

Parents & Friends Committee Meeting Minutes

Date/Time	Friday 24 th March 2:00 pm	Minutes	Karina O'Brien
Present	Matthew Sweeney (MS), Malina Currie, Karen Farrell, Clare Kroussoratis, Stephanie Hogan, Karina O'Brien		

Agenda Items	Key Discussion Points	Action from Meeting
Reflection on Icebreaker Event	<ul style="list-style-type: none"> This was the first icebreaker event organised since 2018 It was a great opportunity for new families to meet one another and moving forward we want to continue the event each year. It was so lovely to have teachers and learning support teachers join us too <p>Areas for improvement</p> <ul style="list-style-type: none"> To avoid wastage, we need to have an indication of attendance by requesting RSVP'S. To maximise attendance, we need to check that our date doesn't clash with other events being held at the same time. 	All
Fridge	<ul style="list-style-type: none"> We are in desperate need for a fridge for our PnF cupboard. If anyone has an old fridge (in working condition) they would like to donate, we would be most very grateful. Thank you. 	All

<p>Fundraising Goals</p> <p>Easter Update</p> <p>Mother's Day Update</p> <p>Trivia Night</p>	<ul style="list-style-type: none"> • This year we are aiming to raise \$30,000 <p>Easter</p> <ul style="list-style-type: none"> • Thank you to all our families for their generous Easter Donations for our Easter Hampers and for purchasing raffle tickets and hot cross buns • The Easter Draw will happen on April 5th and we will communicate how much we have raised at our next PnF meeting <p>Mother's Day</p> <ul style="list-style-type: none"> • Mother's Day breakfast will be held on the 5th May • Mother's Day Stall date is still to be confirmed but we are looking at Wednesday 10th May. • Gift ideas are being finalised. The reps are looking at fresh produce and supporting our local community <p>Trivia Night</p> <ul style="list-style-type: none"> • Saturday June 17th • Venue to be at our school • Trivia Host booked • We need donations for the silent auction • We need a Trivia committee to help organise the event 	<p>All</p>
<p>Purchasing on behalf of the school</p>	<ul style="list-style-type: none"> • We must all get approval from the school before any purchases are made where reimbursement is required • Quotes are preferred so the school can approve accordingly • We are creating a PnF form which all receipts will need to be attached to and signed off by the President (Malina Currie). Once the form is filled out, and receipts are attached, reimbursement will be made 	<p>All</p>

Communication	<ul style="list-style-type: none"> • It is very important that we keep Renae and Matt across events that are taking place with our school • The newsletter is a great platform to advertise what's happening. This also helps keep the school up to date too • If we are going to introduce any new concepts/fundraisers for the school this needs to be approved by Renae and Matt before implementation • If you are running an event/fundraiser, it is important you attend the PnF meeting leading up to the event so you can provide a progress update and to attend the meeting after the event to provide the summary 	All
PnF Meetings for 2023	<ul style="list-style-type: none"> • Tuesday 9th May 7pm • Friday 9th June 2pm • Tuesday 18th July 7pm • Friday 18th August 2pm • Tuesday 10th October 7pm • Friday 10th November 2pm 	
Next Meeting: Tuesday 9 th May 7pm		