**St. Benedict’s Parents & Friends**

**Minutes of Meeting**

**Held in the School Staffroom**

**At 8pm on 20 June 2013**

**Welcome**

Sonia Prasel

**School Prayer**

**Present**

Sonia Prasel, Yvonne Basile, Shirley Getley, Kirstin Hine, Jason Bodnar, Annmaree Hoy, Joanne Barnes, Julia Martin, Melina Van Der Weerdt, Jackie Hough, Barry McLellan, Cristina Katzourakis, Jenny Cluning, Justine Percy, Jo Robertson, Cassie Lyons, Sandro Caruso, Nicola Reed.

**Apologies**

Joanne Docherty, Karen Coppin, Renee Fitzgerald, Phuong Huynh, Julia Caferella, Anna Parente, Ginny O’Grady, Damien Dambrosi.

**Minutes from last meeting**

Confirmed as an accurate record  
Confirmed  Nicola Reed  
Seconded  Jackie Hough

**Matters arising from Previous minutes**

- Confirmed that a decision regarding the Lions Contract for Tuck Shop was not agreed and would be discussed at this meeting.
- Amendment to Presidents Report – Thank you to Gary Basile for his support and help at the Burwood Festival.
- Barry McLellan to confirm the accurate wording of the School Prayer.

**President’s Report** (Sonia Prasel)

Sonia thanked all who helped at Bunnings Sausage Sizzle, particularly given the late notice of the event. She thanks all parents who responded so quickly to the request for help, including those who advised they weren’t available as this makes organising the rosters much easier. Thanks to Jason for looking after the rosters. 600 sausages sold. 330 left over. 200 used on Barry’s birthday, so just over 100 left to be used. Some soft drinks left over too – will be stored in Tuck Shop cupboards. Thanks to Karen Palmer for arranging the float. Thanks to Jason Martin for organising the sausages from the market. Jason has confirmed he is happy to arrange sausages from the market for future events also. Annmaree has the letter from Bunnings to arrange next year’s sausage sizzle.

Thanks to Annmaree and all who helped out with Mr Mac’s birthday celebration, including parents, Karen and teachers.

Sonia requested that before spending any P&F money, could all members please ensure that they have the expenditure approved by the Committee. If it is not possible to arrange the request at a meeting, please do so via email or make contact with Executive positions on the Committee.
Thanks to Yvonne Basile who has offered to help clean out and complete an inventory for all P&F cupboards. It was agreed that Yvonne should purchase suitable tubs for P&F storage.

**Principal's Report** (Barry McLellan)

Dance Fever has gone well with everyone looking forward to the production on 21 June.

The Life Education Van is due at the school during August.

An additional $12,000 funding has been allocated to the school to assist with special needs children. Some of this money may be used to implement ERIC – a reading program. To support this program, an additional aid will be required as it is likely that Barb will move into a support position for the ERIC Program.

The Art Expo will be held in Term 3, with Monday 9 September being the opening night. Phil Pitt is being considered as a roving Entertainer. It was suggested that a current parent could be another option (Damien?). Start time will be 7pm. P&F offered to run a sausage sizzle. Parents will be invited to BYO drinks and nibbles. An auction of art work is being considered.

Barry has been sourcing chairs and has found a suitable option. Cost is $48 per chair. Barry plans to visit a school that is using the chairs before purchasing. Barry will also approach Father Dave to discuss the option of a Parish contribution. Barry will look into table prices as it was agreed that it may be cheaper to purchase both chairs and tables at the same time.

In regards to future expenditure, Barry confirmed that ICT equipment is still a priority. Options being considered include iPads and/or tablets (a Samsung tablet with keyboard option).

There are two student teachers currently on placement in the school.

Barry thanked all who helped with the Bunnings Sausage Sizzle.

Plans for Poker Night seem to be going well.

Confirmation will be held on 9 August.

The sand pitt at the side entrance will be tidied up over the holidays.

Thank you to all for Mr Mac’s birthday celebrations.

**Social & Fundraising** (Annmaree Hoy)

**Mr Mac’s Birthday**

- Thanks to Damien & Greg for doing the sausage sizzle and thanks to all ladies in the kitchen and those who prepared shopped and prepared food. Rather than opening it up to the P&F to help, Annmaree approached people directly to make food for this event and it worked well with lots of people willing to help and a great variety and
manageable amount of food was contributed. This also gave an opportunity for new prep parents to also feel involved, even if they are not currently part of P&F.

