

# 2016 Spring Fair Meeting Notes – Friday 18 March

8.45am-10.00am in the Canteen, Collingwood College

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**Present:** Soledad M, Katie F, Lauren D, Sue M, Matthais A, Kathy M, Laurel K, Abbie H, Milica F, Donna M, Yuki C.

**Apologies:** Liz K, Kylie L, Suzi B

## 1. Welcome

## 2. Minutes of previous meeting

Accepted

### Actions from previous minutes:

- **Poster art** - Poster competition call out poster to be finalised and distributed before holidays if possible. Update poster competition info to include artwork must be in portrait orientation. Sue M/Kylie L/Yuki C
- **SF networking and promotion** - contact other schools/preschools including Little Sophia Kindergarten, Yandell Kindergarten, Fitzroy High, Collingwood Alternative School (CAS) regarding reciprocal publicity options (newsletters, billboards). Actionee?
- **Fete Collective** - Explore reciprocal publicity options with Fete Collective schools. Actionee?
- **Sub-Committees of School Council** - seeking parents to join sub-committees of school council (Communications & Marketing, Buildings Environment & Sustainability (BES), Finance, Education Policy (EdPol), Community & Fundraising) and be link for SF information. All SF meeting attendees to consider joining a sub-committee
- **Circus Oz** - Update on meeting with Circus Oz. Kylie L/Ruth V
- **Social Media** - review PD created by Lauren D and develop social media strategy & team for SF. Lauren D/Suzi B/Yuki C
- **Donations** - dedicate a meeting to this. Donna M/Suzi B/Yuki C to work out meeting topics schedule
- **Guiding principles for selecting SF sponsors**- Donna M & Penny H to lead team to draft document. Donna M/Penny H
- **Communication of SF news**- Lauren D & Sue M to liaise with Craig B and Tim A to create system so SF news from SF meetings is communicated via newsletter. Request for own Spring Fair news page in newsletter. Lauren D/Sue M/Craig B
- **Real Estate agent for SF billboards/loud auction** - Jellis Craig has provided these services in the past but in 2015 were unable to attend on SF day. Hocking Stuart stepped in at short notice. Work out which Real Estate agent we will go with in 2016. Laurel K/Suzi B to investigate options.
- **Activities for older children & class stalls** - SF 2016 stall and activity preferences of SF organisers (those who attend SF meetings) to be worked out at first morning SF meeting in term 2. Katie F to facilitate brainstorming and mind mapping at Friday 29th April meeting.
- **Playgroup & baby change facilities for SF 2016** - Request that Madonna's Prep room be made available for playgroup & baby/toddler zone on SF day. Yuki C/Dale P

**3. Spring Fair funds allocation - 2015 SF funds**

School Council requested via Yuki C that the SF Committee to consider allocation of \$25K from the 2015 SF funds to go towards replacing one of the school buses. SF Committee considered the request and seeks more information before making a decision. **Yuki C to report SF Committee's request back to SC.**

**4. Spring Fair funds allocation - 2016 SF funds**

Deferred to next meeting.

**5. SF 2016 budget and finances**

Deferred to next meeting.

**6. SF communication**

Discussed above (see *Communication of SF news*) and further discussion deferred to next meeting.

**7. Feedback from classes regarding stalls**

Deferred to next meeting.

**8. Booking services and equipment**

Deferred to next meeting.

**9. Known timeframes - Timeline**

Deferred to next meeting.

**10. Brainstorming Guiding Principles for Spring Fair**

This is a key topic, dedicate a SF meeting to this in term 2.

**11. Other fundraising ideas**

Matthias A suggested other fundraising options could be explored. Eg. solar panels on the school roof space to generate income. This could ease pressure on parents to raise funds for school.

**12. Meeting times for morning meetings**

Meetings to run from 8.45am to 10.30am. With up to two 10 minute extensions if all attendees agree.

**13. Setting topics for SF meetings**

All agreed with Donna's recommendation to plan discussion topics for SF meetings in term 2 & term 3. Aim to give parents/staff adequate notice of topics so more people will have opportunity to attend meetings on topics that are relevant/important to them.

**Next Meeting:** 6.30pm -8.30pm, Thursday 18 (at Suzi B's home, Clifton Hill)

Meeting closed at 8.40am

SPRING FAIR MEETING SCHEDULE 2016	
MORNING MEETINGS @ Collingwood College Canteen	EVENING MEETINGS @ Suzi Batten's house – Clifton Hill
Friday 19 <sup>th</sup> February at 8:45am	Thursday 3 <sup>rd</sup> March at 6:30pm
Friday 18 <sup>th</sup> March at 8:45am	Thursday 14 <sup>th</sup> April at 6:30pm
Friday 29 <sup>th</sup> April at 8:45am	Thursday 5 <sup>th</sup> May at 6:30pm
Friday 20 <sup>th</sup> May at 8:45am	Thursday 2 <sup>nd</sup> June at 6:30pm
Friday 17 <sup>th</sup> June at 8:45am	Thursday 14 <sup>th</sup> July at 6:30pm
Friday 29 <sup>th</sup> July at 8:45am	Thursday 4 <sup>th</sup> August at 6:30pm
Friday 19 <sup>th</sup> August at 8:45am	Thursday 1 <sup>st</sup> September at 6:30pm
Friday 16 <sup>th</sup> September at 8:45am	Thursday 6 <sup>th</sup> October at 6:30pm
Friday 14 <sup>th</sup> October at 8:45am	

If you wish to attend the evening meeting please contact Suzi via email ([revbatten@gmail.com](mailto:revbatten@gmail.com)) for the exact address.

THERE MAY BE MORE ADDITIONAL MEETINGS SCHEDULED CLOSER TO THE SPRING FAIR DATE (SUNDAY 16<sup>th</sup> OCTOBER)