



Meeting Minutes

Meeting Date	Wednesday March 9 th , 2016
Meeting Venue	Staff Room
Meeting Time	18:30 – 20.00
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none">• Dave Thomasson (President)• Garry Millar (Vice President)• Andrew Harris (Committee Member)• Paula Galvin (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Wendy Stafford• Nicola Lee• Rob Hill• Maria Keleher
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Tracy Gall• Natasha Watts• Tamara Brutti• Kristen Sankey• Sue McDougall• Sarah Muriale• Anna Koutouzi• Jo Whittington• Paula Smith• Wellington Chiwawa



Apologies

- Lisa Rowe (Treasurer)
- Fiona Hepi (Staff)
- Janine Walsh (Staff)
- Amelia Toffoli (Staff)
- Jim Miller (Staff)
- Annamaria Cream (Staff)
- Daniela Tonon (Parent)
- Gillian Rowe (Parent)



Discussion Points

Agenda Item 1 - Meeting opened at 6.30 pm ...

Welcome to everyone from Dave ... introductions around the table. Everyone reminded to update name and email on attendance register so minutes can be sent out.

Agenda Item 2 - Opening prayer ... Tracey Gall

Agenda Item 3 - Review of Previous Minutes Action Items ... Paul Kettle

1. **Pavers** - completed, Wendy sent out an email to the wider community. Good response back. Regardless of the numbers, will close at the end of Term 1. (**Item Closed**)
2. **School Pond** ... Nico looking for a champion, he is more of a doer ... email from Amanda suggest that they are not completely aligned. Amanda was thinking about speaking to an architect. School does not want the responsibility for ongoing maintenance of the pond. New parent who is a landscape Gardner to come up with some ideas and will present back – carry over for Garry.
3. **Mucky Duck Band Deposit** - Garry has spoken with John from Mucky Duck – booked for 13 August (\$ 950 to pay on the day). Refer item 8 below for further details. (**Item Closed**)
4. **Sand Bags** – Marquies that we have purchased already include sand bags (2 per tent). If we required more, you can purchase 10 from Bunnings for \$ 15 (just need to fill with sand). (**Item Closed**)
5. **SciTech** - Booked for 21st of May. Price has gone up by \$ 100 from last year. Suggest that we start selling tickets month before. Think we should cap it and advertise that we have a cap (feedback was that people liked the fact that it was not crowded). Keep prices the same as last year - \$ 10 and \$ 5. BYO food and drinks. Tickets to be done via try booking. Paula Galvin will liaise with Wendy. (**Item Closed**)
6. **World Teachers Day** ... Dave to send an email to Siobhan to confirm date. (**Item Carried Over**)
7. **Movie / Quiz Night** ... 8th December (Thursday), when Junior School normally have their carols, will now be opened up to whole school (similar to Christmas in the Domain). Amelia would like to see a sausage sizzle ... still let Junior School to do all the stuff they normally do. Talking about starting 5 pm approx. (**Item Closed**)
8. **Bush Dance** – Booked for 13/08/2016 and will be open to the whole school. Refer Agenda Item 8 below (**Item Closed**).
9. **Entertainment Book** ... Dave has confirmed that Mel is willing to do it again, may need some help picking up books in Osbourne Park. Mel to advise of the date and any assistance required. (**Item Closed**)



10. **Forms** - Latest system update has the technology in the back ground to capture the data through portal – won't happen straight away as people need to set it up, likely 2017. Sits with Neil. (**Item Closed**)
11. **Hockey Grant** - On agenda, refer Agenda Item 9 below. (**Item Closed**)
12. **Forms** – Refer Item 10 above. (**Item Closed**)
13. **P & F Federation Annual Event** – (**Item carried over**).
14. **School Budget** - Nicola to put on SLT agenda for next meeting and report back. (**Item carried over**)
15. **School AP** – issue with being able to increase size has now been fixed ... just need to upgrade AP. Feedback / Issues can be sent to Kate Patterson. (**Item Closed**)

Agenda Item 4 - Financial Report ... Paul Kettle (in Lisa Rowe's absence)

Refer attached financial summary.

Questions for Lisa (Paul to send email to Lisa).

1. In the approved commitments, what is the \$ 4,000 for Marquees – believe that this has all been paid in full ?
2. In the approved commitments , Red Cat systems are \$ 2.5 K each, not \$ 2 K.
3. Advised that Jim is still waiting on a “ good price “ before purchasing the Camera

Agenda Item 5 – Junior School Parking

Junior School Parking ... concerns raised by a parent. Suggestion, could there be markings on the road etc. Neil suggested a volunteer roster to help coordinate the traffic. As this is a Shire issue, suggestions need to be addressed to them. Nicola advised that there have been some concerns from the neighbours. Wendy suggest that the PF (with support of the School) send a letter to shire ... coming from the Parents, they may be more receptive. Garry will talk to Neil and go and have a close look and see what options are available. Investigate Lollypop ?? Suggestions that if there are markings, there needs to be signs (Senior School entrance). Can we purchase the crossing sign for the Senior School, Garry to investigate and report back ?



