St. Columba's School
St Columba’s Primary School P&F Meeting
Minutes
Tuesday 16th February 2016

1. Prayer

2. Welcome

3. Attendance & Apologies

3.1 Attendance:
Greg Martin, Jenn Debono, Nat Campbell, Verity Donovan, Steve Vincuillo, Abbie Ehrhardt, Kelly Allison, Mat McLaughlin, Tammi Doyle, Camille Goodlich, Jennifer Benfell, Emma May, Nyssa Bull, Sascha Harris, Alison Jarvis, Louise Markovic, Carolyn Smith, Chelsea De Luca, Penny Pettit, Mark Pettit, Brooke McKitterick, Kellie Janney, Amy Gardiner, Leanne and Scott Fermanis

3.2 Apologies:
Liz Edmundson

4. Acceptance of Previous Minutes

4.1 Moved: Greg Martin Seconded: Steve Vincuillo

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<tr>
<th>Business</th>
<th>Action</th>
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<td>5. Business Arising from Previous Minutes:</td>
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<tr>
<td>H20 Bottle Fundraiser – Jenn –</td>
<td>Ongoing – class reps to promote orders &amp; Jenn to confirm how much we receive back</td>
<td>Jenn Debono &amp; Class Reps</td>
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<tr>
<td>• Order forms and samples of the bottle are available in the canteen. Orders need to be paid for by cash only. Deadline for orders is 19th March. Jenn to confirm how much we receive back</td>
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6. Principal's Report: See attached report

7. Treasurer’s Report:

• The current balance is $$14,956.20. Still waiting on the Commission from the Entertainment Book. | Chase up Entertainment Book | Verity |

8. P&F Representative to Board

• Information covered in Greg’s report
### 9. Sub Committee Updates

#### 9.1 Fundraising Committee

**9.1.1 Fundraising Committee 2016/7** – Steve asked for volunteers to help out with organising this year’s events. Anyone who is interested should contact Steve via email.

**9.1.2 Fundraising Ideas** – Steve was asking for ideas for some fundraising this year other than the usual Cadbury’s fundraiser and Entertainment Books. Please send your ideas to class reps or Steve. Abbie also reminded class reps to promote school banking to our classes as the school receives a good return from it.

**9.1.3 Hot Cross Bun Fundraiser** – Louise has spoken to Bakers Delight who have said that they will sell all types of Hot Cross Buns to the school for $5 and we can sell them for $7 to raise funds. Orders must be placed by 15th March and are to be picked up on 22nd March. Committee agreed this was a fantastic idea. Louise will change the order form to be included in this week’s newsletter. Class Reps to promote to class.

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<tr>
<td>Email Steve</td>
<td>Class Reps</td>
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<tr>
<td>Promote school banking &amp; ask for fundraising ideas</td>
<td>Class Reps</td>
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<tr>
<td>Change Order Form to include with newsletter</td>
<td>Louise</td>
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<td>Promote to classes</td>
<td>Class Reps</td>
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### 10. Correspondence

- Letter from Lisa Baker confirming a donation for this year of $200
- Letter from school disco DJ saying thanks and offering services for future events

### 11. General Business

- **11.1 Family Welcome Morning Tea** – scheduled for Friday 26th February at 9am in the Parish Hall. Jenn will include in this week’s newsletter. However, please ask classes for volunteers for baking, making tea. Will also be running the coloured t-shirt drive for a gold coin donation like last year. Please ask people for any unwanted coloured t-shirts
- **11.2 P&F 2017** – Jenn announced that she along with Nat Campbell and Verity Donovan will be stepping down from the Executive at the end of this year. If anyone is interested in taking over any of the roles or who knows someone who is interested please contact us.

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<tr>
<td>Ask for volunteers &amp; coloured t-shirts</td>
<td>Class Reps</td>
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<td>Expressions of interest for P&amp;F roles for next year</td>
<td>Class Reps</td>
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• 11.3 Timing of Pre-Primary & Kindy Events – A parent has asked if the timing of Pre-Primary and Kindy Events could be moved to later in the day so that working parents don’t have to take annual leave to attend the events. The committee discussed this and it was decided to leave event timing as they are.

• A parent asked about having more Shade around school – Greg told the committee that plans for stage 7 of building will include more undercover areas and more trees being planted but this will need time. Louise mentioned that Cancer Council offering $10,000 grants for shade sails. Parents mentioned that outside Mr Carbone’s class got full sun - Greg will look at it to see how much sun it’s getting. He’s open to suggestions - email Jenn who will pass onto GM

• A parent asked when will next building stage commence – Greg mentioned hopefully 2017 and that it will provide more play area for the kids once the admin buildings have been demolished. The old Church is heritage listed and will remain in place.

• A parent mentioned that the stairs by the pre-primary classroom are very slippery – A mother slipped on the stairs and got concussion late last year. Greg committed to putting grips on stairs before April.

• A parent asked about the Helping Hands program. Greg confirmed Helping Hands is not currently operational as it to be too much additional work for teachers. He is looking for alternatives.

• A parent asked if there was a place in the newsletter where jobs that needed to be done could be advertised. Greg thought it was a great idea and will report back next meeting.

• Greg asked the P&F for the teacher’s wish list. $500 for each year including specialist areas as per last year. He will ask teachers to report back to P&F and in newsletter on how they have spent their money. Chelsea De Luca offered to take photos to include in newsletter to show parents how money is spent.

Suggestions for improving shade outside Mr Carbone class – email Jenn

Put grips on Pre-Primary Stairs

Confirm amounts with Jenn, Greg and Abbie

Jenn Debono

Greg

Greg

Verity
• A parent asked about long term goals for fundraising - can we communicate what we are fundraising for more clearly to parents. Greg committed to asking staff about goals and report back meeting after next

Meeting Closed at 8.20pm.

Next Meeting:  Tuesday 22\textsuperscript{nd} March 2016