St. Benedict’s Parents & Friends
Minutes of Meeting Held on
Thursday 17 March 2014
In The School Staff room

Welcome
Annmaree

School Prayer
Dear Lord, Bless our school that by working together and praying together we may learn to serve you and to serve one another. We ask this through Jesus and Mary. St. Benedict’s pray for us.

Present
Annmaree, Shirley, Kirstin, Dave, Justine, Gen, Claudine, Jo D, Nicola, Phuong, Barry, Karen, Cassie, Jo R.

Apologies
Jo B, Jackie H, Louise, Maria P., Katrina.

Minutes from last meeting accepted as an accurate record
20 February 2014 Accepted Jo D.
Seconded Annmaree

Matters Arising from Previous Minutes
None.

President’s report
Annmaree thanked all the people who have taken on new roles in P&F – great to have a combination of new and experienced people. Special thanks to Katrina, Maria P., Gen and Dave who responded to the cry for help in the newsletter. As there are new people involved, Annmaree asked Barry to speak to the group about the role that P&F holds within the school community. Barry advised the group that the primary purpose of the Parents & Friends group is to promote community spirit in the school and the secondary purpose is to raise funds to support the school by holding a range of fund-raising activities. Barry also noted that decisions and matters regarding the running of the school are discussed within the Education Advisory Board.

Pizza Buddy Night was a great night and thanks to Cassie for her contribution in organizing this. Rubbish was once again an issue on the night so Annmaree suggested wherever possible we should continue to ask those attending P&F events to take their recycling home. The outside lights worked intermittently and it’s suggested that a few people should be shown how to work the lights so we can confidently use them at future events.

22 families have responded so far to the Family Social Night so all were asked to promote the event at school and to remind people that it a BYO event (dinner and drinks) with icy poles and glow sticks being provided for the children.

Plans for St Bens to participate in Burwood Festival during May are underway. Annmaree has been in touch with the Organiser and has expressed our interest in
being part of the festival. Last year we had second hand books and snocones/lollie kebabs. We are hoping to do something more exciting this year – possibly Dutch Pancakes. It was agreed that some lead time will be required if pancake mix is to be ordered. Leftover mix from 2013 is in the Tuckshop cupboards – Shirley will check use by date and quantity; also location of tray.

The school is grateful to Graeme Watt who has offered the school a hamper. It was agreed this would be used in the Mothers Day Raffle.

Annmaree said that a Sub-Committee is being convened to co-ordinate the School Fete to be held on 29 November (State Election Day) and invited participants. The first meeting will be held at Annmaree’s house on Tuesday 25 March at 10.00am.

**Principals Report**

The recent Working Bee went very well, as did Parent Information nights and Parent/Teacher Get-to-know-my-child discussions. New staff are settling in very well. The school is finalising plans to purchase new ICT equipment with a range of options being considered. A borrow/sale plan versus leasing equipment is being assessed. The iMaths Program has been introduced and well received. School Camp went really well. Blake Prasel did a great job participating in Shave for a Cause recently. An SRC fund-raising event is being held on 21 March to raise money for St Vincent de Paul support a student Program. Open Day is coming up this week and the student numbers for 2015 are looking positive. Thank you to all who organised the Prep/Grade 6 Buddy night – it was a wonderful community event for those families involved.

**Treasurers Report**

No report as Jackie H. was an apology. Shirley advised that Jackie H. has transferred the P&F accounts to MYOB and she will discuss this further at the next meeting. Jackie H. will also raise bank account options for P&F funds at the next meeting.

**Tuckshop Report**

Jo B is holding an information session about what’s involved in helping out in Tuck Shop after assembly on Friday 21 March. Tuck Shop desperately needs more helpers, particularly Team Leaders. It was noted that if more helpers can’t be signed up, then Tuck Shop may need to consider dropping back to a fortnightly arrangement. This would be a great shame as the children enjoy Tuck Shop and it is a helpful fund-raiser for the school. A question was raised about the “healthiness” of Tuck Shop menu – it was noted that the school is somewhat limited due to it’s food handling restrictions and attempts to change the menu in the past haven’t met with much success. It was agreed for now, the focus needs to be on increasing parent helpers with further opportunities to discuss the menu being considered for the future.

