



## Meeting Minutes

**Date/Time:** Wednesday 26 July, 2023, 2.30pm - 3.15pm  
**Location:** St Brendan's Primary School, Staffroom  
**Chairperson:** Jacklyn Lamb – Secretary  
**Notetaker:** Jacklyn Lamb – Secretary  
**Attendees:** Paula Stevenson, Joel Brian, Katie Mills, Pat Goyne, Jacklyn Lamb, Tammy Goyne, Keira Peatling, Ronnyne Magill, Jess Doyle, Anthony Lasantha Nanayakkara  
**Apologies:** -

Item	Topic	Presenter
1.	<b>Welcome</b> <ul style="list-style-type: none"><li>Apologies - None received</li></ul>	Jacklyn
2.	<b>Confirm Meeting Minutes from previous meeting</b> <ul style="list-style-type: none"><li>17 May 2023 - electronic copy sent to those who had advised they would be attending the meeting, some hardcopies also given out.</li><li>No questions raised in relation to the Meeting Minutes.</li></ul>	Jacklyn
3.	<b>Review of events/activities 2023</b> <ul style="list-style-type: none"><li>Pizza Party - Wednesday 21 June 2023<ul style="list-style-type: none"><li>Around 50 kids attended, along with parents supervising.</li><li>Party games were tricky with the excited kids.</li><li>Pat did a great job with decorations and prizes.</li><li>Ticket price covered the cost of catering per person. This event was not held as a fundraiser.</li><li>Discussion of the following topics took place in relation to events/fundraisers:<ul style="list-style-type: none"><li>Advise the school community if it is a fundraiser or social event.</li><li>Ticket cost - try to make it accessible, especially for families with multiple children. Look into options for best deals, and need to be savvy with suppliers to get the best price.</li><li>Option to use P&amp;F funds raised to subsidise event costs.</li><li>Communication - put messages on the app as well as newsletter page.</li><li>Advertise in the newsletter for helpers, helpers may be able to cook or supply food.</li></ul></li></ul></li></ul>	Jacklyn
4.	<b>Current Activities</b> <ul style="list-style-type: none"><li>Pie Drive with North End Bakehouse<ul style="list-style-type: none"><li>Flyers sent home with students 20/7/23, on newsletter</li><li>Orders due 16 August, delivered to school Friday 25 August for pick up by students/families from 3pm-3.30pm.</li><li>May need to call out to helpers to help sort orders.</li><li>Discussion around how the pick up of items will go.<ul style="list-style-type: none"><li>Can orders be delivered earlier to allow more time for sorting and families to pick up.</li><li>Can orders be delivered on Thursday to allow for any orders that aren't picked up to be collected on Friday.</li></ul></li></ul></li></ul>	Jacklyn

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- Is it possible for larger orders to be collected from the bakery.
  - Jacklyn advised of the standard Pie Drive process. Will follow up queries with the bakery. Also put a message out to the school community to clarify pick up details, families will need to be available to pick up large orders, orders are not suitable to travel on the bus.

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**5. Planning for remainder of 2023**

Jacklyn

**Term 3**

World Grandparents Day

- Discussed reasons the Grandparents Day didn't go ahead in July
  - wet/cold weather, start of term, not much work up in classrooms.
- Discussed considerations for holding the event in future:
  - Good weather (Term 4).
  - Ability to hold event outside.
  - Catering - ask students to bring a plate, consider food allergies.
  - Give plenty of notice of date, as grandparents may travel long distances to attend. Have RSVP to know how many are attending.
  - Consider holding per Learning Area to limit attendees. It was discussed that this may be hard for families with multiple children in different learning areas.
  - If expectations are set of what the event will be then the school community will know what to expect, the celebration doesn't need to be the same as has previously been held.
- Options for new date - possibly Friday 27 October 2023, week 4 of Term 4.

Foundation 100 Days of School

- Discussed options to recognise, have discussed at meeting previously. The school prefers not to do a dress up day and celebration can be difficult with shared F/1 classrooms.
- P&F members raised the idea of a certificate to recognise milestone.
- Paula agreed a certificate would be ok.
- Discussed options for presenting certificates to Foundation students.
  - Assembly - F/1 Assembly has passed, there might also be too many people attending if held in the Hall.
  - Suggested Buddies could present the certificate, perhaps do an activity with Foundation students and present certificate.
  - Paula agreed to this and would discuss with teachers to organise.
- P&F to prepare certificate and send to the school by 31/7/23 ready to present to students.
- Joel advised the school could take photos to put in the newsletter.

Coffee van at Book Week Book Display – Friday 25 August

- Joel advised of the details for Book Week Book Display. On Friday 25 August classrooms will be open from 9am-9.30am for families to view students' work.
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- Coffee van not needed for this event, hot drinks are not allowed in classrooms.

#### Family Social Night

- Ideas - Movie Night, games or bingo
  - Movie night is not very social, could look into using giant games if can borrow from Council, bingo is a good easy option.
- Possible date - Friday 8 September. All agreed this date worked well, close to the end of Term, Friday night doesn't have many sports trainings.
  - Paula mentioned if Athletics Day washed out on 1 September it will be on 8 September, this will not impact on after hours social event.
- Location options:
  - Shepp Bears Clubrooms - projector available, use of kitchen, \$300 hire cost. Good venue with lots of space and use of the kitchen.
    - Paula advised could follow up if can get a cheaper price on hire given connections to the Shepp Bears.
  - Tammy suggested Excel Dance Centre as an option. Would need to understand hire costs.
  - Katie advised Melbourne Uni has auditorium which would hold 150 people for a movie night, need to get cost if suitable.
- Discuss food options
  - Pat suggested Lions Club may be able to cook BBQ.
  - Discussed different options for food and how this will influence ticket price.
- Ticket price
  - Will need to set price to cover hire costs, based on minimum attendees.
  - Would also need to add on costs for food/drinks.
  - Could use P&F raised funds to subsidise social event.

#### Parents Social Night

- Consider whether this can fit in and what form it would take.

#### Father's Day Stall

- Look into options for gift items - ask the school community for ideas. Need to organise in the next few weeks.
- Orders open 10/8/23, Orders close 24/8/23, Orders to be sent home 30/8/23.

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**Term 4**

Family Social Activity – TBC

World Teachers Day

- Friday 27 October 2023

Parents Social Night Barefoot Bowls

- Successful event in 2022
- Closer to date look at booking with Shepp Golf Bowls Club
- Possible date: Friday 24 November

End of Year Celebration

- Possible date: Thursday 30 November

Christmas Colouring Competition for students – December

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**6. Other business** All

- P&F Financial information
  - Meeting time ran out before information was able to be shared.
  - Information shows overall amounts per P&F activity.

Hot Cross Buns Profit \$326.00

Easter Colouring Competition Expenses -\$120.00

P&F Morning Tea Expenses -\$19.00

Mother's Day Stall Profit \$404.20

Mother's Day Celebration Expenses -\$295.91

Pizza Party Profit \$0.95

P&F Funds Balance \$296.24 (as at 26/7/23)

- The current P&F focus is on building the school community through low cost social activities.

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**7. Next meeting** All

- Time to be decided - possibly last week of Term 3 or second week of Term 4.

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**8. Meeting closed** Jacklyn

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