelties leftovers from previous events to be used. Craft kits, light up necklaces, windmills etc purchased

Raffle

From generous donations 5 hampers have been created for prizes. Three currently on display, other two to be delivered and displayed. First prize will be a basket with a donated Whipper Snipper, second prize will be a basket with donated Vacuum Cleaner, three other prizes of hampers to be won. Raffle tickets to be bundled and labeled with cover (which includes instructions). To be handed out to classes this week. Nadia to collect returned raffle ticket and money as they come in

Flood Lights

Need to investigate sourcing lighting to be utilized while packing up after the event. Some committee members have offered to bring in their personal flood lights to use, and the school will need to see what is available. Nadia to liaise with a school parent who is an electrician in regard to performing electrical check and tags on these items to allow them to be used.

Seating areas

Bunting, cones, and rope to section off each area will be used

Volunteers for stalls

Positive response received with the number of volunteers offering their time on the evening. Roster to be put together by Jodie. Jodie to contact each volunteer to thank them and give them a roster of what time and which stall they have been allocated to.

Finances

Trish to arrange money floats for stalls. Money to be collected throughout the night for safe storage

Other

Aimed as a school community event for school children and their families (rather than a local community event).

ACTIONS: (Full actions list on 'To Do' list available on request)

Meeting concluded: 8:30pm

Next Meeting: To be held early in Term 1 2020, details to be advised

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