**Election Day Stalls**
- The team will get together during or after the holidays to begin planning.

**Future Social Event**
- The possibility of another Social Event later in the year was discussed.
- Previously a night of dancing at Charisma Dance School had been considered – however it was agreed that because there was not enough interest last time, this option won’t be pursued.
- A Cocktail Evening was another option considered. No decision made yet so if anyone has any ideas or thoughts, please contact Annmaree prior to next meeting.

**Poker Night – 28 June** (Sandro Caruso)
- 34 respondents of whom 27 are playing. 12 are not current parents and it is hoped more responses will come through from current parents in the next week.
- The “Poker Man” has been arranged.
- Bar Staff needed urgently. Sonia suggested Damien’s daughter could be a possibility and will give Sandro Damien’s phone number asap.
- It was agreed at the meeting that 2 x Bar Staff would be paid $20/hour, capped at $100 for the evening.
- Sandro still hoping for donations of prizes to avoid having to purchase prizes. Jenny Clunning offered to approach an Optometrist who generously donated Sun Glasses to a St Kevins event. Barry to send Jenny a letter that she can use for this communication.
- It was agreed that the left-over sausages from the Bunnings event will be used at the Poker Night. Yvonne and Shirley offered to help BBQ them prior to the event so that they can be kept warm in the Tuck Shop oven. Cassie to co-ordinate.
- Eskis/Tubs are needed for keeping drinks cool. Sandro will speak to Phil.

**Fathers Day Stall – 1st September**
- Thanks to Nicola and Jo who are once again co-ordinating the Stall.
- Annmaree has received pamphlets which she will pass onto Jo and Nicola.
- Approval was given for Jo and Nicola to purchase the gifts.

**Fathers Day Breakfast**
- As the timing works for dads, the breakfast will go ahead as usual. Yvonne Basile offered to help co-ordinate as she has arranged this event in previous years.
- The Breakfast will be planned and discussed in July and August meetings.

**Treasurer’s Report** (Cristina Katzourakis)
- Reports attached. Of particular note, a great contribution from the Bunnings Sausage Sizzle. Poker Night is off the starting blocks and Entertainment Books still going well.
- Cristina queried $300 in cash and some receipts that she has received late in relation to the Burwood Festival. Jo Barnes advised that the cash was left over from cash donations for lollies received from parents (in lieu of lolly donations) and that the receipts related to lollies that had to be purchased because most parents chose to donate cash rather than bags of lollies. Due to this late contribution, the amount
reported in previous minutes as profit for Burwood Festival is slightly higher at approximately $820.

- Cristina asked if everyone could please keep her informed of money that is due to come in, particularly when a fund-raising event is being reconciled. It was also requested that wherever possible, the person co-ordinating the event or fund-raising activity provide a reconciliation of monies in and out so that the Treasurer can maintain accurate records.

**Tuckshop Report** (Jo Barnes/Jackie Hough)

- $300 worth of food lost during the term as the freezer lid was left open by Year 6 students. The food had to be written off and re-ordered.
- Big M’s still unavailable from suppliers or local supermarkets. Students in general don’t seem to like Harvey Fresh so these won’t be re-ordered. Until Big M becomes available, flavoured milk will not be on the menu.
- Ice Creams have been taken off the menu for winter. Even though this has been advised in several newsletters, orders are still coming through so Barry will arrange for communication directly to each class room.

**Uniform Report**

No report as Karen is away. However, it was noted that stockings/long socks have still not been received.

**Maintenance**

No report

**Correspondence**

None.

**General Business**

**Stepping Down of Tuck Shop book-keeper and appointment of replacement**

- Karen Palmer has advised that she is unable to continue as Tuck Shop book-keeper as she has returned to work. Justine Percy has kindly offered to take over the position. We welcome Justine to the role and to P&F and offer our thanks to Karen for her years of service. A gift will be arranged for Karen to be presented at an assembly before end of term. A $50 budget is allocated. Cassie Lyons kindly offered to co-ordinate.

**Fair Floss Machine Quotes**

- Quotes obtained by Renee Fitzgerald were tabled. A range of prices is available. There are possible maintenance issues which could be a reason to hire rather than purchase. There was discussion about whether this type of equipment would be the best option for purchase. Other options include a donut-making machine or hot dog machine. Item deferred to next meeting for further discussions. Shirley/Kirsti to add to Agenda.

