

## Parents & Friends Committee Meeting Minutes

Date/Time	Tuesday 14 <sup>th</sup> Feb 7:00 pm	Minutes	Karina O'Brien
Present	Matthew Sweeney (MS), Renae Robinson, Malina Currie, Ash Blair, Emily Hills, Barbra Ronchi, Karen Farrell, Justine Shelley, Alex McGowan, Karina O'Brien		

Agenda Items	Key Discussion Points	Action from Meeting <i>What? When? Who?</i>
PnF	<p>The students at St. Mary's greatly benefit not only from the fundraising done by the PnF, but through their parent's involvement in the school. When students see their parents involved in their school, this helps to strengthen their own connectedness to school, which impacts positively on learning.</p> <p>The PnF provides an excellent avenue for being connected to the school community on a social level. By getting involved in the PnF, parents make friendships that last for many years to come.</p> <p>Parents have an opportunity to nominate for various positions on the PnF. There are many opportunities for social functions ranging from informal gatherings to major fund-raising activities. There is a PnF google drive that holds a manual consisting of information about how to run each event at St Mary's. We are still seeking volunteers the following roles:</p>	Malina to finalise PnF google drive which will consist of a manual containing information for how to run each event at St Mary's

<p>WhatsApp</p>	<ul style="list-style-type: none"> <li>• WhatsApp group to be created for the PnF committee</li> <li>• PnF will send comms out via PnF WhatsApp group for class reps to circulate to their year level.</li> <li>• Group communication is very useful for families if they need reminders for their children. These communication avenues are to be used only for PnF comms and friendly group reminders.</li> <li>• Please remind parents that using social apps should be kept to friendly communication and that any pressing school issues need to be directed to the main office to be actioned accordingly. Communications should be in line with the school's Parent/Guardian/Carer Code of Conduct. (<a href="https://www.smhampton.catholic.edu.au/community/policies">https://www.smhampton.catholic.edu.au/community/policies</a>)</li> <li>• We ask that anything that may need to go out to all parents of your year level, to please use email as not all parents may be on your WhatsApp group.</li> <li>• Only current parents at St Mary's can be apart of the WhatsApp groups. Any parent who has left the school will be removed from the group as the group's purpose is for school related communication only</li> <li>• First WhatsApp message to go out should be around the rules of how WhatsApp should be used</li> </ul>	<p>Malina to send out a reminder to class reps about the rules around WhatsApp. This is to be shared with their respective WhatsApp groups</p>
<p>Fundraising Goals</p>	<ul style="list-style-type: none"> <li>• The Parents and Friends Committee is a vital fundraising and social arm of the school, upon which the school relies for fundraising, which contributes towards much needed resources and facilities for students.</li> <li>• This year we are aiming to raise \$30,000.</li> <li>• We will be communicating regular updates in the newsletter of our monetary progress.</li> <li>• We will create a thermometer graph to show how close we are to our goal</li> </ul>	

	<ul style="list-style-type: none"> <li>This year's fundraising will go towards our continual improvements to the rest of the adventure playground, more seating around the school and a new fridge for our PnF cupboard</li> </ul>	
Prep – Footy Colours Day	<ul style="list-style-type: none"> <li>A Friday in September where all students can come to school sporting their favourite AFL team.</li> <li>There will be a sausage sizzle on the day and parents can order through CDF pay to order their sausages, gold coin donation can be included in a bundle e.g. optional, sausage, zooper–dooper and donation.</li> <li>Contact Renae to organise CDF pay, please give her one week's notice before going LIVE.</li> <li>Please include Malina and Renae to update with all comms so they are aware of what stage you are up to</li> </ul>	Prep Reps and helpers
Grade 1 – Father's Day	<ul style="list-style-type: none"> <li>Order gifts, create flyers for Father's Day stall and Father's Day Breakfast.</li> <li>Before ordering please email budget and gift proposal to Renae and Malina for approval</li> <li>Cash sales only, please see Renae a week before to organise a float.</li> <li>If you would like to set up the night before you will need to speak to Renae, alternatively you can set up the morning of the event</li> <li>Please include Malina and Renae in updates with all comms so they are aware of what stage you are up to</li> </ul> <p>Organise stall volunteers and stall setup</p> <ul style="list-style-type: none"> <li>Organise Father's Breakfast, Toastie van already booked, order coffee van and other nibbles.</li> <li>Organise helpers for breakfast</li> <li>We are trying to be a 6 star rating school so be mindful of gifts and sustainability.</li> <li>Gift ordering please see Malina for contacts, orders need to be submitted by the first week of Term 3.</li> </ul>	Grade 1 reps and helpers

