**Good Shepherd Parent and Friends Committee Meeting Minutes**

**Monday 9th November 2015**

1. **Welcome** - Meeting opened at 7:15pm. Madeline welcomed everyone and thanked them for coming.

   **Present** - Chris Russell, Michelle McCluskey, Jodie Wyllie, Chantelle Antoun, Annie Manias, Amanda Gentile, Julie Gifford, Terri Klein, Leanne Grima, Madeline Barbis, Debbi Vanderwert, Andrea Zapedowski, Teresa Packwood, Joan McGrath, Ruth Jones

   **Apologies** - Jenny Fitzsimons, Alessia Antoniadis, Cathy Cameron, Elise Louie

   **Reflection** - Our Father prayed together.

   **Minutes of Previous meeting** - Minutes of the previous meeting held on were received by all attendees and accepted as correct.

   **Accepted** - Debbi Vanderwert  
   **Seconded** - Andrea Zapedowski

2. **Reports**

   **Committee of Management**

   Discussion was held on the best way to proceed with the parents and friends. Was decided that the best way was to continue with a committee of management until next year, and then hold an AGM at the start of the school year and hold elections to try and get a formal Committee back up and running. Suggested that at the Parent Information night on 19th November parents would be told of the AGM and position descriptions be available for them to look at, trying to get new parents involved.

   **Action** - Ruth to advise parents on Information night of the AGM date.

   **Treasurer**

   Madeline has not yet added up all expenses for the Fathers Day stall, however, we have paid the Heritage bill for Chocolates. An updated spreadsheet will be sent out to all present with the minutes. The school handed her the latest account summary this afternoon, and as of 30th September we have approx. $19,000. We have to take into account though that we still have to repay the school for the Fathers day Stall purchases and the Gala Dinner expenses that the school covered.

   **Staff**

   Ruth reported that we are heading into a very busy time of the year, with many activities coming up on the calendar.

   - Orientation day for the new Foundation classes is this Thursday - there will be 3 classes. The new Foundation teacher will be present on this day. All the other new teachers will be at the school on the 7th December.
   - Classes are currently getting ready for the Carols night. More focused this year on the children being involved.
   - The band is preparing for the competition to be held at Federation Square on 17th November.
   - Life Ed van is arriving on 16th November for the week
   - Grade 6 graduation is coming up. Parents asked if a meeting will be organised soon for parents to be involved as not long to go before the end of term. Ruth acknowledged this and said she would send out an email advising of a date for this.

   **Action** - Ruth to email Grade 6 parents re: meeting date and time
3. **Term Four**

**Heritage Chocolates**

Chantelle reported that chocolate drive went well, there are still 20 boxes still to be paid for or handed in. Teresa noted that a few have been returned to her in the office, so that figure may actually be only 10 now. Chantelle has a list of names and will speak with Ruth about those families that need to be chased up.

Committee thanked Chantelle and Elise for co-ordinating and running a successful chocolate drive.

**Gala Dinner**

Was noted as a fantastic night, thank you and well done to Michelle and Chris for organising from both Ruth and the committee.

The general consensus was that it should be an annual event. Both Chris and Michelle are happy to do again, but suggested that we try to organise in either July/August as it is not such a busy time of the year. Everyone happy to hold the event at the Mulgrave Country Club as it is local and can still hold more people. This year we had 105 attend and the room can take up to 140 easily. Suggested that the date for next year be booked now so that then it can be placed on the calendar for next year and everyone can have advanced notice. It is an easier event to organise than a trivia night as it is seen more as a social event than a fundraiser. In saying that though the event did raise approx. $3500 through raffles, auctions on the night and ticket sales and there were hardly any expenses. Michelle and Chris thanked the office staff for their help and co-ordination as well. Madeline would have liked to present Chris and Michelle with flowers on the night, but both ladies said they didn’t want them, that the thanks were enough.

Chris mentioned that we are still to get our deposit back, a suggestion was made that they look into rolling our deposit over into a booking for next year.

Michelle asked what Ruth thought the money raised would be put towards, and asked that perhaps it was put out in a notice where fundraising money like this went so parents could see the benefit of being part of more events like this. Ruth suggested that more iPads might be purchased as they were well received in the class rooms.

Other suggestions put forward were: goal posts or soccer goals, seating and tables around the playground for quiet areas to just sit and chat.

**Action** - Chris and Michelle to book a date for next year with the Mulgrave Country Club and liaise with Ruth about a date to be placed in the 2016 calendar.

