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 (part of meeting).

Apologies
Joanne Docherty, Karen Coppin, Jo Robertson, Nicola Reed, Sandro Caruso, Renee Fitzgerald, Mary Bohan, Michael Bohan, Phuong Huynh.

Minutes from last meeting
Confirmed as an accurate record  First  Shirley Getley
Second  Jackie Hough

President’s Report
No report.

Principal’s Report
First Reconciliation Service went well last term. St Bens is participating in the Parish Car Raffle. There are 181 students at the current time. Mothers Day Mass is scheduled for 10 May. There will be a Cybersafety Presentation by Emilio Parente in Term 2. Dance Fever commences in Term 2 and there will be a presentation by the students at the end of the Program, more than likely in the Emaus School hall. Confirmation is scheduled for 9 August. Grade 5/6 Camp is coming up in May – Father Dave and Father Chris will be attending. Barry is still sourcing quotes for furniture assistance by Kylie on the Education Board.

Treasurer’s Report
Attached. Of particular note, the Easter Raffle made a profit of $971.75 – thanks to an amazing effort by Nicola and Jo. The profit shown on the report for the Welcome BBQ may be slightly less as there are still a couple of receipts to be processed.

Tuckshop Report
Rosters for Term 2 have been sent out. Yvonne will be getting together with Jo and Jackie to work out responsibilities moving forward.

Uniform Report
No report.

Maintenance
No report
Social & Fundraising

Burwood Festival
- 2 Marquees will be required and trestle tables – Annmaree to speak to Phil H.
- It is likely the marquees may not be situated next to each other.
- Rosters – requests for help going out next week. Two people will be required for each stall at any given time. Preference for stalls won’t be asked as it will be easier to ask for help and allocate people as needed.
- Annmaree to confirm set up time (Showtime is 10am to 2pm).
- Pricing for both stalls yet to be decided.
- **Marquee 1 = Snow Cones and lolly sticks**
  - A food-handling certificate is required (urgent) – Annmaree to arrange.
  - Sufficient Eskis for the Snow Cone Marquee have been offered
  - A $90 outlay is required for Snow Cones (400 straws, cones and 3 x 4 litre syrups). Squeeze bottles and industrial power extension lead provided by St Michaels with machine. Renee arranging.
  - Renee will collect the Snow Cone machine from St Michaels.
  - Renee’s husband will deliver the machine to the Festival on the day as Renee is unavailable.
  - Ice – up to 40 bags may be needed – There is concern that ice purchased at service station or supermarket is not for consumption. The possibility of making our own ice was discussed. Jackie has a spare freezer at her house that could be used for storage up to the day. Annmaree will investigate where St Michaels obtained their ice and will also check the possibility of storage somewhere local on the day.
  - Power Generator on site is required.
  - Free dress/lolly donation day held 19 April – for lolly sticks.
  - Annmaree to confirm where we can purchase the bags for the lolly sticks (West Cakes is one option).
- **Marquee 2 = Pre-loved Book store**
  - Book donations have been requested – Annmaree will follow up in newsletter.

Mothers Day Breakfast
- Breakfast will be held immediately prior to 9am Mass.
- Menu includes chicken finger sandwiches, toast, crumpets, pastries etc.
- Option of champagne discussed – agreed not appropriate for morning function before Mass, with children both participating and serving.
- Jason will arrange invitations/RSVPs and help Rosters. It is hoped some dads will put their hand up to help.
- As an indication for numbers, we have catered for approximately 180 at previous Fathers Day breakfasts.

Poker Night
- Date has been announced for 21 June.
- Sandro seeking further helpers
- Liquor licence has been obtained.

Community Sausage Sizzle
- St Benedicts did not get a date via the Bunnings Ballot this year.
• We did however receive a confirmed date at Masters for Saturday of Melbourne Cup weekend (2/11). If you are around and available to help on Cup Weekend, please diarise this date.

Wine & Cheese Evening
• Karen Coppin has offered to co-ordinate this. Date yet to be determined.