	<ul style="list-style-type: none"> <li>• Please include Malina and Renae in updates with all comms so they are aware of what stage you are up to</li> </ul>	
Grade 2 – Mother’s Day	<ul style="list-style-type: none"> <li>• Order gifts, create flyers for Mother’s Day stall and Mother’s Day Breakfast.</li> <li>• Before ordering please email budget and gift proposal to Renae and Malina for approval</li> <li>• Cash sales only, please see Renae a week before to organise a float.</li> <li>• If you would like to set up the night before you will need to speak to Renae,</li> <li>• Organise stall volunteers and stall setup</li> <li>• Organise Mother’s Breakfast and order coffee van.</li> <li>• Organise helpers for breakfast</li> <li>• Please contact Malina for notes from previous years.</li> <li>• We are trying to be a 6 star rating school so be mindful of gifts and sustainability.</li> <li>• Gift ordering please see Malina for contacts, orders need to be done in the last week of term 1.</li> <li>• Please include Malina and Renae update to date with all comms so they are aware of what stage you are up to</li> </ul>	Grade 2 reps and helpers
Grade 3 – School Disco	<ul style="list-style-type: none"> <li>• Disco date to be set Friday 20<sup>th</sup> October</li> <li>• Flyer needs to be created and posted at the start of term 4</li> <li>• Book DJ by the end of term 3</li> <li>• Work out costings for ticketing purposes, CDF pay to be created please send request through to Renae, 1 week before going LIVE</li> <li>• Disco session are divided into 2 groups, junior and senior</li> <li>• Disco to be held on a Friday night</li> <li>• Organise parent helpers for the night</li> <li>• Please include Malina and Renae in updates with all comms so they are aware of what stage you are up to</li> </ul>	Grade 3 reps and helpers

Grade 4 – Easter	<ul style="list-style-type: none"> <li>• Hot Cross Bun Drive:</li> <li>• Contact Bakers Delight, Hampton, Paul Field to organise</li> <li>• Create flyers for this drive with pricing to be advertised in the newsletter 3<sup>rd</sup> March</li> <li>• \$2 is donated from each packet purchased. Can be set up through CDF pay for convenience, please contact Renae to organise CDF pay setup with 1 weeks notice before going LIVE.</li> <li>• Proposed dates:</li> <li>• CDF pay LIVE 13/3</li> <li>• CDF pay closing date 27/3</li> <li>• Hot Cross Buns Delivery date 29/3</li> <li>• Please have a few parents available to help distribute orders once they arrive – usually mid morning.</li> <li>• Easter Raffle</li> <li>• CDF pay for raffle tickets and hot cross buns</li> <li>• Let’s go cashless this year for Easter Raffle tickets hot cross bun drive. Can the eftpos machine work in the Quad for this purpose?</li> <li>• Hotcross bun drive to go live from 13<sup>th</sup> March</li> </ul>	Grade 4 Reps and Helpers
Grade 5 – Year 6 Graduation	<ul style="list-style-type: none"> <li>• We can start communicating with Grade 6 teachers at the end of Term 3, Grade 6s will deliver a brief of what they would like. Please refer to Matt for graduation dates and details. If you need information regarding last year’s graduation please contact Malina or check PnF google drive.</li> <li>• Please include Malina and Renae update to date with all comms so they are aware of what stage you are up to</li> </ul>	Grade 5 reps and helpers
Grade 6 – Quarterly Cake Stalls	<ul style="list-style-type: none"> <li>• Quick and easy money with the support of the school. The grade 6’s love to run the cake stall. You just need to contact Mandy and Max to organise a few students to come down and set up tables etc. After school most grade’s are willing to help if they are able to. Last year we sold everything for a flat price to make it</li> </ul>	Grade 6 reps and helpers

