



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

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

Zoom Meeting Agenda / Minutes

Date: 14th August 2020

Attendees: Yasmine Gospel, Liz Martinovic, Melissa Bartolo, Linda Francis,

School Representatives:

Katrina West (Principal), Richard Tuckwell (AP), Rachell Berrell (SSSO).

Apologies: **Karen Alexander**

Minutes taken by: Rachell Berrell

Meeting commenced at 1pm

Item raised	
WELCOME Katina West	<p>Welcome and thank you to everyone for coming along to join in the first P&F Meeting on Zoom.</p> <p>Role of the P&F at this time, even more so than usual, is to continue to promote a sense of community. It is important that we continue to look after each other with love, compassion and to support the school community in whatever way we can.</p> <p>No meeting was held in Term 2 due to COVID restrictions.</p>
Treasurer Report Funds in P&F bank account Agenda item raised by Karen Alexander - Treasurer	<p>Monies received to date in 2020: See attached</p> <p>Items were purchased for Mothers Day Stall – unable to hold stall due to COVID.</p> <p>Funds in bank account \$8,647.42 Less Invoices to pay: \$939.57 LW Reid (polo shirts/hats replenishment and factoring in extra polo shirts ordered for Kinder 2021)</p> <p>Balance in bank account 7,707.85</p>
Father's Day Stall 2020 Agenda item raised by Karen Alexander	<p>Could we manage a Fathers Days stall?</p> <p>Suggesting: 3 x Items from Smart Gift Ideas, we may need to Pre order and if any left over can easily store until next year say 40 of each, if we run short P&F can easily top up these items from Big W.</p>

	<p>Keep it simple to drinks theme, Coffee Mug , Travel Thermal Cup, Metal drink bottle all have some sort of Dad message. (1 x sell \$5.00 and 2 x sell \$10.00)</p> <p>Donated tools from Karen Alexander that can easily be ordered one week prior. Samples to drop to the office.</p> <p>Form to send home would be easily set out with description and selling prices x 6 items to be ordered and paid 2 weeks prior.</p> <p>Add \$1 to each order to cover the cost of a gift bag – each item will be bagged up and child's name and class put on it. Allows for easy distribution and maintains limited contact.</p> <p>Yasmine offered to help Karen wrapping with Father's Day stall.</p> <p>All parent attendees were happy to proceed with the Father's Day Stall and agreed need to have something nice for kids.</p> <p>Suggested to still have opportunity to sell the Mother's Day gifts (that don't say Mothers' Day) at a later stage.</p>
<p>Principal's Report Katrina West</p>	<p>It is sad that we have had to cancel so many events this year due to COVID19. We are still waiting on update as to when excursions and events can recommence. At this stage most excursions have been postponed until Term 4, however depending on COVID19 may still not proceed, there are too many unknowns at this stage.</p> <ul style="list-style-type: none"> • Important at this time to keep our parents feeling connected to our school community at this time. Some of the ways the School has been connecting is through our online assemblies, online Liturgies, St Michael's News. • Our families have managed these difficult circumstances with vary degrees of financial difficulty. Some have suffered serious income loss through either loss of work or business or have had COVID issues impact their family in other ways. Need to be mindful of what we ask of parents during this time. • Grandparent's Day – online for this year due to COVID, hence reason asking for grandparent photos. • Still having bookfair this year. Kids will be able to dress up. No parents allowed on site. (Yasmine raised the question - can we look in to the option of grandparents to purchase books online. School will check with librarian and let parents know). <p><u>School Wish List – for remainder of 2020:</u> As in past years (and agreed at last year's meeting), P&F agreed to fund:-</p> <ol style="list-style-type: none"> 1. Bus Year 5 bus to Mary MacKillop Place \$900 2. Bus Year 6 Camp \$900

	<p>3 Possibility of purchasing 1 Smart TV for classroom for Year 1. Cost approx. \$1,600 for wall mount or - \$2,300 for Smart TV/mobile stand (ex GST). Year 1 smartboard has died, we are managing on an old tv 10 years old and apple TV, however school will need to purchase a smart tv for classroom. Looking at mobile stand option – as we can move around classroom.</p> <p>Parent attendees agreed to purchase 1 smart tv for Year 1 if must be replaced: Liz, Yasmine, Linda (and Melissa who was having difficulties with audio in zoom but rang the school afterwards to confirm).</p> <p>4 Library Resources. Majority of our library resources come from P&F donation and book fair. Would P&F consider contributing any funds in 2020 for library resources? Yes</p>
General Business	<p>1. Mother's Day gifts – Opportunity of having a loved one stall at end of year to sell those gifts with out Mother's Day on them..</p> <p>2. Fundraising suggestions for year:-</p> <ul style="list-style-type: none"> • Christmas raffle. Ask for prizes to be donated. • Cadbury Chocolate Boxes (raised by Karen Alexander) – Same as last year, offer to those who may be interested in selling. Not mandatory for all families. Cost of 20 boxes (minimum order) to purchase \$720. Profit on the sale of those 20 boxes is \$480. Majority agreed that this was an easy way to raise and happy to proceed. • Online trivia night via zoom for families – (raised by Liz Martinovic). Snack pack offered? Logistics of how it would work need further investigating. • Virtual runs/bike ride – (raised by Yasmine Gospel) Similar to a walkathon. • Online bingo family night (raised by Linda Francis). <p>5 Online option to sell tickets, fundraising, uniform shop items. Further investigation needed.</p>
Next meeting	<p>TBA</p> <p>Thoughts on P&F Meeting via Zoom? Most attendees were familiar with the zoom format and understand this may be the way we need to go at this stage due to COVID.</p>

Meeting finished at 1.30pm

ST Michael's Parents & Friends Association

Summary of Fundraising Profits 2020

TERM 1

Cross Country Canteen	\$166.70
Easter Raffle	\$197.00
Uniform Shop	\$1306.00
School banking	\$150.00

TERM 2

Mothers Day Stall (Stock in Storage)	
School Banking	\$45.00

TERM 3

Uniform Shop	\$378.00
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TERM 4

TOTAL PROFITS 2020 \$2242.70