**Uniform Shop**

Karen reported the 2013 Uniform Shop Accounts (as she had been an apology for the recent AGM). The 2013 opening balance for Uniform Shop was $4,228.08 with $728 banked and a closing balance of $4,956.08 at 28/02/2014. A further $792 was banked on 12/0/2014, bringing the current balance to $5,748.08.
Karen noted that with so many families having siblings at St Benedict's and with families having access to "handed-down" or "passed-on" uniforms, the opportunity to grow sales in the Uniform Shop is limited. Karen offered that the best opportunity to achieve this was through additional ‘feature’ items rather than expecting to increase sales of current uniform items. Karen will look into raincoats as an option this year (as agreed in 2013). The tunic price will increase by a few dollars in 2014 with current margins not being altered.

Karen also advised that Friday mornings have become increasingly difficult to manage with many parents turning up (during assembly) to Uniform shop without an order form (or sometimes without money). This creates an opportunity for errors to occur so to increase efficiencies, Karen is going to process all future orders through the school bucket system. A "no-order/no-goods" policy will be put in place. A note is being sent out to parents this week to communicate this.

**Maintenance**

No report.

**Social & Fundraising**

No report.

**Correspondence**

A $10 voucher has been received from Toy Kingdom in Forest Hill (St Bens parents spending promotion). It was agreed that the voucher should be awarded to the best dressed student on Friday 21 March (SRC day), with classes voting for their best dressed and winners from each class going into an overall draw to win the voucher. Barry will organise this with the teachers.

**General Business**

**Family Social Night**
22 families have RSVP’d.
BYO dinner and drinks.
Magician is confirmed (thanks Jackie H.) – he will bring his own equipment.
Icy Poles and Glo Sticks for children – Dave arranging and Annmareae to advise quantities.
Annmaree will arrange payment for the Magician
Fairy Lights – Dave Reed has kindly offered to organise - Nicola to update Dave
Music – Cassie/Jackie H. bringing music, Elona bringing amp.
Thanks to everyone who is helping organise this event.

**Olga’s 20th Year Anniversary**
The Council will recognise Olga in May, although her official anniversary isn’t until later in the year. Sally Chandler has offered to find out the actual date. Shirley to follow up and agenda this item for next meeting.

**Mothers Day Morning Tea**
To be held on 9th May following Mass.
Grade 6’s to help serve.
A “Toddlers Corner” to be set up (Grade 6’s ??).
Shirley will contact Yvonne Basile to see if her notes from previous years can be passed onto Gen.
Note to be placed in newsletter before school holidays – Gen will arrange.
2 x Breville 12 Cup Café Coffee Percolators to be purchased – Jo D will arrange

Mothers Day Raffle
Jo R and Nicola organising.
3 hampers – Bathroom, Gardening and Graeme Watt’s donation.
Tickets to go on sale prior and at the event.

P&F Communications Update
Shirley advised that position holders have now been updated in the P&F section of the school website. Also the P&F email address (pandf@sbburwood.catholic.edu.au) is now being directed to Shirley’s email address. As we are not aware of how much this P&F address has been used in the past, Shirley will monitor traffic through the address and report back at the next meeting. It was also noted that P&F representatives names have not been updated in the Parish newsletter for some time. Annmarie will arrange to update.

Class Reps
The following Class Reps are confirmed:
5/6T  Aimee M.E and Phuong
3/4B  Karen P and Natalie C
Prep  Cassie C and Katica K.
Barry will check with the teachers whether any other reps have been confirmed.
Shirley will place a note in this week’s newsletter requesting volunteers for vacant rep roles.

Basketball Uniforms
Discussion deferred to next meeting.

