



St. Michael's Primary School Mittagong
Parents & Friends Association

Alfred Street Mittagong N.S.W. 2575 Tel: 4871 2279

Meeting Minutes - Meeting 1 for 2020 - Date: 28th February 2020

PART A PROCEDURAL MATTERS

1.1 Attendees: Krystle Kearney, Katrina Bartone, Donna Walker-Smith, Karen Alexander, Vanessa Tasker, Linda

Francis, Katrina West (Principal - school representative), Richard Tuckwell (Assistant Principal - school representative)

1.2 Apologies: Suzanne King, Yasmine Gospel

1.3 Minutes taken by: Richard Tuckwell, AP

1.4 Meeting commenced at 1.40pm

1.5 **General Information:** The key formal body for the engagement of parents in the life of the school is a Parents & Friends Association (P&F). By supporting the work of the P&F, parents have a vital means of showing that they support the school and culture of the school as a Catholic education community. The P&F exists to:

- formally recognise the role that parents/carers play in the education of their children;
- provide a collaborative, accessible forum for parents to meet formally and regularly with school staff to discuss matters pertaining to the education of students;
- provide a parental perspective to assist the Principal in decision making;
- allow parents to be informed and educated about the faith-life and educational goals of the school;
- promote appropriate social contact among Parents & Friends;
- foster effective partnerships between parents, students, staff, Parish and Diocese; and
- to raise funds to provide resources to enrich the learning environment of the school.

The purpose of this meeting is to brainstorm ideas for fundraising throughout the year, nominate a person for each grade that will coordinate one of the events with their grade helpers, and to ensure that we have a treasurer and someone for communications

Item raised	
<p>Funds in P&F bank account</p> <p>-Karen Alexander Treasurer.</p>	<p>Current balance in bank account \$ Including balance carried over from last year \$</p> <p>No Financial presentation was made at this meeting.</p>
<p>Roles:</p> <p>Katrina West Principal as no President</p>	<p>Liz Martinovic stepped down from her role as President at the end of 2019. The P&F and our school via Mrs West thank Liz for all her work.</p> <p>Roles for 2020:</p> <p><u>President/Secretary:</u> <u>Treasurer:</u> Karen Alexander <u>Co-Treasurer/Signatory:</u> Yasmine Gospel <u>Social Media/P&F Facebook page:</u> Donna Walker-Smith and possibly Yasmine Gospel</p> <p>Class Co-Ordinators:</p> <p>Kinder: Katrina Bartone Year 1: Melissa Bartolo (TBC) and Krystle Kearney Year 2: Volunteer needed Year 3: Vanessa Tasker Year 4: Linda Francis Year 5: Karen Alexander Year 6: Yasmine Gospel</p> <p>If no president/secretary then all committee members eg: treasurer, co treasurer, class coordinators, social media will all be emailed and asked to “vote” on P&F decisions with majority votes to be in favour. Accepted Yes/No</p>
Fundraising for 2020	<p>Discussed in the last meeting in 2019 – major fundraiser to be the SMM P&F Olympics rather than colour run/walkathon/fete and will tie in with the Olympics this year.</p> <p>Proposed date is Fri 31 July (Term 3, Week 2)</p> <p>DECISIONS ABOUT FUNDRAISING The Committee of the P&F should, in consultation with the Principal, agree on a list of priorities and needs for fundraising. These priorities should be in alignment with the school’s strategic planning and always be considerate of the community’s ability to raise funds.</p> <p>FUNDRAISING ACTIVITIES - COMPLIANCE</p>

	<p>Information regarding compliance issues pertaining to fundraising activities such as raffles, chocolate wheels, lucky envelopes etc can be gained through the NSW Office of Liquor, Gaming and Racing website at: Promotions and Competitions/Lotteries and Games of Chance” (http://www.olgr.nsw.gov.au/promos_home.asp).</p> <p>This website provides information and application forms relating to the conduct of fundraising lotteries and games of chance for charitable purposes. These activities must comply with the Lotteries and Art Unions Act of 1901.</p> <p>Katrina discussed this- Yes</p> <p>Other fundraising options/ideas:-</p> <p>Happy for class co-ordinators to come up with their own fundraising event and ideas, does not have to be what was done in the past. As per above, need approval from Principal especially due to WHS and costs.</p> <p>In 2019 - Requests for Tea Towel Drive was raised?</p> <p style="text-align: center;"><u>Responsibility for known P&F events:</u></p> <p><u>Mothers Day Stall</u> : Linda Francis (Yr 4 parents)</p> <p><u>Father’s Day Stall and GDay organisation</u>: Karen Alexander, Donna Walker-Smith, Katrina Bartone (Yr 5 / 6 parents)</p> <p><u>Easter Raffle</u>: Karen Alexander. Happy to do herself (but will call for help if needed)</p> <p><u>Disco</u>: Vanessa Tasker (Term 2 and Term 4 - Yr 3 parents)</p> <p><u>PI Movie night</u>: Katrina Bartone (Term 3 - Kindy parents)</p> <p><u>P&F Mini Olympics</u>: _____</p> <p><u>Gday photo booth</u>: Krystle Kearney (Year 1) to organise / be the photographer with a good camera. Picture Frame to hold can be sourced from Office Works. Krystle will need another helper for recording names etc.</p> <p><u>Trivia Night?</u>: Vanessa Tasker happy to organise.</p>
2020 wish list	<p>Bus Year 5 bus to Mary MacKillop Place</p> <p>Bus Year 6 Camp</p> <p>Bus Sandon Point</p>

	<p>Library Resources \$4,000</p> <p>Wishlist for 2020</p> <p>Purchasing Ipads? Approx. cost \$3,500</p> <p>Possibility of purchasing 1-2 Smart Tv for classroom. Cost approx. \$1,600 for wall mount or - \$2,300 for Smart TV/mobile stand (ex GST)</p> <p>Jerseys for soccer gala day (red/blue). Need costs?</p> <p>Brief discussion regarding the Play Equipment, Vegetable pods, . .</p> <p>Agreed to above items: Yes/No (if funds are there)</p>
Next meeting	<p>Possibility of a night meeting instead of day meetings discussed. However quite a few of the parents present could not come at night. So we will stick to afternoon s eg Friday afternoon before assembly or morning meetings.</p>

Meeting finished at 2:20pm