	<p>easier. Just have a parent to oversee and count the float at the end of the afternoon. Please give Renae a week to organise the float.</p> <ul style="list-style-type: none"> <li>• Please include Malina and Renae in updates with all comms so they are aware of what stage you are up to</li> </ul>	
St Patricks Day March 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Gold coin donation to wear a touch of green or total green</li> <li>• Barbra to do a flyer</li> <li>• SRC to promote this, create a poster and count the money</li> <li>• RSL are open to us coming after school for a meal or drink to celebrate the occasion. Details to come</li> </ul>	Barbra to create a flyer
Structure of the PnF	<ul style="list-style-type: none"> <li>• Could we consider restructuring the PnF committee to have parents volunteering to run specific events. Therefore, a class reps responsibility would be about communicating information to their year levels and organising a social catch up.</li> <li>• We could have groups of parents from various year levels running specific events. If someone has an understanding/experience of running the Mother's Day event they may wish to run this each year.</li> </ul>	All to consider for implementation
Manual	<ul style="list-style-type: none"> <li>• Updated version to be circulated to reps.</li> <li>• All documents need to be placed on a google drive for easy access</li> </ul>	Malina Currie
Art Show	<ul style="list-style-type: none"> <li>• We are considering holding our art show on a Friday night instead of Thursday night to open our event beyond our St Mary's to engage our local kindergartens.</li> <li>• A great way to promote our school</li> <li>• First week of September. Twilight fair 4-7pm</li> <li>• Market stall possibility for our St Mary's families</li> <li>• Cake stall</li> <li>• We are open to ideas</li> </ul>	Matt to chat to Mrs M

Christmas Carols	<ul style="list-style-type: none"> <li>• An event to consider for this year as we are not doing the production</li> </ul>	
Trivia Night	<ul style="list-style-type: none"> <li>• Saturday June 17<sup>th</sup></li> <li>• Our school hall holds roughly 100 people comfortably. We will have a period to sell tickets to see how many will attend.</li> <li>• No one misses out this year so we will have to be creative with how we make it work.</li> <li>• Venue to only be at our school</li> <li>• Buy a ticket for the event and purchase a grazing box or you could BYO food only</li> <li>• We need a Trivia committee to help organise the event</li> <li>• Ticket price to be finalised</li> </ul>	We need to form a Trivia Committee. Anyone interested to help organise a FUN party?
Dads Night	<ul style="list-style-type: none"> <li>• Let's bring this back</li> <li>• Could we do two per year?</li> </ul>	Would anyone like to organise this event? Please speak to Malina Currie
CDF Payment	<ul style="list-style-type: none"> <li>• We need to be strict and only accept money for events via CDF pay. We cannot accept ticket purchases once the CDF pay has closed. Previously we have accepted late payments for events however we cannot accept this moving forward</li> <li>• We need to be clear with our expectations to avoid disappointment</li> <li>• We need to be clear with final dates of when CDF pay will close</li> </ul>	
PnF Meetings for 2023	<ul style="list-style-type: none"> <li>• Friday 24<sup>th</sup> March 2pm</li> <li>• Tuesday 9<sup>th</sup> May 7pm</li> <li>• Friday 9<sup>th</sup> June 2pm</li> <li>• Tuesday 18<sup>th</sup> July 7pm</li> <li>• Friday 18<sup>th</sup> August 2pm</li> <li>• Tuesday 10<sup>th</sup> October 7pm</li> <li>• Friday 10<sup>th</sup> November 2pm</li> </ul>	
Next Meeting: Friday 24 <sup>th</sup> March 2pm		