**Lion Tuckshop Contract**

- The Lion Customer Supply Agreement had been circulated prior to the meeting. A general discussion regarding the pros and cons of signing this document occurred. It was noted that a representative of the school (Barry) would need to sign the contact. Whilst the Agreement guaranteed fixed pricing for two years, there were still some
concerns/uncertainty by some present. A vote on whether to proceed with signing the contract was held resulting in:

- For – 5
- Against – 9

P&F will not proceed at this stage. Possibility of revisiting the option in 2014.

**Request for Year 6 Funding for Graduation**
- In line with previous years, it was agreed that $150 contribution from P&F to Year 6 Graduation will be provided.

**Request for funding for cake for Confirmation Party**
- $60 expenditure was approved as P&F funding for cake for Confirmation Party.
- $60 expenditure also approved as P&F funding for a cake for Eucharist Party.
- Jo Robertson kindly offered to arrange the cakes.

**CDF Signatories**
- Recent changes to CDF signatories were recorded in the March P&F meeting minutes.
- Justine Percy was nominated as a new signatory on the P&F Tuck Shop account:
  - Nominated by Yvonne Basile
  - Seconded by Cristina Katzourakis

**Process for refunding/online banking**
- It was confirmed that refunds from P&F will now be processed once a fortnight, and that electronic refunds are now available as an option. EFT refunds are processed by Cristina and authorised by either Karen or Barry and may take a few days to reach your bank account depending on which bank is involved.
- When providing receipts to the Treasurer, please advise whether you would like to be refunded by cash, cheque or EFT. Please also record your name and advise what the money was spent on, when it was spent and what event it related to. Money or receipts is sometimes handed to Cristina in passing so it is helpful if this information is provided.

**Left Over Sausages**
- Just over 100 sausages left over from Bunnings Sausage Sizzle.
- Agreed they are to be used for Poker Night as noted earlier in minutes.

**Parent Buddies for New Preps**
- A buddy Program was discussed – to help new prep parents (or other new parents to the school during the year) to become acquainted with and understand how things are done at St Bens.
- It was agreed Grade 1 Parents would be the best option as they are the closest to Prep year and have just experienced the “new parent” feeling themselves. If not enough Grade 1 parents volunteer, Grade 2 parents could be invited to assist.
- The Program would apply to new families only (not those with siblings).
- P&F will call for volunteer “Parent Buddies” from Grade 1 in the lead up to the Prep Information Night/Dinner each year.
- Cristina K. will follow up this Program up later in the year.

**Casserole Bank**
- Casserole Bank is low.
• A note will be put in this week’s newsletter to ask parents to contribute if possible. Sonia to speak to Karen.

**Liquor Licence**
• P&F are unable to organise a Liquor Licence for the Federal Election stalls due to restrictions/limitations within the licence regulations.
• It was agreed that this type of event is focused on families and children and therefore a licence is not necessary.

**New Business**

**Cleaning in the Hall and adjoining rooms**
• A general discussion was held in regards to the storage and cleaning in and around the hall area. Concerns were raised that the area is not cleaned well, either by cleaners generally or by others after events are held. Concerns were also raised about items generally lying around or unused that could be disposed of.
• It was agreed that a ‘working bee’ be co-ordinated to undertake a general clean up of the area. Jackie Hough kindly offered to co-ordinate.
• The Parish should be given notice prior to the working bee so that they can either participate or remove and arrange storage of items belonging to them prior to it’s occurrence.
• It was noted that the cleaning equipment is very old. Barry advised that the cleaners use school cleaning equipment and return it to the school after use. This could be an option for P&F.
• It was noted that the sink (in the BBQ room) used by Extend is blocked with paint. Barry to speak to Extend.
• It was agreed that the working bee shouldn’t be held until the chairs have been purchased and Barry has had an opportunity to dispose of all the old chairs, which will free-up storage space.

**Tuck Shop - Request for Blinds**
• Volunteer parents in Tuck Shop have requested blinds in the windows above the oven benches as the room can become very hot in summer.
• Michael F. has confirmed he is happy to arrange this.
• A $200 budget was agreed. Yvonne will speak to Michael.

**Ovens in Tuck Shop**
• Jo Barnes advised that they are still waiting on a service for one of the ovens in Tuck shop (as the door is broken). She advised there are also a temperature issue with one of the fridges – Jo will arrange for this to be checked.

**Meeting Closed** 9.50 pm

**Next Meeting** 18 July, 8pm in the Staff Room