**School Disco**

Set to go ahead on 4th December, thank you to Nick Packwood who has agreed to DJ again this year. He will hire all equipment required and the committee will reimburse him. Just leaves committee with the job of decorating the hall - Madeline will organise with helpers. Children really enjoy it when Nick is the DJ and he plays appropriate music for each age group.

Age groups and times - Prep - Grade 2  6pm - 7.30pm and  Grade 3 - Grade 6  8pm - 10pm

**Sausage sizzle**

This terms sausage sizzle has been set for 2nd December. Discussion was held in to who to give the donation to this term. Ideas were discussed with the emphasis being on a foundation that the children recognise and can relate to in giving a donation, perhaps something to do with a Christmas fund. Ruth will discuss with the staff as she feels a name was already put forward as a suggestion. Will also ask Karen. Last terms Sausage sizzle made $1204, however, sausages still need to be paid for.

**Sports Day**

Date set for 30th November, which is the same as the transition day for the grade 6 girls heading to Avila College next year. Therefore, sports will commence at 3/3:30pm. Decided not to organise a sausage sizzle as parents are then unable to watch their children. However, a coffee van or juice van to be available might be a good idea. local footy club uses a regular coffee van, Michelle will check with Shane who the company is. Madeline will look into juice vans or ice-cream vans. Suggested they both attend from 4 - 6pm

**Action** - Michelle and Madeline to get phone numbers and co-ordinate together.
4. **Other Business**

**Subway**

Leanne Grima has organised the subway lunches for the last 6 years and is stepping away from this role and would like Ruth to put out an email asking for a volunteer to take over. Leanne is happy to do a handover and help the new person settle into the position. Is not a hard job, have about 30 orders per week to process. Committee thanked Leanne for her hard work and organisation of this task.

Also suggested that Classroom Cuisine Brouchure sent out again to all parents at the start of the year.

**Earn and Learn**

Our order was put in by Ruth, with lots of different things purchased, mainly music items. It was requested that a notice be placed in the next newsletter to thank parents for contributing and let them know that an order has been put in and what equipment has been purchased from this program.

***Action*** - Ruth to outline Earn and Learn order in next newsletter.

**Thank you morning tea for staff.**

Idea was brought to the committee to hold a “thank you” morning tea for all school staff, to thank them for all they do throughout the year. 9th December put forward as a viable date. Just requires a few parents to be present on the day to set up, thank the staff an then return to clean up. A note will be put out to all parents in the school to ask them to donate a plate of food for the morning tea, and the parents and friends will also put money towards food and a gift for all staff members. Noted there are 47 staff. Terri Klein is happy to organise this day.

***Action*** - Terri Klein to organise and co-ordinate with other volunteers.

**Book Club**

Noted new system works much better and Debbi has the system down to a fine art which she nows organises herself. Last book club for the year went out today.

**Well Being support team**

Idea was brought to the last committee meeting about organising a parents and friends well being support team. Committee is unsure how to start this up, and must be aware of privacy issues as well. Discussion was held on various points including:

- appointing a well being person onto the committee;
- teachers playing a role in the classroom and going to the committee contact person;
- a brochure being designed by the P & F on what can be offered;
- putting together a brochure on what things parents can help out with;
- most likely just short term things, e.g. lift to school, a meal, cleaning.

***Action*** - Suggested that Jenny and Andrea discuss and come up with ideas and the best way forward.

**Good Shepherd Netball Club**

Jodie thanked Ruth on behalf of the club for putting out notices and emails for the club. Hoping to continue this again to encourage more involvement in the club from parents.

**AGM**

Date for the AGM was decided - 24th February 2016 at 7pm.
All position will be voted on and need to put out position descriptions for President, Vice President, Secretary and Treasurer. Hoping to have a fully functioning P & F next year. Suggested that the P & F be discussed at the Parent information night to encourage new parents to get involved and come along to the AGM. Also suggested to place the position descriptions out at the first morning of school morning tea.

Committee would also like to get Class Reps out again next year but suggested 2 parents per year level instead of 2 for each class. Their main goal would be to organise a couple of social evenings over the year. Agreed by committee and Ruth this would be a good idea. Will be organised in first term next year.

Parents and Friends contact list

Jodie has set up a parents and friends contact list. It has been updated and Jodie will forward to Ruth. This can then be distributed to all on the contact list. Thank you Jodie for organising.

Next Meeting AGM 24th February 7pm.

Meeting finished 8:30pm.