



Meeting Minutes

Date/Time: Wednesday 31 July, 2024, 2.30pm - 3.15pm
Location: St Brendan's Primary School, Staffroom
Chairperson: Jess Doyle - President
Notetaker: Jacklyn Lamb – Secretary
Attendees: Jess Doyle, Jacklyn Lamb, Suresh Choudhary, Paula Stevenson, Joel Brian
Apologies: Katie Mills, Ronnyne Magill

Item	Topic	Presenter
1.	Welcome <ul style="list-style-type: none"> Apologies noted 	Jess
2.	Confirm Meeting Minutes from previous meeting <ul style="list-style-type: none"> 1 May 2024 	Jess
5.	Planning for Term 3 Discussed ideas: <ul style="list-style-type: none"> Pie Drive with Tatura Hot Bread Bakery <ul style="list-style-type: none"> Orders close - Tuesday 6 August, 4pm. Orders sent home/ready for pick up - Wednesday 14 August. Book hall to be able to pack orders. Noted hall has some supplies in it from the resource room, but half of the hall will be available. Request helpers to assist with packing orders, have 3 volunteers so far. Coffee van at Book Week Dress Up Parade – Friday 16 August <ul style="list-style-type: none"> Jess noted she has booked Ish Cafe coffee van to attend from 8.30am - 9.10am. Information will be sent out about prices. Discussed location for setup, near sandpit, and access to power. Social activity - school games or movie night, Parents Social Night. <ul style="list-style-type: none"> Discussed whether there be enough interest to hold something like this, Term 3 is quite busy, not enough time. Father's Day Stall – August <ul style="list-style-type: none"> Orders open - Thursday 8 August Orders close - Thursday 22 August, 4pm Orders sent home - Thursday 29 August Discussed ideas for Stall items. <ul style="list-style-type: none"> Jess has spoken to a school parent about making 'drink coolers' for the Stall. Discussed this item and agreed 'drink coolers' are suitable with appropriate wording on them. Jacklyn advised of item ideas from Repco and Trellys along with socks and lolly jars which have been popular. Put together flyer and information to have the Stall loaded into CDF Pay. Promote to families when ready. Father's Day Celebration - 8.50am - 10am - Friday 30 August <ul style="list-style-type: none"> P&F to design flyer. Details for celebration - all rooms open from 8.30am - 10.00am (note 3/4's will be going to mass from 9.00am), assembly including prayer and option to take photo with frame, visit classrooms for reading/activities. 	All

	<ul style="list-style-type: none"> ○ Wet weather option - hold assembly in 5/6 hub area and live stream to classrooms, still able to visit classrooms. ○ Discussed whether there is a need for morning tea. Fathers may come and go over the time and may need to head off to work so decided won't hold morning tea. 	
5.	Planning for Term 4 Discussed ideas: <ul style="list-style-type: none"> ● World Grandparents Day - Friday 25 October <ul style="list-style-type: none"> ○ P&F to design flyer, include timeframe for celebration. ○ Details for celebration: <ul style="list-style-type: none"> ○ Assembly 9am - 9.20am. ○ Activities in rooms 9.20am - 10.00am. ○ Morning tea in hall from 10am - 10.30am. ○ LSO's to help direct traffic. ○ Will need helpers for the morning tea. ● Social activity <ul style="list-style-type: none"> ○ Possible ideas - Mini Golf Family Fun Day, meet at playground/Kidstown, Parents Lawn Bowls, Star Bowl. ○ Price up options to consider further. ● World Teachers Day – Friday 25 October <ul style="list-style-type: none"> ○ This is the same date as planned Grandparents Day. ○ Paula noted the school has a morning tea for teachers, don't need to do anything extra. It was noted cards provided to students in previous years were not completed by many so some teachers did not receive any. ● End of Year Celebration – Wednesday 4 December <ul style="list-style-type: none"> ○ Date is two weeks before end of school. Can encourage children to wear Christmas clothing/colours. ○ BYO picnic tea as per previous years, as worked well. ○ Discussed arranging for students to sing Christmas carols as part of celebration. Paula and Joel agreed this could be practiced in the lead up to the celebration and students who attend can be invited to perform. ○ Call out to families for musical performers for the celebration. ● Christmas Colouring Competition for students – December <ul style="list-style-type: none"> ○ Create colouring sheets closer to the date. ○ Prizes to be purchased closer to date; 1 for Junior and Middle Years classes, 1 for Senior Years level. 	
6.	Other business <ul style="list-style-type: none"> ● Any other discussion items raised by attendees: <ul style="list-style-type: none"> ○ Suresh noted his business is Pizza Plus and would be happy to work with the school, will send through details. 	All
7.	Next meeting <ul style="list-style-type: none"> ● Wednesday, 9 October 2024, 2.30pm - 3.15pm 	All
8.	Meeting closed	Jess