Parents and Friends Association St Mary’s School
Minutes of the general meeting held in the School Staff Room
On Monday 8th February 2016

Attendees: Craig Lane, Tracey Sutherland, Daina Sutherland, Ray Rose, Erica Carlson, Vanessa Thompson, Murray Carlson, Kat White, Meg Gethin, Sally Robson Thomas (7.30pm)

Apologies: Vanessa McGinniss, Emma Growden, Shay Creagh, Pauline Riethmuller, Kylie Squire, Jodie Brooker, Karlyn Settineri and Karin Day

1. Craig Lane opened the meeting at 6:35 pm and led the meeting in prayer.

2. Adoption of the minutes of the previous general meeting held on October 2015.

   **Motion:** That the minutes of the general meeting held on November 2015 are accepted as true and correct proceedings.
   
   **Moved:** Daina Sutherland  
   **Seconded:** Murray Carlson  
   **CARRIED**

3. Business arising from the minutes

   **3a Principals Wish list:** 8 Mac Book computers, Guided reading texts, take home readers, Lexile books to replenish and update the current kit, Religious Education resources, 20 iPads have all been purchased, plus a trolley for docking and storing iPads.

   **3b Year 6 Contributions:** Query was raised re contribution to leavers shirts, yearbooks and camp bus. Previous decision minuted in Oct. 2015 meeting was: “That the following items are endorsed as financial commitments from the P&F for the 2016 year: Full cost of Leaver’s Yearbook production (estimated cost of $1700) and $2,400 cost of the bus for Year 6 camp transport.” Discussion that shirts have been funded in the past, unfair to penalise a larger class by setting a whole figure to be shared between the group. Ray put forward that the 2015 yearbooks came in at only $900, so perhaps the shirts could be covered as well. Yearbooks are a preferred donation as they can be marked ‘donated by P&F’ and are assumed to be kept into the future.

   **Motion:** In amendment to the October 2015 motion, add: That we contribute $10 per child towards the cost of the leaver’s shirts, plus the set up cost of the screen printing for the 2016 year group.

   **Moved:** Kat White  
   **Seconded:** Murray Carlson  
   **CARRIED** 10 votes

4. Correspondence
   
   a. **Out:** Nil
   
   b. **In:** Vanessa McGinniss by email offering to continue as class rep for year 3 group.

5. Treasurer’s Report

Murray Carlson presented the P&F Treasurer’s report.

   **Motion:** To accept the October 1 December 2015 Financial Summary as true and correct”.

   **Moved:** Murray Carlson  
   **Seconded:** Kat White  
   **CARRIED**
6. Principal’s Report presented by Ray Rose

7. Tuckshop for 2016 presented by Erica Carlson

Thanks to those who have volunteered to help with cooking or staffing already. We have increased to 7 cookers for each week and 6 helpers in the canteen. PP mums haven’t been directly approached. Erica has followed up with 104 families. We need every family to help with cooking or staffing to make the canteen work. 70 families to cook and 60 families to staff are needed.

A better checklist is needed for the coordinators. Kat, Erica and Karlyn can do this. Need to investigate a paid coordinator so we can put this out to the school community as a worst case scenario. Or perhaps consider an increase in prices. Difficult to get parents to respond to emails/newsletters and letters.

The current Treasurer is unable to continue, we need to determine who will take over these books, suggestion that the P&F Treasurer could do this and these books could be amalgamated with the general P&F books. Craig to approach Emma and discuss.

Erica to draft a letter to go out in the newsletter to call for further volunteers and to explain the current situation.

Huge thanks and appreciation to Erica for so much work.

Motion: That the Catering account be closed and balance transferred to the main P&F account.

Moved: Craig Lane  Seconded: Murray Carlson  CARRIED all in favour

8. Board Report presented by Tracy Sutherland

Last meeting was in 2015. Tracey now has a position on the board as well as on the P&F and is looking for someone else to step up as the P&F rep on the board. Vanessa Thompson volunteered to step into this position!

Motion: That Vanessa Thompson be the P&F rep on the school board for 2016.

Moved: Sally Robson Thomas  Seconded: Tracey Sutherland  CARRIED all in favour

9. Class Representatives for 2016:

<table>
<thead>
<tr>
<th>Year</th>
<th>Representative</th>
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<tbody>
<tr>
<td>Pre Kindy</td>
<td>?</td>
</tr>
<tr>
<td>Kindy</td>
<td>Vanessa Thompson</td>
</tr>
<tr>
<td>Pre Primary</td>
<td>Meg Gethin</td>
</tr>
<tr>
<td>Year 1</td>
<td>Cindy Sangalli</td>
</tr>
<tr>
<td>Year 2</td>
<td>Liddy Atkinson?</td>
</tr>
<tr>
<td>Year 3</td>
<td>Vanessa McGinniss</td>
</tr>
<tr>
<td>Year 4</td>
<td>Monica Tompkin?</td>
</tr>
<tr>
<td>Year 5</td>
<td>Alison Edgecombe</td>
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<td>Year 6</td>
<td>?</td>
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Sally to draft an email for Craig to send out to approach a few people and with a general email to go before that. Consideration for a pre kindy rep also.

10. General Business

10a Project Ideas:  Car park at rear end of school? Ray to follow up on a quote and take it to the board and feed back to us for further discussion. Also to quote tidying up the existing non bituminised car park area. Suggestion for a kiss and drop to be set up in the existing non bituminised car park. Idea to also make a one way exit/entrance to the road entrance near the church. Father Zyga is supportive of this.

Fencing along laneway and front of school could be replaced and made more presentable. Ray to investigate a quote to go the whole way around.
10b **Welcome Picnic** BYO food and alcohol. Publicise and promote! Daina to check it’s on the Facebook page.

10c **Social Media: Facebook/Twitter.** Facebook and twitter are both up and running. Promote and share! Louise Penny and Sonya McCormack are coordinating the Facebook page.

10d **Class Fundraisers** Best to set these at start of year and follow pattern from previous years. 8 classes this year, so will need to fit in 2 per term. Suggestion for term 1 fundraisers;

- **Pastry Day** – March 30th
- **Easter Raffle**?

11. **Next Meeting:** 7.30pm Tuesday 8th March 2016

12. **Close of Meeting** 8:50pm