



# ST. COLUMBA'S CATHOLIC PRIMARY SCHOOL

## *Parents & Friends*

<p style="text-align: center;"><b>P &amp; F Association Meeting</b></p>	<p style="text-align: center;"><b>20 Feb 2018 Parish Centre</b></p>
<p><b>Present:</b> Allen McMahaon (AMcM), Susannah Robinson (SR), Ondine Komnick (OK), Andrew McLean (AMcL) Louise Valerio (LV), Jessica Stacey (JS), Lara Tullet (LT), Louise Van Maanen (LVM), Louise Deshon (LD), Brooke Pink (BP), Amy Crothers (AC), Jennifer Collins (JC) Neilson De Sousa (ND) Nicole Baroni (NB) Talia Huxtable (TH), Kellie Binns (KB), Emma Oldfield (EO), Vanessa Evangelista (VE), Nicole Baroni (NB), Margaret Williams (MW), Esmeralda Solviano-Wood (EVW), Rosie Parker (RP), Manus Higgins (MH), Amanda Johnson (AJ)</p>	<p><b>Apologies:</b> Shannon Whitfield (SW), Michelle Macinerny (MM)</p>
<p>1.0 OPENING PRAYER - AMcM</p>	
<p>2.0 CONFIRMATION OF PREVIOUS MINUTES</p> <p>Minutes of 2017 AGM. Moved by JC seconded by AMcM</p>	
<p>3.0 CORRESPONDENCE IN</p> <p>Bank statements – passed on to AMcL</p> <p>Advertising pamphlets – retained by LVM</p>	
<p>4.0 CORRESPONDENCE OUT</p> <p>Nil</p>	
<p>5.0 PRINCIPAL'S REPORT</p> <p>Attached</p> <p>Moved by JC seconded by LD</p>	
<p>6.0 PRESIDENT'S REPORT - NA</p>	
<p>7.0 TREASURER'S REPORT</p> <p>Nil official to report. Verbally reported current balance to be just over \$6k but pending additional deposits and information - AMcL</p> <p>For 2018 All P and F funds will run through school books which will run report for treasurer to process as appropriate. Allowing auditing to occur under school audit process rather than separate P and F audit - AMcM</p>	



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<p><u>Existing Signatories:</u></p> <p>Andrew McLean (to remain)</p> <p>Anne Reutens (to be removed)</p> <p><u>New Signatories required for 2018:</u></p> <p>Amy Crothers (to be added)</p> <p>Andrew McLean (existing)</p> <p>Louise Van Maanen (to be added)</p> <p>Attendees of meeting accepted process as a whole.</p>	<p>LVM to coordinate removal of Anne Reutens and addition of Amy Crothers and Louise Van Maanen in collaboration with AMcL.</p>
<p>8.0 BOARD REPORT</p> <p>No P and F board representative as present. No board meetings occurred yet in 2018 – they will occur on last wed of the month. - AMcM</p>	
<p>9.0 PASTORAL CARE</p> <p>Welcome class reps. Introduction as service run by Jenny Collins and also co run by Anne Cuthbertson. <b>(Correction 26.03.1 – Angela Cuthbertson)</b></p> <p>Attendees of meeting were introduced to each other. Pastoral care has been running in school for approx. 1.5 years as a service for families with a need for support or assistance (such as school pick up, or lunches etc). Parent class representatives usually identify families to Jenny or Lorraine that would benefit from support. Examples provided (short term need – Mother unavailable so school provided frozen meals and snacks to help family in short term. Long term – ongoing support for family who child was hospitalised). This is a confidential service and assists a single point of contact between the family and the school. Provisions of food may be donated by willing school families however costs may be reimbursed through P and F. Coordinators keep a list of families willing to donate food should need arise. More information will be outlined in newsletter. – JC</p>	<p>JC to provide information in newsletter</p>
<p>9.0 GENERAL BUSINESS</p> <p>Welcome class reps – brief description of role of class reps. School audit process is thorough and comprehensive reinforcing importance of receipts being returned in a timely manner. – LVM and AMcM</p> <p>Description of President and Vice President roles – President and Vice run meetings. In absence of president, the Vice will run the meetings. The</p>	<p>LVM to supply parent rep folders to reception next week</p>



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committee will organise what is required. AC volunteered to become Vice for 2018. All at meeting agreed. - AMcM

School P & F Calendar – allocation of events to class reps – to be coordinated at next P and F meeting. - AMcM

Proposed fundraising events for 2018 - AMcM

- Quiz every second year and colour run on alternative years therefore this year a colour run will be organised
- Silver coin collection / 5c collection
- Hamper donated by school family for Raffle – to check permit requirements with gaming committee – potentially run raffle at movie night

Upcoming events: Movie night – parent reps to encourage families to attend. Trestle tables to be set up for parents outside library – AMcM and LVM

P and F purchase of laptop – proposed last year and purchase was not moved without committee being present. USB often lost or not handed on. Own lap top also means access to school wi-fi, minutes kept in same location. Allen moved motion to purchase, attendees agreed to purchase.

Parent workshop arranged for 17 May – cost \$425 from P and F for Best Programs for Kids workshop. Topic of resilience. 6:30-8:30. Attendance is free for parents. - AMcM

Parent query about provision of keyboards in classrooms. SR confirmed keyboards had been supplied and distributed to classrooms.

Parent query regarding teaching of typing. AMcM confirmed this was a curriculum related query.

Parent query regarding continuation of coding and robotics program funded by P and F in 2017. AMcM confirmed this program to continue in 2018.

Teacher and student wish list collections to commence.

Parent query if CBA provide education to students – it was confirmed that they do not.

LVM to review raffle requirements with gaming commission

School IT will purchase laptop

Louise to provide additional information to the P and F

Teachers to commence collection of wish lists at next student council and staff meeting



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10.0 AGENDA ITEMS FOR NEXT MEETING	
List of fundraising and P and F activities for 2018	
The next P&F meeting will be held on Tuesday 27 <sup>th</sup> March 7pm.	
Meeting closed 7:40pm	