

St Joseph's Catholic Primary School Pinjarra P&F

General Meeting Minutes

Friday 16th March 2018

9.30am – St Joseph's Primary School Assembly Hall (Meeting room)

Agenda Item	Description
1. Opening Prayer	Led by Natalie Marriott
2. Attendance and apologies	<p>Attendance:</p> <ul style="list-style-type: none"> - Alana Thorne, Lisa Ripley, Joy Ketteringham, Vanessa Lenzarini, Kate Officer, Natalie Marriott,, Fiona Lamb, Jade Schrandt, Ginette Black, Kristie Green, Jayne Mileham, Tim Newick, Natasha Williams <p>Apologies:</p> <ul style="list-style-type: none"> - Janine Elliott, Bec Moore, Catherine Wild, Kirsten Greenham, Tiffany Matthews, Sriyani Ness, Gemma Iseppi, Melissa Hughes
3. Confirmation of Previous Minutes	<p>Discussion of Business Arising from Previous Minutes</p> <p>Confirmed Alana Thorne Seconded Fiona Lamb</p>
4. Secretary's Report	<p>Incoming & Outgoing Correspondence and Business Arising</p> <ul style="list-style-type: none"> - Secretary Folder 2015/16/17 archived by Christine Douglas. New Folder and files started - Pandf.stjoes@gmail.com password joeys – not working. Natasha to check with Tiff about this PFFWA letter – Fiona to pay fees and Kate to organise registration
5. Treasurer's Report	<ul style="list-style-type: none"> - SouthWest Mobile DJ Service deposit \$300 paid - P&F Federation of WA Inc \$836.20 - Closing balance as 28/2/18 \$2967.41 - P &F will pay fees for PFFWA conference in Perth May 25/26 for Kate and Natalie to attend <p>Agreed Natasha Williams Seconded Fiona Lamb</p>
6. Social Committee Report	<p>Annual Fair</p> <ul style="list-style-type: none"> - Discussed and decided that each class/stall will have a representative who will report on progress and involve other parents from their class <p>Kindy- Kirsten Greenham Fun for kids- Jade Schrandt and Fiona Lamb Year 2 – Alana Thorne Year 3 – Kate Officer Year 4 – Janine Elliott Year 6 – Tiffany Matthews</p>

	<ul style="list-style-type: none"> - The fair is on Coast FM community event page and will be promoted on air closer to the time - Jade will contact the Mandurah Mail and Coastal Times about a possible story and advertise the fair - Permission has been granted that physical rosters be allowed at each classroom for their stalls - Year 2 Alana to find costings for cake boxes instead of plastic plates for the cake stall. Flat boxes be sent home for children to decorate and send in with cake/slice inside - Year 4 donut stall needs a DONUT DOUBLE FLAT FRYER. Possible hire or donation required - Year 5 Jade to liaise with teachers about possible times to teach kids face painting/hair designs. - Choc wheel storage in p&f shed and office(for donated gift cards) - Fiona to follow up the whereabouts of the choc wheel and have it returned to the school. She will also organise the float for fair day. - PA system for music/choc wheel - Ginette to get quotes for alternative DJ available for the day - New banner promoting the fair to be organised by Lisa Ripley as old banner is no longer appropriate due to age. Approx cost is \$100. Lisa to design and order a new one <p>Agreed Natalie Marriott Seconded Alana Thorne</p>
7. Catering Committee Report	<p>Discos</p> <ul style="list-style-type: none"> - Dates are confirmed 22 June & 31 August 5-8.30pm - Possible issue with location due to bifold doors not being installed in time (health and safety issue) and supervision of canteen/toilets/BBQ. <p>Agreed that we come back to the disco 1 month out from date to see where we are in regards to doors being installed and address alternate location then if needed</p>
8. Principals/Board Report	<ul style="list-style-type: none"> - Canteen and Uniform orders via the app to be up and running within the next few weeks - Kindy area is almost complete. Fences are being removed next Tuesday, 3yr old Kindy is now in the area also - Camp Australia licensing is currently being approved. As soon as that is approved, before and after school care will be available - Playgroup will also move into the convent next term

9. General Business	<ul style="list-style-type: none"> - Entertainment books for fundraising discussed and agreed as a good option. Natasha to organise Agreed Ginette Black Seconded Lisa Ripley - Shelter at kiss n drop – outstanding issue, paperwork is in for approval with building committee. Agreed to address again at a later date - Lisa suggested selling bricks with names on it as a fundraising idea. Possibility for the bricks to be used as paving for the undercover area at kiss and drop or as a handball wall. Lisa to look into this further and report back - Was discussed about transparency with what the p&f have achieved and what funds have been used for previously. Lisa is going to collect the information and report back - Tim volunteered to clean out the p&f shed - Canteen food discussed. Some would like healthier food options and it was suggested that 4/5 cake recipes be available for volunteers to access and bake, and the possibility of healthier options to be put on the menu. Joy informed that this had be trialled previously and failed as students would not order salads/rolls/fruit offered and there was waste. <p>Agreed that it would be an ongoing discussion with the involvement of Roz as to if it is feasible. Kate to follow up on healthy recipes for cakes/slices etc that could be offered</p>
10. Next meeting	9am Friday 6 th April (at the P&F Shed)
11. Meeting closed	Time : 10.35 am