



ST EMILIES CATHOLIC PRIMARY SCHOOL

P&F MEETING MINUTES

Date: Wednesday 15th March
Time: 9.00am
Venue: Staff Room, St Emile's Catholic Primary School

Present: Stuart Munro (Principal), Anne Aquino (Assistant Principal), Alison McEniery (President), Rebecca Richards (Vice President), Tiffany Gates (Secretary)
 Angela Anthony, Mariana P

Apologies: Nicole Grima (Treasurer), Lynsey Bills, Rebecca Tennent,

NO	TOPIC	WHO	SUMMARY	ACTION ITEMS
1.	Welcome	Alison McEniery		
2.	Prayer	Stuart Munro		
3.	Minutes of Previous Meeting (Acceptance)	All	Accepted: Alison McEniery Seconded: Bec Richards	
4.	President's Report	Alison McEniery	<p>Welcome and thank you for attending this meeting.</p> <p>Family fun night Thank you to Nicole Grima, Paul Gates, Amy Wood, Kim Wilde, Monica Carroll, Bec Richards, Chris McEniery, Marlyn and Gillian Norris for their help with the sausage sizzle. Numbers were down this year which may have been due to the extreme heat or maybe because it's been 2 years since we've held a family fun night. Plenty of positive feedback from those who did attend. Thanks to Play4Life for providing the fun part!</p> <p>Subway lunch delivery I will be emailing Rachel Baker the week before lunch day to confirm with her who the parent volunteers who are rostered to help with the delivery. I will cc Stuart and Anne as well so they know who is meant to be helping.</p> <p>Commitment Masses Cake stalls Thank you to the 6 families who donated baked goods for the cake stall. Due to no volunteers coming forward we only held the one stall at Saturday night Mass on the 11/3. Thank you to Bec Richards, Tracey Poinen and her daughter for helping on the stall.</p> <p>Kim Wilde offered to help at 5pm Mass on the Sunday 12/3 to sell the remaining cakes but had to take her father to hospital, also due to weather we didn't go ahead. The cakes have been frozen to use at the busy bee on Friday 24th March.</p>	



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			<p>Brumby Hot Cross Buns Forms will be going out this week. Tiffany will be sorting the orders and I will be coordinating delivery day on the 6th April.</p> <p>P & F Survey Only 20 families out of 305 have taken the time to fill out the survey. Unfortunately, with such a low response rate the results are not useful. Hopefully we can encourage more families to spend the 2 minutes it takes to respond before it closes this Friday night.</p>	
5.	Treasurer's Report	Gillian Norris on behalf of Nicole Grima.	<p>Financial Report The \$430.00 the carry over balance of the P&F levy 2016 was transferred on 9/03/2017 to the P&F Account bringing the Bank total to \$2,247.09.</p> <p>Fund raising activities for Term 1 Family Fun night – Income \$452.40 Expenditure \$474.69 – this was not meant as a fund raiser more a welcome to families for 2017. Subway #1 – Income \$1114.55 Expenditure \$759.00 – profit of \$355.46 Subway #2 Income to 8/3/2017 - \$424.40 –</p> <p>Deposit has been paid for the Rural Cinema for 10th November 2011</p>	



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7.	BUSINESS FROM PREVIOUS MINUTES			
	Class Representatives	Bec	More class representatives have been allocated for Kindy and Year 5. Bec still coordinating with Vicky regarding document for duties and enlisting help of previous reps to assist with finding new reps. Contact lists ready to be emailed out to class reps now also.	Bec/Vicky -Ensure office emails contact lists to reps. Bec to simplify document on duties of class rep then Vicky Elloy to send. Bec/Vicky to email Last year rep to advise they will need assistance to advertise for new rep.
NO.	TOPIC	WHO	SUMMARY	ACTION ITEMS
8.	NEW BUSINESS			
	Hot Cross Buns Fundraiser	Tiffany	Forms to go out later this week. Tiffany to collate orders and Alison will coordinate deliveries to class on 6April	Tiffany to collate and forward orders.
	Raffle Update	Bec	Finalising booklets. \$3 ticket. 12 June Raffle books to go out to families, 21 July Raffle books due back. Any unsold booklets to be sold at Livingston Mall ideally 21-23 July. Drawn at Year 3 assembly 4 August.	Bec to confirm we can sell tickets at Livingston
	Term 2 Soup Day	Alison	Offering Pizza and Soup. Date remains 21 June	Source pizza prices
	Year groups being responsible for organising fundraisers.	Alison	With very few volunteers for the cake stall fundraiser. It was discussed year groups would be responsible for certain fundraiser events and ensuring volunteers are there to help facilitate.	Alison and Bec to follow up to ensure this happens for future fundraisers.
	P and F Survey	Alison	50 families completed now. Compiling results to respond to queries/concerns. It was discussed also to have a FB page for the P and F as communication and people not being aware of certain events is something that was raised.	Alison, Stuart to discuss and chat to Kerry Ross further about FB page. Formulate responses to the survey by P and F team and leadership team.
	Parent Fun Night	Alison	Survey illustrated that Quiz night or casino/movie night most popular choices.	Alison to investigate options and confirm event.
	Krispy Kreme Fundraiser	Bec	This will be run in May and orders given out/collected on 3 way day 31 May	Bec to organise forms for orders to go out in May



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2017 P&F EVENT LIST

Date	Event	Organiser
Friday 24 February	Family fun night	Alison
Monday 27 February	Subway lunch	Alison
Saturday 11 and Sunday 12 March	Cake stall - church masses (in lieu of election)	Alison
Friday 17 March	Subway lunch	Alison
Friday 24 March	School Busy bee	Stuart and Anne
Thursday 6 April	Hot Cross Bun fundraiser	Tiffany
Monday 15 May	Krispy Kreme fundraiser (pick up 31 May)	Bec
Monday 22 May	Subway Lunch	Alison
Friday 9 June	Subway Lunch	Alison
Monday 12 June	Raffle to go out (drawn 4 Aug)	Bec/Lynsey
Wednesday 21Jun	Soup and bread lunch and sausage rolls	Alison
Friday 23Jun	Parent fun night	Alison
Monday 31Jan	Subway lunch	Alison
Friday 4 Aug	Disco	Alison
Wednesday 16Aug	Milo/muffin day	Alison
Friday 25Aug	Subway lunch	Alison
Friday 15Sep	Sports carnival subway lunch & coffee van	Alison
Wednesday 18Oct	Ice cream/Jelly cup recess	Tiffany
Monday 30Oct	Subway Lunch	Alison
Friday 10Nov	Outdoor movie night	Alison
Friday 24Nov	Subway lunch	Alison
School lunch online Wednesdays	*All year	Need coordinator



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CLASS REPS 2017

Kindy Gold	Sheree Taylor	Year 3 Gold	
Kindy Blue	Rosa Massimi	Year 3 Blue	
Pre-Primary Gold	Sheila Gould	Year 4 Gold	
Pre-Primary Blue	Tahni Green	Year 4 Blue	
Year 1 Gold		Year 5 Gold	Clare Jeeves
Year 1 Blue		Year 5 Blue	Jodie Chandler/Lisa Harvey
Year 2 Gold		Year 6 Gold	
Year 2 Blue		Year 6 Blue	

