

St. Mary's Primary School
Parents and Friends Association

Minutes of General Meeting held on
Wednesday 28th May 2008

MEETING OPENED AT 7:45pm

PRESENT

Pauline Cooke, Patricia Menin, Jennie Blacklaw, Helen Gosper, Darlene Smillie, Heidi Cleary, Bill Campos, Rachel Jones, Kathleen Churchyard, Fran Cutler, Sue Thomas, Rachel Hogan, Trish Reilly, Tony Hughes, Fr Peter Lamont.

1.0 OPENING PRAYER

2.0 APOLOGIES

Liz Thomas, Karen Stewart, Jane-Frances Christie, Michelle Gruber, Mary-Lou McNamara

3.0 MATTERS ARISING FROM LAST MEETING

3.1 Replacement Taps: We have received one quote for supply and fitting of replacement taps. Another plumber is coming in to quote on Thursday 29th May 2008. Mr Hughes will then source a third quote and we will present to the AGM to be held in Term 3.

3.2 Year 6 Graduation - To be addressed in Item **14.1**.

4.0 CORRESPONDENCE

4.1 A thank you letter was received from Mr Slattery for the farewell gift of the drinking glasses. A copy was printed in the Newsletter in Week 4.

4.2 Sister Brenda was also appreciative of her parting gift of a golf voucher and flowers.

5.0 PRESIDENT'S REPORT

5.1 Fran thanked the stand-in Principals we have had since Mr Slattery left (Rosie Gosper, Sister Brenda and Trish Reilly) and congratulated them on the terrific job they have done. On behalf of the parent body, she welcomed Mr Tony Hughes.

5.2 Mary-Lou has reported that she has made \$418.00 from the Second Hand Clothing Pool. Whilst this is an excellent result, she has asked if we can advertise the opening times of the clothing pool more (via Newsletters and the white board). If anyone has any items they wish to donate please leave these at the school office or at the Clothing Pool (when open).

5.3 Mary-Lou has also been busy with the planter boxes that are located at the side of the Parish Hall. These have now all been planted and we look forward to seeing these plants grow.

5.4 Fran thanked Mary-Lou for all her hard work in these areas and asked everyone if they have an idea about how the school can be improved to talk to the staff or the P&F Executive. They can then go about making it happen, just like Mary-Lou has!

6.0 PRINCIPAL'S REPORT

6.1 Tony said it has been a very hectic 3 weeks, and commented on how delightful the children at our school are, and how they are genuinely interested in getting to know him (from which football team he barracks for through to what sort of work his wife does!). Tony expressed his wish to work in partnership with the parents, staff and Parish. He asked for parents to speak to him directly if they had any concerns or issues.

6.1.1 Tony was very appreciative of the great job that Trish Reilly has done throughout the year and especially during her two weeks as Acting Principal. He stated that Trish was very capable and that she had made the transition easier for him. He ended by saying how pleased he is to be with us at St Mary's.

6.1.2 Values Forum: Tony wishes to congratulate the staff and children for the excellent presentation they made for the Values Forum. He was very proud to stand up in front of the school and say he was the Principal of St Mary's! Laurie Ferguson MP was impressed and said that it was good to see that the children understood the values they were talking about and that it was a nice change to have a play rather than listening to a lot of speeches.

6.1.3 Reports: It is a very busy time for the teachers, as assessments and reports are being conducted and written at the moment. Within the next few weeks parents will receive notice as to when Parent Teacher Interviews will be conducted.

- 6.1.4 **WYD08:** World Youth Day will see 230 Pilgrims staying at the school. Tony has just received advice that as Principal he will be responsible as Site Manager for the school from 7pm – 9am. A Pilgrim Co-ordinator will be responsible for the Pilgrims with Tony and the staff being responsible for ensuring the wellbeing of the school. Items will need to be removed from classrooms and a request for assistance from parents will be sent out before school breaks for Term 2.
- 6.1.4.1 Term 3 will not resume until Wednesday 23rd July 2008.
- 6.1.4.2 Trish Reilly advised that the pedestrian crossing on Myrtle Street will be resurfaced, hopefully before the Pilgrims arrive.

