MINUTES OF MEETING
Monday, 23 March 2015 7.00pm

- **Prayer:** Melissa B
- **Attendees:** Jeanette B, Maree M, Christine O, Melissa B, Bruce C, Natalie C, Grainne B, Amanda L, Olivia
- **Apologies:** Angelique E, Dani M, Barbara T, Lorine N
- **Confirmation of minutes from the meeting on 24 November 2014**
  - MOTION by Jeanette B: That the minutes of the 24 November 2014 were a true and accurate record
  - SECONDED by Christine O

REPORTS

**Principal’s update:**
- Year started well. Continuing to focus on teaching and learning in Mathematics. Long and detailed process reimagining how Maths is learnt and taught. Mrs Pittas ran a parent workshop last Thursday in the library which gave parents the opportunity to understand how Maths is taught now. Parents were actively engaged and appreciated the session. Another session to be run next term.
- Staff Development Day first day of Term 2 (April 20). Focus religious education and evangelisation. Teachers will be learning how to bring a Catholic perspective to other subjects.
- Comprehension strategies and guided writing continue to be a focus in 2015.
- Dance Fever to be held on 1 April 2015 in the hall.
- Kinda enrolments for 2016 to begin this week.
- Jacque Willard is heading up Project Based Learning (PBL). This program is student led learning solving a real world problem. All grades to do PBL with their grade in at least one unit this year.
- QCS survey completed. 45 out of 60 families participated. Jeanette looking forward to reviewing the data.
- Classroom liturgies have commenced and will take place each term. Parents are welcome to attend these.
- Holy Week liturgies currently being prepared.
- In Term 2 gymnastics will commence in the hall on Wednesdays.
- Continue to make progress on the redevelopment plans for St Madeleine’s. There will be a parent meeting next Monday afternoon at 2.30pm in the library. Parents can look at the plans and ask questions about how the renovations will be staged. The music demountable will also be renovated (paint, carpet, blinds). The comms cupboard will also be relocated to improve connectivity and internet access in this area.
- A clear out under the school building is required and any furniture in this area to be given away. Maree to investigate options for sending these to schools in need in Fiji. Likewise older style school sports shirts that are no longer in use to also be sent.
- Thanks to Natalie and Grainne for running the chocolate drive.
- Country Fair on May 3 - Barbara is coordinating St Madeleine’s participation through the contact parents. Each year group has been allocated a job on the day. Sharon Stevenson is coordinating performances by Glee Club, Band and Dance Fever.
- Melissa B took St Madeleine’s student leaders to the National Young Leaders Day for primary schools. Special guest speakers included Mike Baird and Bindi Irwin.
President’s update:
- Welcome night went well. Smaller numbers than last year. Discussion around whether families need to be paired up next year to better include new families at these sorts of events. Another possible option might be name tags or contact parents going around with serving platters encouraging people to mingle.

Treasurer’s update
- Short term regression in finances due to uniform shop purchases approx $5k.
- Other outgoings in Term 1 include the welcome night, Mother’s Day stall and swimming carnival.
- Cadbury’s invoice still to be paid.
- Suggested consolidation of P&F accounts – less administration and simplified way of managing finances. Close ANZ and move to CBA. Keep CDF1 and CDF2. Canteen account to become fundraising account as the canteen account is no longer required. Uniform Shop account continues to be separate.

Fundraiser Coordinator’s update
- Chocolate drive money still to be returned. Currently 41 per cent of money has been returned ($5534). Aim is to make $3k - $4k on the drive. Reminders to be issued through Skoolbag and the newsletter. Money due back by Friday 27 March. Chocolate left over can’t be returned to Cadbury’s. Families may wish to sell extra chocolates. Alternatively left over or they could potentially be sold at the Country Fair or the athletics carnival in June.
- Amanda to look back through the minutes from last year for fundraising cash handling process information form and pass onto Natalie.
- Discussion on how the fundraising money is to be allocated. Items like reading materials and updating IT always required. Money raised from the chocolate fundraising drive to go towards new home readers.
- In 2015 the P&F aim to raise $30k with a large proportion of this generated from the uniform shop. A possible break down in funds allocation might include $10k IT, $5k books and $15k furniture over two years. The P&F to be more proactive in advising the school community what the committee is raising funds for.
- Discussion about additional fundraising initiatives. Matilda not doing discounts for group bookings. Other options could include group movie bookings or family portraits. Natalie to put together additional options with costings for the committee to review.

GENERAL BUSINESS
Meeting closed: 8.20pm
Next meeting: 1 June 2015