Parent School Forum Meeting Minutes 17th February 2016

Attendance: Brian Laybutt, Greg Arnold, Rebecca Burch, Lisa Stella, Philip Nedland, Kirstie Hawkins, Melissa McDonald, Emma Greensill, Katie Tucker, Mish Tonks, Melissa Hodge, Stacey Zoffman, Elissa Collins, Maree Pollock, Kylie Harris, Irina Chepiga, Emma Wilsher, Tyler Bigg

Apologies: nil

Opening prayer

Welcome & intro: Greg Arnold Chairing

Secretarial minutes:
- can be accessed online. Minutes accepted as an accurate record of the last day meeting. No business arising.
- No correspondence recorded.

Treasurers Report: As presented by Lisa, reports as attached.
- The end of year figures stands at $8018.10 profit that has been deposited into a Parent Forum bank account.
- Report moved by Lisa Stella, seconded by Philip Newland, Approved by all.
- Rebecca put forward Motion – In line with the Fundraising goals set in 2015, motion to transfer $1000 to the school class music program in line with fundraising goals set in 2015. Seconded Lisa Stella. All approved.

Parent Assembly; Philip gave brief description of the purpose of the Assembly and what it is offers. He spoke positively about the values of this avenue for parent education and networking tool. Requested a second parent representative. No takers. Next meeting 23rd March at St Ambrose & State conference in May. Parent suggestion to request parent workshop on iPad use, security and cyber safety.

Principals report; as per presented by Brian, report as attached. 2015 term 4 as well as projections for term 1 2016.

General business

Fundraising reports

- **Carols & nativity Night** – Year 4 responsible for catering on night. Chose Pizza meal deal, the no cook and no mess concept worked well so families could join in on carols night promptly when it started, recommended for end of year event. Pre-sold meal deal vouchers worked really well and helped make the organisation and shopping efficient. There were 121 pre-sold pizzas and 180 pre-sold drinks. The 10 extra pizzas purchased for sale on the night were only half sold at a discounted price so great that families are supporting the Pre-sold concept. An additional 80 drinks were sold on the night. Soft drinks were very popular. Whole class was involved doing ½ hour shifts, worked well with a roster put out through Class Messenger. For next time – will not use same restaurant as there were numerous issues in dealing with them. Focus was not on Fundraising but made a profit $579.20
General Business

- Nominations for Class Representatives;
  - KinderF - Emma Wilshire, Tyler Bigg
  - Kinder S - Emma Greenhill, Maree Pollock, Irina Chepiga, Kylie Harris
  - Year 1 - Mish, Tonks, Rebecca Grieg
  - Year 2 Elisha McDonald, Katie Tucker, Margo Johnson.
  - Year 3 Rebecca Sutcliffe, Louise Kirk, Mel O’Connor
  - Year 4 Elisha Collins, Stacey Zoffman, Vanessa Brown, Gundi Newland
  - Year 5 Rebecca Burch, Karen Arnold, Kelli Brown
  - Year 6 Lisa Stella, Melissa Hodge

Many thanks to volunteering for these roles.

- A **Constitution** for Parent Forum is required to make the group a legal entity, provide safeguards and give clear guidelines to the structure and functions of the Forum and meetings. A draft has been developed and will be distributed for families to access so that it can be approved at the next meeting.

- Lisa Stella raised **additional fundraising ideas** – need to place on Agenda for next meeting to discuss and allocate throughout year. Families to bring ideas with information, prices etc e.g. Entertainment books, lamington drive, pie drive etc

- Elissa McDonald asked about if the **purchase of recorders** could be done through music program money allocation. Brian noted that he has now liaised with the Music teacher and the Music program is set for - recorders Stage 2, Ukulele Stage 3 - school to purchase instruments to resell to parent in a cost effective way.

- **Parking** - drop off area not being used appropriately. Brain to allocate teacher to end of pathway in front of bus bay, parents to use name signs. With vigilant monitoring at the beginning of year, can achieve a safe pick up flowing of cars travelling through. Look at signs for parent names to be reprinted and distributed by charlotte.

- Parent request for classes to look at going on class **excursions** to extend their learning further.

- Meeting closed at 8.14pm