St. Benedict’s Parents and Friends Meeting  
St. Benedict’s School staff room  
8.00pm, Monday 27 April 2015  

MINUTES OF MEETING

Welcome: Annmaree H

School prayer: Dear Lord, bless our school so 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, pray for us.


Apologies: Kirstin H

1. Confirmation of Minutes from Last Meeting: 23 March 2015
   - Amendment: “Poker night” should be “Trivia night”
   - Passed: Annmaree
   - Seconded: Cassie

2. Correspondence
   (a) Fundraising Hampers from Graham Watt MP - free hamper on offer for any time of the year, need to fill out a form – Katica will apply for a hamper for our Father’s Day raffle
   (b) Letter 23rd March 2015 from Try Booking.com re TryBooking event booking system: Katica will send info re another supplier to Gen.
   (c) Carmen M – email re Family portrait fundraiser: people book in a slot to take a family portrait at the school grounds during a weekend. Need a min of 18 families to participate. Carmen will coordinate the booking. Cassie will let Carmen know that we are interested.
   (d) Flyer - Za’nu Online - Brigitte Elliott - interested in participating in a fundraising event by booking a stall to sell her jewellery. Contact details provided. Will keep for the 2016 night market.
   (e) CDF - Statement 31 March 2015

3. Reports:
   (a) President: Annmaree
      - Change to day of meeting was discussed but it was decided that we will stick to Monday
      - Burwood Festival:
         o Street trader registration completed for Burwood Festival
         o We will do both sausages and hamburgers as the bowls club are doing a sausage sizzle as well.
         o We are able to sell drinks.
         o Just need one more volunteer to fill 1 shift 11am-1pm.
         o Phil Hine has been contracted to provide marquees to the festival.
We have registered with street traders as required. We’re doing sausages and burgers (there will be another sausage stall).

Annmaree will get coleslaw and drinks.

We will have 2 tents, 4 trestles from Hine Hire so thank you to them for their support again.

Jo B will order the gas bottles.

200 sausages + 100 burgers, but will tell the butcher to have extra on standby

Need to bring BBQ, blackboards and banner from school to fair – Katica’s husband has a ute.

Will need to also bring: sauce, napkins, gloves, ice.

Katica will email all parents the fair roster.

- Class rep social – good night, nearly every year level has a social event organized.
- We should put the dates of upcoming gatherings organized by class reps in the newsletter.
- This Friday: Kidsmatter launch – P&F is providing hotdog and drinks. Jo is doing a roster.
- St Michael fair on 24/8 – they want to borrow our dutch pancake machine.
- Mother’s Day stall – all goods ordered, under control. 2 suppliers are coming in. Thanks to Jo R for organizing this.

(b) Principal: Barry McLellan

- Barry has spoken with architect that we’ve used before re toilets.
- School is in the process of doing its review, analyzing OHS, NAPLAN, Catholic identity etc
- Maria and Erika have applied for an Italian grant, will be used for artshow. Artshow will be 19/10
- Open Day next week
- Fr Dave had a meeting re renovation. Want to move tennis rooms so there’s space to invite better connection between the church and school.
- Kidsmatter launch this Friday – the program goes for 2-3 years, with different focuses at different times.
- A new teacher aide has been employed.
- Barry is going to Jerusalem for a course.
- Barry will follow up on the tag and lead tests.

(c) Treasurer: Dave B

- Last year’s profit: $25k – Annmaree will put in an acknowledgement in newsletter for the fundraising effort.
- There is $37k in bank. A few cheques are still outstanding. After that it will be ~$36k.
- Fundraising for renovation/update to toilets – to be announced at Mother’s Day morning tea.
- There’s $3.5k in tuckshop account.

(d) Tuckshop: Jo B

- There’re more helpers
- There’re also more team leaders.
- Jo is doing a roster.

(e) Social Activities: Gen W & Louise H

- Mother’s Day morning tea – should have enough volunteers to help. Need to buy jam – will use the jam we had from the Fair. Gen has bought coffee percolators. Choir will sing 3 songs. Barry will remind the staff about artwork/display again. If there’re goods left after the Burwood Festival, a table can be set up to sell the goods.
• Trivia night – invitations just went out. There will be a bar and people selling alcohol. There may be under 18’s attending. Will need to apply for a liquor licence – Gen will have a go.

(f) Grants Co-ordinator: Katrina Mac and Maria P
• Community board – Maria will approach Bunnings to see if they will do a deal.

4. General Business (including matters arising from previous minutes)

(a) Recruitment of vacant positions – Uniform shop coordinator(s), Tuckshop coordinator(s)
• Uniform shop: Karen D may know a few mums who may be interested. Mary can help fill orders in the meantime. Katica will speak to Karen D and see if Karen C needs help.
  Justine is happy to do banking for uniform shop too. That may help with finding a volunteer for the role as well.

(b) Methods of communication with – hard copy, newsletter and email?
• Can use Email and hard copies

(c) Night market – to be organised after Burwood Festival

(d) Entertainment book sale
• Sale of Entertainment book – handed over to Justine

Next Meeting: Monday 25 May, 8pm

Calendar of events and action items

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Action Items</th>
<th>Status</th>
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<tbody>
<tr>
<td>NA</td>
<td>Fundraising hamper from Graham Watt</td>
<td>Katica to apply for hamper</td>
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<td>NA</td>
<td>Family portrait fundraising</td>
<td>Cass to contact Carmen</td>
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<tr>
<td>NA</td>
<td>P&amp;F raised a total of $25k last year</td>
<td>Annmaree will put in an acknowledgement in newsletter for last year’s fundraising effort</td>
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<tr>
<td>NA</td>
<td>Uniform shop coordinator recruitment</td>
<td>Katica will speak to Karen D regarding potential volunteers for the role and see if Karen C needs help</td>
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<tr>
<td>8/5/15</td>
<td>Mother’s Day morning tea</td>
<td>• Donation box</td>
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<td>• Students’ artwork will be displayed in the hall</td>
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<td>• Choir singing at morning tea</td>
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<tr>
<td>8/5/15</td>
<td>Mother’s Day stall</td>
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<td>Jo and Maria are on track with this</td>
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<tr>
<td>Date</td>
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<tr>
<td>8/5/15</td>
<td>Mother’s Day raffle (by Parish)</td>
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<td>To be drawn at morning tea</td>
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<td>19/6/15</td>
<td>Trivia Night (7pm)</td>
<td>• Gen to apply for liquor licence</td>
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<td>22/7/15</td>
<td>Christmas in July lunch (by Parish)</td>
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<tr>
<td>TBC</td>
<td>Poker Night</td>
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<td>9/15</td>
<td>Art Show</td>
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<td>31/10/15</td>
<td>Parish dinner dance</td>
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<td>11/15</td>
<td>Parish Cup sweep</td>
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<td>TBC</td>
<td>Concert (by Parish)</td>
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<td>TBC</td>
<td>Sleepover in hall for Grade 4’s</td>
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<td>12/15</td>
<td>School disco</td>
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<td>2016</td>
<td>Welcome morning tea for new mums</td>
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<td>2016</td>
<td>Class rep social gathering</td>
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<td>2016</td>
<td>AGM</td>
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<td>March 2016</td>
<td>Night Market</td>
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<td>2/5/15</td>
<td>Burwood Festival</td>
<td>• Flyer to recruit helpers</td>
<td>• Flyer distributed</td>
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<td>• Annmareae to follow up on Burwood Festival re sale of Crafty Madam items, jams and drinks, and if there will be more than 1 sausage sizzle store</td>
<td>• Katica will prepare roster</td>
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