School Fete, 29 November
A raffle will be held as part of the Fete (thank you to Jo D who has kindly offered to once again co-ordinate the raffle). First prize will be $1,000 Chadstone Gift Voucher, second prize a Mini iPad and third prize to be agreed (perhaps a dinner voucher or a child’s bike). Annmarie will place a note in the school newsletter inviting donations from parents/businesses. Raffle sales will be facilitated via school families, the Parish and Jo will also arrange a permit to sell tickets at the local shopping village.

Ideas for stalls (to be discussed at Fete meeting) including Crafty Madams, Kidystylin, Plant stall, Show bags, Lucky dip, Rides, Cake Stall, Sausage Sizzle and Dutch Pancakes, Chocolate Throw, Candy Bar.

Organising the rides is a priority due to timing.

Crafty Madams will get together once a month to create beautiful Christmas items for sale. Cassie will co-ordinate dates.

First Fete meeting will be held at Annmarie’s house at 10am on Tuesday 25 March. Fete Sub Committee meetings will be separate to P&F, however P&F will be kept updated each month.

Uniform Shop update and Price Increase for Winter Tunic
See Uniform Shop Report.
Entertainment Books 2014
Shirley requested approval to sell books in 2014 (all agreed). It was also agreed that the book donated by Entertainment Publications will be sold. Shirley advised that later in the year she will source someone to take over EBook sales for 2015.

Meeting Dates for 2014
28 April
26 May
16 June
21 July
18 August
15 September
7 October
27 October
10 November
24 November
8 December (includes dinner)

Shirley will place dates in School Newsletter.

New Business
Barry will pass the information about Solar Energy Grants to Karina and Maria.

Items to be carried Forward to future meetings:
Date and possibilities for parent social night to be considered.
MYOB Reporting and P&F Bank Accounts
Basketball Uniforms
Olga – 20 Year Anniversary

Actions arising from Minutes - checklist

♦ Shirley will check use by date and quantity of dutch pancake mix; also location of pancake tray.
♦ Karen will look into raincoats as an option in Uniform Shop this year.
♦ Barry to speak to teachers about $10 voucher prize on SRC day.
♦ Annmari to advise Dave of quantities for Icy Poles and Glo Sticks for children at Family Social Night.
♦ Dave to purchase Icy Poles and Glo Sticks.
♦ Annmari will arrange payment for the Magician at Family Social Night.
♦ Fairy Lights at Family Social Night – Dave Reed has kindly offered to organise - Nicola to update Dave.
♦ Music Cassie/Jackie H. to bring music to Family Social Night.
♦ Elona bringing amp to family Social Night (Cassie to remind Elona).
♦ Shirley to follow up and agenda Olga’s 20th anniversary for next meeting.
♦ Shirley will contact Yvonne Basile to see if her notes regarding Mothers Day Morning Tea from previous years can be passed onto Gen.
♦ Gen will place a note in newsletter re Mother’s Day Morning Tea before school holidays.
♦ Jo D to purchase 2 x Breville 12 Cup Café Coffee Percolators prior to Mothers Day Morning Tea.
♦ Shirley will monitor traffic through the P&F email address and report back at the next meeting.
♦ Barry to check with teachers re Class Reps and Shirley to place note in newsletter.
♦ Annmaree will arrange to update P&F representatives names in the Parish newsletter.
♦ Shirley will place a note in this week’s newsletter requesting volunteers for vacant Class Rep roles.
♦ Annmaree will place a note in the school newsletter inviting donations from parents/businesses towards Fete raffle.
♦ Cassie to co-ordinate dates for Craft Madams get-togethers.
♦ Jo will also arrange a permit to sell Fete raffle tickets at the local shopping village.
♦ Shirley to place future meeting dates in school newsletter.
♦ Barry will pass the information about Solar Energy Grants to Karina and Maria P.

Meeting closed 9.45pm.

**Next Meeting** – 28 April at 8pm in the Staff Room.