St. Columba's School

St Columba's Primary School P&F Meeting
Minutes
Tuesday 17th May 2016

1. Prayer

2. Welcome

3. Attendance & Apologies

3.1 Attendance:
Greg Martin, Jenn Debono, Nat Campbell, Verity Donovan, Steve Vincuillo, Abbie Ehrhardt, Mat McLaughlin, Tammi Doyle, Camille Goodlich, Jennifer Benfell, Sascha Harris, Alison Jarvis, Carolyn Smith, Mark Pettit, Brooke McKitterick, Kellie Janney, Amy Gardiner, Simone Moretta, Aoife Stanmore, Pamela Holloway, Maree Musca, Lisa Baker, MP

3.2 Apologies:
Jennifer Wishart, Nyssa Bull

4. Acceptance of Previous Minutes

4.1 Moved: N/A Seconded: N/A
Lisa Baker attended and introduced herself to the committee. Offered support for any issues that arise within the community both as a part of the school community or on a more personal level.

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<th>Business</th>
<th>Action</th>
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<td>5. Business Arising from Previous Minutes:</td>
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<td>Long Term Fundraising for P&amp;F – Greg</td>
<td>Add to agenda</td>
<td>Verity</td>
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<td>- GM asked staff for ideas and will get back to us next meeting.</td>
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<td>Helping Hands &amp; Job Corner in Newsletter – Greg</td>
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<td>- Staff requested not to continue helping hands - the idea was fantastic but was very time consuming. Curriculum is too crowded as it is. Newsletter format will change due to issues with opening PDF format on phones. Advertising and job corner will be included in the new format.</td>
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<td>Change of Assembly Times - Greg</td>
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<td>- Staff were asked about changing assemblies to mornings. However, it was felt that mornings are prime learning time and the staff aren’t prepared to give the time up. Assembly times will remain the same</td>
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6. **Principal's Report:**

See Attached

7. **Treasurer's Report:**

- The current balance is $18,320.88. Not much change since last meeting. Some advertising Revenue has been received. A $3,500 Cheque for office has just been written for supplies so just under $15,000.00 will be left after that.

8. **P&F Representative to Board**

- Canteen needs help it's still running at a loss. and as per the letter sent to parents last year the Board have made the decision that if it doesn't break even by the end of the year there will be no other option but to close it. Orders have slowed and Sheryl needs assistance especially during busy periods such as 12-1pm. P&F suggested class reps help fill the roster for the rest of the year. For the rest of term 2 parents from Kindy to Year 1 will be asked to help Sheryl, Term 3 will be parents from Years 2 & 3 and parents from years 4-6 will be asked for term 4. Grandparents are welcome too

9. **Sub Committee Updates**

9.1 **Fundraising Committee**

- 9.1.1 Cadbury's Fundraiser – Steve confirmed this will be run in term 3. Anyone willing to help please contact Steve.

- 9.1.2 Major Fundraiser – Steve & Jenn mentioned that the major fundraiser for this year will be either a themed quiz night or more preferable an 80's night with a live band. Venues to be investigated and report back next meeting – probably take place in term 4

- 9.1.3 Entertainment Book Fundraiser – Verity confirmed that Entertainment Books will arrive next week to be distributed. As per last year you can purchase a digital book or hard copy book. Payment is cash or online only. Payment page link will be put on Facebook page and in the newsletter. Any books not wanting to be bought should be returned to the office.

10. **Correspondence**

- Only correspondence was photography vouchers which will used as part of the quiz or 80's night.
11. **General Business**

- **11.1 Stairs for Kindy / PreKindy Area – Jenn asked Greg about putting stairs in ECE area coming in from Roberts Rd to minimize disruption to other classes. GM has this included in stage 7 of building plan - just waiting for approval of the building plan**

- **11.2 Kiss N Drive – a parent mentioned that in the last week they had seen a number of people doing u – turns at Kiss n Drive which is of concern. Please remind parents no U-turns at Kiss n Drive and if yr kids aren't there do a lap of the school to allow Kiss N Drive to continue to run smoothly. Remind parents to be careful & don't park in residents drive ways or on their lawns**

- **11.3 Cubby House – Jenn - loose materials such as pipes and planks are in ECE area including the Cubby House for the kids use during school time. Storage is being bought but can we ask parents be responsible for their kids playing with these materials. Please remember everyone has to be on the basketball court until bell rings at 08.30am so no one should be playing in the Cubby House before then.**

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<td>Ask staff about change of time for assemblies</td>
<td>Greg</td>
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<td>Inform parents of the loose material for ECE during school time via the newsletter</td>
<td>Pam Holloway</td>
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**Meeting Closed at 8.30pm.**

**Next Meeting:**  **Tuesday 21st June 2016**