



ST. COLUMBA'S CATHOLIC PRIMARY SCHOOL

Parents & Friends

<p style="text-align: center;">P & F Association Meeting</p>	<p>Date 28 Aug 2018</p> <p>Venue Staff Room</p>
<p>Present: Allen McMachon (AMcM), Susannah Robinson (SR), Brooke Pink (BP) Louise Valerio (LV) Rosie Parker (RP) Pavan Sirimalla (PS) Kellie Binns (KB) Lara Tullet (LT) Jenny Collins (JC) Shannon Wakefield (SW) Louise Deshon (LD) Amanda Johnson (AJ) Nicole Baroni (NB) Louise Van Maanen (LVM)</p>	<p>Apologies: Tahlia Huxtable (TH) Esmerelda Soliano (ES) Andrew McLean (AMcL) Chelle Polglase (CP)</p>
<p>1.0 OPENING PRAYER - AMcM</p>	
<p>2.0 CONFIRMATION OF PREVIOUS MINUTES</p> <p>Some typing errors to be corrected.</p> <p>Minutes moved by JC seconded by BP</p>	
<p>3.0 CORRESPONDENCE IN</p> <p>Advertising paraphernalia including Cards for a Cause – added to general business</p>	
<p>4.0 CORRESPONDENCE OUT</p> <p>Nil</p>	
<p>5.0 PRINCIPAL'S REPORT</p> <p>Attached</p> <p>Clarity sought on uniform outsourcing – cost of stock above school preference. Looking to outsource to allow online ordering or on-site via super-store.</p> <p>PS offered assistance to the school in website development.</p> <p>Moved by LVM seconded by LV</p>	
<p>6.0 PRESIDENT'S REPORT</p> <p>Nil</p>	



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<p>7.0 TREASURER'S REPORT</p> <p>AMcM on behalf of AMcL. Thanks to school admin for assistance. Report provided to attendees. Attached with minutes. Approx. \$16k in account at present. Some funds outstanding, including incoming costs such as fundraising (colour run) and outgoing donations (eg. play equipment and Educodes, parent rep kitty, diffusers and Father's day breakfast).</p> <p>Moved by LD seconded by JC</p>	
<p>8.0 BOARD REPORT</p> <p>AMcM – Strategic plan ongoing. Board to report to P and F regarding priorities and survey to go to all families regarding direction of school for upcoming years. Once completed it will be advertised on school website and emailed to school families. Ongoing reporting on status in newsletter is planned.</p> <p>Moved by LVM Seconded by LD</p>	
<p>9.0 GENERAL BUSINESS</p> <p>Father's Day – SW – all underway. This Friday. Thanks to school for email and posters around school to encourage attendance. Photo booth to be set up with father volunteering to take photos – will be loaded onto cloud with consent being taken into consideration. Dads and kids will also be asked to write happy memories – to be posted on display. Hoping for more activities this year than previous years, food includes sausage sizzle, muffins and fruit and coffee vans. Plenty of volunteers. Suggestion to set up coffee/tea station as back-up to coffee vans. AMcM suggested signage to clarify that photo will be uploaded onto cloud.</p> <p>Colour Run – AC – next week is "Launch Week" with DVD being shown at assembly. Posters to be put on display. Pack for teachers to be distributed to students to go home. Event still 8 weeks away. Suggestion to involve students in communication rather than relying on email to parents only. Colour Run Subcommittee to be involved by AC as required.</p> <p>Playground update – AMcM – Picture shown to attendees. Picture to be put on display. Concrete and some sand is in, "spider" has remained. Should be completed by end of term.</p>	<p>AMcM and SR to arrange trestle tables to be set up on Thursday evening. SW to check gas for BBQ on Thurs. SW to arrange signage at photo booth explaining use of photos.</p> <p>SR to present Colour Run to Leadership Team to determine student involvement.</p> <p>Picture to be sent to school community by AMcM</p>



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Signatories for bank transfer – waiting for AMcL only.

AMcM to follow up AMcL

Drought relief – Rosie Parker – query if school would be interested in contributing. AMcM informed attendees that donation has already been made on behalf of the school. Happy to support as a local cause with impact on WA residents. Discussion about ideas for fundraising. (including recipe book, sports carnival. Note – David Palermo has offered to donate coffee van to sports carnival; 5c coin collection; colour band in faction colours; Go Fund Me page) Agreement to proceed with “Loose Change Chain” - AMcM offered school to assist running of this, proposed for Thursday 13th September (morning of open night) 9am. RP, AC, LVM and NB offered to assist as required.

AMcM to inform teachers, advertise in newsletter, etc.

Constable Care – Rosie Parker – query if school is involved, particularly for kindy students, linking with protective behaviour.

AMcM to follow up for more information and will inform RP

Consideration of purchase of note cards made up with student pictures. School happy to purchase and can offer to families.

LVM to email parent reps and ask for volunteers to coordinate. AJ/AMcM to send LVM company details.

Grandparents day (and significant others) 31st Oct. – being coordinated by pre-primary parent reps. Donations of food plates and tea and coffee station. Mass prior to morning tea. Students start in the classrooms, grandparents can take children to the mass then children are returned to class prior to morning tea. Cup-cakes were arranged last year by school for all students. Noted that chairs were required in the undercover area – teachers from y6 classes to provide.

Pre-primary parent reps to discuss with previous organiser (Matija Tin). SR to arrange cup cakes.

TravelSmart – AJ – raffles previously been drawn to encourage “travel smart”. Proposed purchase by P and F of \$50 worth of prizes to reward students that walk/ride to school. Will assist to relieve parking pressure. Attendees approved purchase. Week 6 term 4 proposed (wellness week).

AJ to write summary for school newsletter.



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<p>Tea Towels / Bags – coordinated by kindy parent reps. Tea towels approx. \$7 for school. Quote for bags (can only fit 150 images on each side – not enough for entire school) come to cost of \$14 for school, minimum order 50 bags per design. After much discussion a decision was made to continue with tea towel and change colour to generate more interest, consider changing to bags or alternative in future years when full school no longer fits on tea towel. Noted that there are a lot of left over tea towels from previous years that could be promoted to school families again, potentially as a fundraiser.</p>	<p>PP reps to continue</p>
<p>10.0 AGENDA ITEMS FOR NEXT MEETING</p> <p>Grandparents day</p> <p>Colour Run</p> <p>Walk to school week – week 6 Term 4</p> <p>Tea Towel update</p>	
<p>The next P&F meeting will be held on Tues 16th Oct 7pm.</p> <p>Meeting closed 8:05 pm</p>	