



## P&F Meeting Minutes Tuesday 14th March 2023

1. **Attendance:** Simonne Moretta, Niall Kehoe, Leston De Mello, Leesa Vincuillo, Gina Burns, Courtney Eden, Siobhan Murphy, Smita Verma, Catherine Gilroy, Justine Raynor, Jess Pearson, Nikki Staveley, Sarah Sorgiovanni, Davina Goh, Skye Zachar, Tammy Fernandez, Jayne Jagger, Emma May, Bea Humphreys

**Apologies:** Tanya Armstrong, Emma Mulherin, Sari Landis, Rebecca Wilkey, Melissa Garrett

2. **Acceptance of Previous Minutes** Moved: Nikki Staveley Seconded: Sarah Sorgiovanni
3. **Business Arising from Previous Minutes**

### 3.1 Italian night

Last year approximately 70 families attended the Italian night held in term 4. It was thought that making it a 'Welcome to the School' event would bring in more families. Unfortunately there were less than 50 families who ordered food for the night and it was not feasible to run the night with so few attendances given the effort involved in putting together the meals. Feedback from parents was as follows:

- Families needed more notice of the event
- It was too soon after the last Italian Night
- It was a short and busy week with the public holiday Monday and swimming carnival also
- There were some families who were planning on attending but were not planning to order dinner. These numbers would not have been reflected in the online orders.
- Confusion regarding which due date was for which event (Swim carnival sausage sizzle vs Italian night)

Suggestions for future similar events:

- Food trucks- expensive & offers less fundraising opportunity, may suit a community event
- Include paper flyers and posters in future advertising to increase awareness
- Tiered pricing- earlier orders are able to order at a cheaper price, to encourage people to order well in advance. Experience from previous events has been that having a shorter period of time to place orders has been more successful.
- Explore other cultures for future events
- If fostering community is the goal then a picnic on the lawn could be feasible with a sausage sizzle for the kids, drink sales, raffle, desserts for sale (to be supplied by parents).
- Pizza only next time- less effort for P&F, supplement with dessert sales

### 3.2 Fundraising focus:

The playground design is finalised and installation is on-track to be completed in the July school holidays. The suggestion was made to have a 'grand opening' event including a raffle for the first 'slide/play' on the playground. Another suggestion was that the students who designed the playground would be the first to play on the equipment. These students could also be featured in photos of the new equipment to distribute to parents.

### 3.3 Role of P&F Rep:

Gina Burns has included a role description for the P&F in order to provide more clarity for parents and class reps on where parent questions should be directed. This was included in the Principal's Letter available on the school website. Further information on the role of class rep will be brought to the next meeting by Gina.


4. **Correspondence:** Nil

5. **Principal's report:** See attached

A suggestion was put forward to arrange an 'orientation' for year 4 students prior to the swimming carnival to show them the length of the pool and alleviate some anxiety around the day. This will be taken into consideration for next year. The school is also open to the option of hiring a private school pool to ensure exclusive access to toilets for the event.

The school is teaching the protective behaviours program 'Keeping Safe'. Students wearing dresses have been reminded to ensure they are wearing bloomers or boyleg shorts underneath their uniform if planning on doing handstands etc in the playground.

6. **Treasurer's report:**

St Columba's Primary School Bayswater P&F Association		
<b>March 2023 Financial position</b>		14/03/2023
OPENING BALANCE	\$ 72,758.00	Balance since 21 Feb meeting
<b>PENDING FUNDS</b>		
2023 P&F Levy	\$ 32,274.00	
Subtotal	\$ 32,274.00	
<b>INCOME</b>		
Fundraising (7/3/23)	\$ 307.88	Net amount after refund from cancelled Italian Night
Fundraising (14/3/23)	\$ 43.92	
Subtotal	\$ 351.80	
<b>EXPENSES</b>		
None		
Subtotal	\$ -	
<b>TOTAL ASSETS</b>	<b>\$105,383.80</b>	Changed by \$ 351.8
<b>COMMITTED FUNDS</b>		
Playground replacement near oval	\$ 40,000.00	
2023 Classroom resources \$700/class	\$ 19,600.00	
Subtotal	\$ 59,600.00	
<b>NET ASSETS</b>	<b>\$ 45,783.80</b>	Assets at March 2023

7. **Fundraising Business**

7.1 Upcoming events: Unfortunately the lapathon scheduled for term 4 will not be able to proceed. The school needs to account for instructional hours and must meet a certain number of hours for the school year. Events such as swimming and athletics carnivals and assemblies all take time away from these hours. The school leadership team is happy to look at other events, outside of school hours, to support the efforts of the P&F.

7.2 Pegs- fundraising option: Year 1 Rep, Jess Pearson, brought forward a fundraising suggestion - sustainable clothes pegs. Each bag of 22 pegs sells for \$20 with the school receiving \$8 from every purchase. Further information required on whether a minimum purchase is required and will report back at the next meeting. *(Jess Pearson, IW/G)*

7.3 Containers for change was raised as a possible fundraising venture that could continue throughout the school year. Organisations can apply for a QR code to allow families to donate the proceeds from their cans/bottles in lieu of receiving cash. Further information is required to determine if this is an option for the P&F since the rules changed this year and we are no longer a charitable organisation. *Justine Raynor (PPG) to investigate and report back at the next meeting.*

8. **General Business for Discussion**

8.1 Request for vegetarian sausages for P&F sausage sizzles (eg at Athletics carnival). Currently sausages are gluten free. There is only one BBQ and there is limited space in the kitchen for a separate frypan/slow cooker to keep sausages separate. Sausages would be cooked first on the school BBQ. There would be no choice of brand and the cost would be extra due to additional expense. P&F reps are asked to gauge interest in vegetarian sausages being available for purchase at P&F sausage sizzle events. Smita Verma has volunteered to be in charge of vegetarian sausages if there is sufficient interest for the upcoming athletics carnival (term 3). *Class reps to please report back at the next meeting.*

**Next P&F Meeting: Tuesday 16th May 2023**