MINUTES OF MEETING

1st General Meeting

Monday 25th March, 2013. 7:30pm- Staffroom

- **Prayer:** Melissa B

- **Committee members present:** Jeanette B, Melissa B, Jim M, Sally S, Tamela B, Felicity P, Kim P, Annette S, Michelle B, Angelique E, Amanda M, Tanya E, Renee C.

- **Apologies:** Russel A

- **Confirmation of minutes of the previous AGM:** held 3 December 2012
  
  *MOTION by Jim M: That the previous General Meeting minutes be a true and accurate record. SECONDED by Jeanette B.*

- **Matters arising from the previous minutes:**
  - Team coloured swimming caps not ordered. It was suggested that the Committee approach Maree M about ordering these with a view to the caps being available in the uniform shop from 2014. Maree M had previously ordered swimming caps for the representative swimming team.
  - School choir transportation invoice not received as yet. Felicity to follow up with Louise. It was noted that the choir will perform in Term 4 at Rouse Hill Town Centre, the date to be determined.

REPORTS

**President’s Report and Strategic Plan**

- Jim presented proposals for P&F expenditure in 2013 including the allocation of $30k to the library ($15k from 2012 + $15k for this year). It was noted that the Amazing Race fundraiser was also raising funds for the library project with the P&F to make up the difference.

- Additional proposals for longer-term funding for the playground and learning environment, including: a raised sandpit (a tactile activity for kids and low maintenance); a shade cloth/sail over netball courts (providing a wet weather environment for kids to play or for children waiting for the bus and during assembly); cricket nets; and grandstand style seating area on the hill.

- Annette noted that there had previously been a plan drawn up by the Sorbello family (approx 8 years ago) for tiered seating and the associated cost at that time was $30k. The proposal did not proceed due to cost. It was suggested that the same plan be quoted for this year, Annette to track down the plan if possible.

- It was also noted that while the seating plan has merit, it was noted other pressing and competing matters require attention such as maintenance issues around the school (toilet door locks etc.). As such, it may not be the best allocation of funds at this time. However it was noted that extensive maintenance work should not come out of P&F funds and those improvements to the learning environment remain a priority.

- Jeanette noted that the key funding areas in 2013 are the Silver Jubilee Garden and the library project. There were other priority areas that could not be achieved at a working bee and could not be funded through fundraising because of the scale of work that is required. In these instances, funding
support would be explored via Jeanette and the CEO. Key maintenance areas include: carpeting, painting, new fixtures and locks on exterior doors. Infant’s toilets also need attention.

- Jim also noted that there still are grants available through local clubs. Baulkham Hills Club has grants available for recreation and sports programs (although many clubs run a similar program for funding local schools and sporting clubs). To apply for funding, the committee would need to draft a letter and submit a proposal including quotes. Funding for the cricket nets and sand pit could come from a grant. Also suggestion of a shade cloth over the netball court could be explored. Jim has requested a working party be formed to organise letters for the club grants.

- There had been a previous quote for cricket nets (approx. $20k) however there are some issues around the best location for these. Possible option in the ‘no parking area’ that is not used. However they would not be available at lunchtime, only during sport time.

- Michelle B suggested the P&F approach Julia to determine what sporting equipment/facilities are required prior to any grant application process.

- The previous ‘Earn and Learn’ promotion provided a lot of quality maths equipment for the school.

- Jim also discussed funding for the schools learning environment including the allocation of funds for readers at a total cost of $8500. $2500 of this was spent on readers in 2012 with the remainder ($6,000) to be spent on readers this year.

**Principal’s Report:**

- Principal’s report tabled and discussed.

- Jeanette provided an update on the Silver Jubilee Garden. Three seats purchased ($565 each). Year 6 2012 and Years 5/6 2013 to purchase chairs for the school.

- It was noted that in the garden there is currently a fire hydrant which needs to be relocated. The job needs to be certified all of which is an additional expense (approximately $3000). Jeanette requested that the P&F contribute $1500 towards the work.