Election Day Stalls
• Annmaree and Yvonne are meeting to discuss what stalls were successful in the past.
• ‘Crafty Madams’ has goods available to sell.
• Food stalls are likely to include
  o Breakfast – Bacon & Egg Rolls
  o BBQ during the day
  o Hotdogs will be considered as another possibility (Karen Coppen has advised that the Ashburton Festival made a good profit from hotdogs).
• Cristina attended the Ashburton Festival and presented the following ideas for consideration:
  o Cakes/slices – sold separately
  o Lolly sticks were selling really well
  o Hair colouring, tattoos, face painting
  o Bowling pins- knock down the balls – 3 turns for $5 – small key ring as prize
  o Marshmallow sticks – decorated.
• Sourcing donations of goods/prizes needs to commence as soon as possible. Jason is drafting a letter that can be sent to school parents and/or local businesses – targeting those who have a connection with the school. It was agreed it would be advantageous to put in the letter a commitment about what the money raised will be specifically used for (eg new furniture for the school hall or iPads). Jason will send the draft to Annmaree and it will also be checked by Barry as it is to be sent on School letterhead.

Correspondence
None.

General Business

Constitution
• It was noted that the P&F is not an Incorporation so technically we do not need a Constitution. However, it was suggested that the existing Constitution document (from 1996) could be modified and edited so it serves as a Guideline for role descriptions and P&F responsibilities/activities. Cristina offered to work on editing the document over the coming months, for presentation to the Committee.

Establishment of a “Grants Co-ordinator” position on P&F
• Cristina has suggested P&F consider introducing a Grants role. There are many State and Local Government Grants offered. This role would be responsible for researching and applying for Grants on behalf of the School/P&F to help raise funds for specific projects or school improvements (eg chairs for the hall). Cristina advised that last year $480M in Grants was given to schools. Locally $5,000 was given to the Craig Family Centre for Garden Upgrades and $2,000 was given to St Dominics to fund a Cyber Bullying Program. All present agreed that this would be a great initiative if someone could be sourced to fill the role. Sonia believes she has a person in mind and
will follow up. If we are unable to fill the role by asking around, a note will be placed in the School Newsletter to see if anyone is interested.

**Newsletters and assistance from School office**

- It was agreed that Karen and Grace are very generous with their assistance to P&F. However, as their school workload is high, please ensure wherever possible that P&F administration (such as photocopying, collating, note distribution into buckets) is carried out by those responsible for the particular event.
- All please ensure that notes for Newsletters are given to Karen and Grace by the required deadlines.
- In particular this coming week, due to the Anzac Day public holiday, the newsletter will be coming out on Wednesday 24 April. There are quite a few notices for inclusion so please be sure we give Karen and Grace plenty of notice.

**P&F Communication**

- It was noted that having a Sub-Committee for Fund Raising & Social is a new way for this section of P&F to operate. It’s a great initiative and means the workload can be shared. To help ensure communication within the school and P&F committee is clear, could everyone please continue to ensure that ideas and suggestions are directed via Annmaree so she can liaise with appropriate people.
- It is also essential that Barry is informed of any new initiatives from P&F so that he can ensure the teachers and staff are kept up to date. This is particularly relevant if donations or contributions are being sought from parents via class rooms or the school bucket system.

**P&F Meetings – Dates for 2013**

- 16 May
- 20 June
- 18 July
- 15 August
- 12 September
- 17 October
- 21 November
- 5 December (end of year dinner)

Shirley to advise Karen & Grace of the dates so they can be included in the newsletter.

**Good Stuff For Home** at Burwood Village offer good discounts for St Beneditcs P&F. Please keep this in mind when sourcing items for our various events.

Also, **Whitehorse Council** does not offer donations but has previously offered the use of their hall should it be required.

**Entertainment Books** are now on sale. Shirley advised the meeting that once again this year we have been given a free book. In recent years we have opted to sell the book and it was agreed this will be done again this year.

**Possibility of “Overnight Play & Stay” for Grade 4 children** Sonia asked if the school would consider an overnight stay for children (in the hall?). It would be a great fun
activity encouraging independence away from home and providing confidence building for those getting ready for Camp in Grade 5. Barry will present the idea to the Teachers.

Meeting Closed 9.05 pm

Next Meeting Thursday 16 May