7.0 SOCIAL CO-ORDINATOR'S REPORT

- 7.1 **Glowgies Disco** was a fantastic success with lots of positive feedback received from parents and children. Sue would like to thank everyone for the help they provided for the event, but in particular Eliza Stefulj for her excellent DJ'ing and Lana Venkus for her elaborate decorating of the 'red carpet' area.
- 7.2 **Upcoming Events:** ABBA Movie Night tentatively booked for Saturday 26th July 2008. The Reading Cinema at Rhodes would be booked out for a private screening of the Mamma Mia movie. ABBA dress is optional but highly recommended. We need a minimum of 100 women with a maximum of 125. A flyer will be sent home shortly.
- 7.2.1 **St Mary's School Open Day:** as advertised in the local paper, our school will be having an Open Day on 11th June 2008 from 9am – 11am. The actual format of the day will be dependant on the number of people attending. Trish Reilly explained that this is an opportunity to introduce our school to new families and is part of a CEO funded advertising campaign to raise the profile of St Mary's School. The P&F will be holding a morning tea on this day.
- 7.3 **Trivia Night (Fete):** This event, as in past years, is designed to provide a cash float for the 2008 Fete. Sue explained that she has had to move the date of the Trivia Night as she hopes to hold the event at St Patrick's Marist College. The Theme will be 'Olympics', with prizes available for the best decorated table. Sue needs to speak to Br Robert to confirm the date and determine if there will be a cost involved for using their facilities. The tentative date is 30th August 2008.

8.0 MOTHER'S DAY CO-ORDINATOR'S REPORT

- 8.1 As Karen Stewart was unable to attend, Sue presented the report for the Mother's Day Breakfast/Stall. The event was a great success, with Fran wishing to extend her thanks to both Karen and Sue for the fantastic job they did on both the stall and the breakfast.
- 8.1.1 Fran and Sue pointed out the need for more people to be available for helping set up and pack up after the social functions. In particular, the carting of the chairs and tables was quite difficult.

9.0 TREASURER'S REPORT

- 9.1 **Balances:** the cheque account's current balance is \$6,151.90 and the financial report is attached to these minutes.
- 9.1.1 The balance of the high interest earning account is \$12,177.
- 9.2 **Cheques Issued:**
- 9.3 **Total Revenue:** \$3,540 was raised from the Glowgies Disco and the Mother's Day Stall. Expenses totaled \$3,042.15 and mostly represented the costs involved in staging the above two events. In addition, were the costs of the farewell gifts for Mr Slattery and Sr Brenda.
- 9.3.1 The Glowgies Disco made a profit of \$766 and the Mother's Day Stall/Breakfast made a profit of \$118.75.

10.0 CLASS PARENT COORDINATOR'S REPORT

- 10.1 The **Community park list** is being finalised and will be issued in early June. Darlene thanked Rachel Jones for her significant contribution to the list.
- 10.2 **Contacting New Families:** As new families join our school (either mid-year or in year's other than Kindergarten) we would like to be able to contact them to welcome them to the school and help them to feel part of the community. The school office has now amended the enrolment form so new families can give their consent for their contact details to be given to the Class Parents in their year. Darlene explained that these families would then be contacted either by herself or the relevant Class Parent.
- 10.3 Darlene reminded those present that the Class Lists are only to be used for school purposes. Tony Hughes suggested that if you have a silent number, you do not place this on the Class List as there can be no 100% guarantee that others will not somehow gain access to this information. He explained that a

Class List had mistakenly been given to an educational marketing company. He has spoken to the family involved and advises that it was an honest mistake.

- 10.3.1 Heidi Cleary asked if the Class Parents can be advised if families leave the school during the Term. This avoids families being contacted after they have left the school.

ACTION

ITEM: Darlene to speak to the office about receiving information of families leaving the school. This information to be passed on to the relevant Class Parents who will notify their class families.

11.0 2008 PARISH AND SCHOOL FETE UPDATE

- 11.1 Fran began by thanking Jennie Blacklaw and Allison Craise-Markarian for taking on the role of Fete Coordinators.
- 11.1.1 Jennie advised that it had been 12 weeks since they began the task of organising the Fete. She stated that it is starting to come together and she can picture a bright and colourful day with live music playing in the playground, crazy hair colours and lots of activity happening. This year we are lucky to have professional entertainers amongst our families.
- 11.1.2 At this stage, there are 3 different types of food for the food stalls – it is hoped that some more people can volunteer to broaden the types of cuisine on offer.
- 11.1.3 The craft working bee will start next week with items being requested to be donated.
- 11.1.4 The response to the letters sent to local businesses asking for donations has been poor. The Committee has received one \$200 donation and some fire blankets and extinguishers. Bakers Delight and a bakery at Dundas have also volunteered some bread and breadrolls. The main focus at the moment, is for the Committee to secure a big prize for the raffle, as well as prizes for the chocolate wheel. Rachel Jones and Kathleen Churchyard said that from their experiences with previous Fetes, the Committee will need to personally speak to businesses to get prizes donated. A general letter will be going out to the school community looking for business sponsorship.