Agenda Item 6 – Small Grant (Italian Culture Room / Robo Club) ...

- 1. Multicultural Atmosphere Room ...** not to be used as a classroom, but for special events / occasions. To be shared with French and Japanese classes. Available to all year groups – Kindy to Year 12. Great area to do crafts as it has lino. Smart Board area has carpet so the Junior Kids can sit down. Would also like to get some cooking utensils (has a sink) – room next door has an oven. Nicola confirms that this is a longer term arrangement. Pizza demonstration at lunch time etc. Small Grant Approved ...
- 2. Robo-Club ...** Rob wanted to say thanks for the previous funding that the PF has provided previously. Has to put on a 2nd group to cater for the numbers and there are still students on the waiting list. Don't have enough controller boards / entire kids. Become more of an issue in term 2 when competitions start. Lots of kids are going to miss out due to lack of equipment. Currently have 40 on the list with 3 on the waiting list. If advertised, waiting list would be bigger ... begins at Grade 3. Competition up to 16. Robo-Cup is a little more open. 16 Student pack would see us through this year (future proof us) ... School will put in \$ 1,500 ... therefore looking at \$ 3 K. Every class has a 2 week stint. \$ 1 K Small Grant Approved ... will come back with a special request for balance of what is required (not as a small grant).

Agenda Item 7 – Hot Cross Bun Fundraiser ...

Hot Cross Bun Fundraiser ... we have 49 sales as of today. Try Booking going well ... if people don't have a credit card, refer to Wendy. Put some posters up around Junior School ... anyone interested in doing ?? Wendy will send out a bulk email and will put on Facebook. Justine Rowe / Shauna Alban to help out on the day for distribution. Include price on email so people know the price before they go to try booking.

Agenda Item 8 Bush Dance ...

Booked for 13/08/2016 (5 – 8) around 2 hours for dancing (in the Gym). Dave believes it's not a fund raiser, but we should try to break even. Tammy will investigate the service of Alcohol. Garry said that Amelia advised him that all Alcohol must be supplied by Catering Company (\$ 35 per hour). What is the max number for the Gym - Tammy will ask Mark Sills. Do we make food part of the ticket price ? Types of Food ? If we are going to serve food, need to make sure its good quality. Offer ticket to include or not include food ? Feedback on the hay bale is that it's not a good idea (slipping on the floor), agreed by all no hay. Advantages to having a pre-rehearsed programme, acknowledge that this is hard due to the school programme. Nicola said that they could learn a line dance PP to year 4 (Humphries Programme). Any help, please let Tammy know ... when does the Advertising Start. Tammy is forming a Committee ... will there be any seating ... yes. Guess the gum nuts in the barrel Chocolate Wheel ... Bucking Bull ride ... Pony Races ?



Agenda Item 9 – Hockey Grant ...

Hockey ... very big sport at Mazenod ... big for boarders. Approved \$ 4.5 K + GST.

Agenda Item 10 – Catering for Mother's Night Out ...

Andrew ... to be held at the Kalamunda Club 14/05/2016. Bond has been paid ... need a sub-committee to push ahead with that. Dave / Garry is happy to be on it again. Calling for Volunteers ... 1st meeting at the club. Entertainment Lawn Bowls. Men will also do an add. Nico has offered to cater again. Club does have a kitchen (Paella / BBQ / Curry / Buffet / Pizza Oven / Canapes). Committee to make the decision ... Men to decide and make all the decision ... Andrew believes that the capacity is around 150. Starting at 7 – 11 pm.

Agenda Item 11 – AOB ...

1. Patty needs a hand this weekend Multi Cultural Festival ... needs someone to help set up a Maquis / Chair (12 – 7 pm) ... Forrestfield ... Wendy will see if he can get Russell home. Paul offered to help pick up at the end of the Night, Andrew offered to assist at the set up. Wendy to call if she needs help.
2. Marquis are on the way (12) ... need to find a place at the School to store them. Want to make sure we don't waste our \$ 20 K by having them stored somewhere. Garry to investigate the idea of having a specially built trailer to store all of them + chairs and tables. Will report back at next meeting.



Action Item ...	Assigned to ...
1. Report back to PF on options for Pond	Garry Miller
2. World Teachers Day - Dave to send an email to Siobhan Allen to confirm what is the actual date.	Dave Thomasson
3. Send details of the P & F Federation Annual Event	Siobhan Allen
4. More visibility around School Budget – to be put on SLT Agenda for next meeting.	Nicola Lee
5. Questions re items in Financials	Paul Kettle to email Lisa and have her investigate for next meeting.
6. Junior School Parking, speak with Neil and investigate options and report back at next meeting. Cost to purchase “ crossing “ sign at the Senior School Entrance.	Garry Miller
7. Bush Dance – several items refer agenda item 8 above.	Tamara Brutti
8. Mother’s Night Out - several items refer agenda item 10 above.	Andrew Harris
9. Quote to purchase purpose built trailer.	Garry Miller