**Treasurer’s Report:**

- Treasurer’s financial report tabled and discussed

- Felicity noted that there was $1000 allocated in the 2012 budget for sports singlets but was not spent. Jeanette to clarify. There was also a discussion on the possibility of getting a local business to provide sponsorship for the shirts.

- *Motion by Felicity: allocation of funding in 2013: library $30k; readers $8500; jubilee garden fire hydrant relocation $1500; sports singlets $1k; Ipads $3k total amount $44k. SECONDED by Jim.*

**Fundraiser Report:**

- Michelle provided an update on fundraising initiatives and thanked Kim for a wonderful job at the welcome evening. There was some feedback that parents would have preferred the P&F president to address attendees at the event. Jim noted the feedback.

- Chocolate drive finished – still waiting for approximately 30 per cent of money to be returned to the school.

- It was noted that in the future there needs to be a discussion about the timing of fundraising initiatives given that in Term 1 there have been a number including pavers, project compassion, chocolate drive and the Amazing Race.

- Dinner dance – raffle tickets to be distributed shortly and due back 24th June. The first prize is Gold Coast holiday. Tickets are $2 each, $20 for a book.

- Dinner dance tickets will be $85 this includes an hour of pre-dinner drinks.

- Natasha has drafted a donation letter for distribution to local businesses. Michelle suggested a multi day to raise money for prizes. This could possibly coincide with St Madeleine’s Day. Jeanette to discuss with Mr Hatcher.

- Michelle also suggested a crazy hat day in Term 3 with proceeds going to a children’s cancer charity. Jeanette mentioned that this would need to be coordinated at a school level so as to follow the appropriate processes and protocols.
**Parent Coordinator’s Report**

- Parent contact meetings have now occurred and discussed dates for the year. Kim to also email class contact lists to P&F Committee members.
- Kim will fill out school calendar (once date have been forwarded by all contact parent reps for each grade) and send through to Jeanette.
- It was also noted that the coordination of the Welcome Night and school disco was not mentioned in the P&F Information Handbook as attributed to a P&F Committee member role. It was also noted that Angelique and Ainslie are getting insight into the school support leader role for 2014.
- Motion by Kim: The Welcome Night and school disco remain the responsibility of the Class Coordinator. SECONDED by Jim. Amanda to update information book to reflect this.

**GENERAL BUSINESS**

- Parent Directory: Annette provided an update on the Parent Directory. The 2013 directory has raised $1300 from advertising with most of the advertisers families in the school community. Felicity to provide receipts for advertisers.
- Approximately 146 families are listed out of 250.
- Formatting change has been made to make navigation of the directory easier. The children’s name will appear in the first column rather than parents.
- The 2013 kindy pack will include a parent directory form.
- The directory is scheduled to be distributed by the end of term 1. It will then be promoted via the school newsletter.
- Kiss and Drop: Term 2 has some spots that still need to be filled however as it is a shorter term of 9 weeks these should be filled fairly easily.
- Mother’s Day Stall update: Tamela conducted a stocktake. The note this year will let families know that more than one item can be purchased at the stall. Tamela has also suggested packaging the items before the stall in a bag that can be coloured in and with lines so a message can be written.
- Tamela also suggested a Year 1 fundraising night – similar to a girl’s night in towards the end of the year. Tamela has secured the services of a Zumba instructor and a donation of sparkling wine. Other activities might include a girlies movie, cupcakes etc. Event could also be extended to include all mums at the school and be conducted within the school hall. Timing likely to be towards end of the year.
- Budget update: Uniform shop $4500 in profit; Canteen will finish term 1 $2k in profit after salaries paid; family welcome night made over $1000 a great result. Chocolate drive raised approx. $7000; Parent directory raised $1300. In total fundraising for term 1 profit $8k.
- St Madeleine’s Feast Day to be celebrated 25 May 2013.
- Parish Gala Day discussed, Jeanette to discuss with Father Vince.

*Meeting closed: 9:20pm*
*Next meeting: 17 June 2013*