12.0 NEW CLASS GARDEN & ENVIRONMENT AREA

- 12.1 Rachel Jones advised that a group will meet with Tony Hughes and Mrs Jordan on Friday 30th May 2008, to discuss the plan for the garden area near the water tanks. They are looking for a core group or volunteers to make this area work. A working bee will be scheduled to help get the area established.
- 12.1.1 Rachel mentioned that they would look at applying for some grants to help with this area.

12.2 DIOCESAN REPRESENTATIVE'S REPORT

- 12.2.1 Rachel Jones also advised that she had attended the Parent Representative Council (PRC). She said that our school should be proud that we have a P&F Association as half the schools in the Diocese do not have one.
- 12.2.2 Amongst other things, the PRC are looking at updating the Constitution used by the P&F's as they have not been changed for some time.
- 12.2.3 The representatives brainstormed ideas and prioritised areas they would like the PRC to look at. Cyberbullying and keeping up with technology were two of the areas that were highlighted for attention.
- 12.2.4 The PRC has a new logo – 'Partners In Learning' and they are providing information on their website so parents know what sort of events are available. They are also running a Faith Development Committee that can provide information to parents.
- 12.2.5 The raffle that was being run by the PRC last term was won by a St Mary's mum.

13.0 COMMUNITY GRANTS & LOYALTY PROGRAMMES

- 13.1 Rob & Rae's Quality Meats has changed hands effective the end of April 2008. They are now known as Healey's Meats. The new owner is happy to continue the loyalty programme which will generate 5% of sales that are recorded using the Card. This amount will be forwarded monthly.

ACTION

ITEM: Rachel Hogan to provide Healey's Meats with a board for their counter to remind everyone to use their card or quote their number. New cards will also be provided for Kindergarten families and anyone that may have lost their original card.

- 13.2 **Baker's Delight Top Sports Grant:** unfortunately we did not win this grant.
- 13.3 **Woolworths Fresh Food Kids Community Grant:** an application has been submitted by the P&F Executive for a shade gazebo and PA system to help us in our 'Community Picnic Programme'. (This is

part of the activities that we are encouraging the Class Parents to do with their years and least 4 times a year).

- 13.4 **Westfield Shop For Your School:** will be starting again soon. We will actively promote this event to encourage as many families as possible to participate. The school has done well in this promotion in the past.
- 13.4.1 Bill Campos advised that there are two websites that have information about Grants that are available - www.ourcommunity.com.au and Julie Owens' website.

ACTION

ITEM: Rachel Hogan to investigate whether the P&F will subscribe to the newsletter service.

14.0 FUNDING PROPOSALS

- 14.1 **2 x Sports Tents:** Currently the school has 2 sports tents and we borrow 2 from another school when we have sports days (eg Athletics Carnival etc).

Motion: Fran Cutler proposed that the P&F purchase 2 more sports tents (in the school House colours) at a cost of \$1695 (incl GST) each.

Seconded: Rachel Hogan

Vote: Passed unanimously

- 14.2 **Year 6 Graduation:** The Graduation is made up of two parts – the Mass and the Graduation formal. A sausage sizzle and a cake stall are held during the year to help raise funds for the graduation and to enable the graduating class to purchase a present for the school community and for Father Peter. In previous years a \$500 donation has been given to the Graduation Committee by the school. Last year the amount was only \$300 as there was a shortage of funds.

Motion: Fran Cutler proposed that the P&F provide \$500 to the Graduation Committee of 2008.

Seconded: Rachel Hogan

Vote: Passed unanimously

ACTION: This issue will be looked at during the 2008 P&F AGM to see whether the donation can become part of the P&F's Constitution so each Graduation Committee is guaranteed a \$500 donation.

ITEM:

15.0 GENERAL BUSINESS

- 15.1 **Soap In Bathrooms:** Sue Thomas raised the issue for Jane-Frances Christie that there didn't seem to be any soap in some of the bathrooms.

ACTION

ITEM: Trish Reilly and Tony Hughes will speak to the office about checking supplies.

- 15.2.0 **Children attending Church services during school hours:** Patricia Menin asked how frequently children attended services at the Church and queried why Liturgies were held in the Parish Hall rather than over at St Mary's Church.

- 15.2.1 Tony Hughes expressed his wish for more events to be held at the church as we are lucky enough to have our church opposite the street. He and Father Peter will be talking about the best way to make this happen and there will be some changes in the coming months.

- 15.2.2 Father Peter also suggested that once a month, one class could be involved in a reflection after Sunday Mass. He and Tony will discuss.

13.0 NEXT MEETING

- 13.1 Next P&F meeting will be the Annual General Meeting to be held in Week 5 of Term 3.

Meeting finished at 9:20pm