

P&F Minutes

Date of Meeting: Friday 20th August 2021 @ 9am - Staff Room Meeting opened at 0902

Chaired by Meegan Mirco Meeting closed 10:00

1.0 Prayer:

Welcome and Opening Prayer

2.0 Present: Meegan Mirco, Michelle Hay, George Firms, Louise Elmore, Kristyna Gawith, Kristy Horsfall, Elisha Congreve, Emma Nuich

Apologies: Rebecca Drew, Amy Lymbrey, Clare Woods, Joanne Traeger, Penny Watkins, Karen Pitt, Wendy Hooper, Orla Burrows, Kylie Vardy

3.0 Confirmation of previous minutes:

First: Michelle Hay,

Second: Kristyna Gawith

4.0 Business arising from previous minute

| Item | Previous Minute | Budget | Action | Ongoing/Complete | Update By: |
|------|--|---|--|------------------|-----------------------------|
| 4.1 | Bushtucker Garden & yarning circle | \$1k paid | Garden installed. Awaiting on direction from recommended Artist about display signage. | Ongoing | George Firms |
| 4.3 | Wastewise Audit | | Awaiting accreditation | Ongoing | Orla Burrows |
| 4.4 | Sausage Sizzle Term 3 24 Sept last day of term Term 4 - TBA | \$500 each 1 st OB 2 nd CW | Provide students and staff with the opportunity to participate in a sausage sizzle once per term | | |
| 4.5 | Tablet or laptop | | Refer to 11.X | Closed | Rebecca Drew |
| 4.6 | Bendingo Raffle Tickets | | | Closed | |
| 4.8 | Sacraments | | Class Party | Closed | Amy Lymbrey George Firms |
| 4.9 | Bottle Recycling | | Fundraising | Ongoing | Orla Burrows |
| 4.10 | Father's Day Breakfast 3 rd September | Budget: increased to \$1000 1 st KH 2 nd AC | Host breakfast prior to Sports Carnival | Ongoing | Clare / Meegan |

| | | | | | |
|-------|-----------------------------------|---|--|-------------------|------------------|
| | | | <p>Food orders organised, budget increased due to costs of the ingredients.</p> <p>10 Volunteers needed from 6:30 to cook for a 7:30 start</p> <p>Coffee Van for sports carnival to be sourced to start earlier for Dads to purchase their coffee</p> <p>Suggested Activities: Photo Booth, paper plane making</p> | | |
| 4.1 1 | Subway Lunch for Faction Carnival | | <p>Cash only orders. One per individual in family. Will make \$1 profit from each lunch. Spectating adults welcome to order</p> <p>Discussed cake stall to be run at Carnival. Refer to 11. X</p> | Ongoing | Meegan |
| 4.12 | Allergy Cooking Kit | \$200 1 st AG 2 nd EC | No update | | Rebecca / Alecia |
| 4.13 | Canteen Update | | No update | | Rebecca |
| 4.14 | Promotional Ideas | | No update | | All |
| 4.15 | Disco | ? none set? | Contact made with The Hub requesting 3 dates. 178 capacity during pick up / drop off. DJ will be booked once dates provided | Awaiting Response | Emma Nuich |

5. Correspondence

| <u>Item</u> | <u>Description</u> | <u>Action</u> |
|--------------------|---|---|
| 5.1 | <p>CPSWA Current Executive Committee to provide updated positions and details.</p> <p>Electronic log on will be provided to us after that</p> | Kristyna to provide updated form to CPSWA |

| 6 | Advisory | No Update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--------------------------------|---|-----------|----------|--------|-----------|--------|--------------------------|-----------------------|--------|--------|-------|--|----------------------------|--------|--------|--------|--|---------------|----------|---|----------|--|--------------------------------|--------|--------|--------|--|-------------------|--------|--------|-------|--|----------------------------|--------|--------|--------|--|-------------|--------|-------|--------|--|----------------------------|--------|--------|--------|--|-----------------------|--|--|---|--|-----------------------|--|--|---|--|-----------------------|--|--|---|--|---------------------|--|--|---|--|---------------------|--|--|---|--|-----------|----------|----------|----------|
| 7 | President | No update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Treasurer | <p>Every Day Balance: \$12,951.67 – cash income from Pizza to be counted / deposited. Savings Balance: \$5,533.29 Breakdown of Activities to date</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Income</th> <th>Reimburse</th> <th>Profit</th> </tr> </thead> <tbody> <tr> <td>Activities / Fundraising</td> <td>Sundowner 19 March 21</td> <td>323.00</td> <td>253.16</td> <td>69.84</td> </tr> <tr> <td></td> <td>Sausage Sizzle 26 March 21</td> <td>704.00</td> <td>286.85</td> <td>417.15</td> </tr> <tr> <td></td> <td>Easter Raffle</td> <td>1,162.10</td> <td>-</td> <td>1,162.10</td> </tr> <tr> <td></td> <td>PnF lunches Term 2 (Pizza 140)</td> <td>708.00</td> <td>503.55</td> <td>204.45</td> </tr> <tr> <td></td> <td>Mothers Day Stall</td> <td>353.70</td> <td>323.58</td> <td>30.12</td> </tr> <tr> <td></td> <td>PnF Lunches Term 2 (Pasta)</td> <td>594.41</td> <td>316.27</td> <td>278.14</td> </tr> <tr> <td></td> <td>Wood Raffle</td> <td>601.70</td> <td>62.82</td> <td>538.88</td> </tr> <tr> <td></td> <td>PnF lunches Term 3 (pizza)</td> <td>630.00</td> <td>465.95</td> <td>164.05</td> </tr> <tr> <td></td> <td>Fathers Day Breakfast</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td></td> <td>Sausage Sizzle Term 2</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td></td> <td>Sausage Sizzle Term 3</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td></td> <td>School Disco Term 3</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td></td> <td>End of School Party</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td></td> <td>Sub-total</td> <td>3,250.80</td> <td>1,367.14</td> <td>2,864.73</td> </tr> </tbody> </table> <p>Square POS</p> <p>Account is set up to receive money and transfer to bank. Still need a communal device to use. This device needs to have a GPS location function on it in order to sync with POS and apple is most compatible software. This makes the price entry point an ipad or a phone. Then would need to run it off wifi instead of purchasing a payment plan. Ipad mini starts at \$600 or can consider a second hand phone via a second hand refurbished wholesaler such as https://www.reebelo.com.au/ which sells iphones 8 from \$240.</p> <p>Annual Audit. 2020 Information has been provided to Martin at Garnet Accounting, he's just chasing some outstanding documents.</p> | | | Income | Reimburse | Profit | Activities / Fundraising | Sundowner 19 March 21 | 323.00 | 253.16 | 69.84 | | Sausage Sizzle 26 March 21 | 704.00 | 286.85 | 417.15 | | Easter Raffle | 1,162.10 | - | 1,162.10 | | PnF lunches Term 2 (Pizza 140) | 708.00 | 503.55 | 204.45 | | Mothers Day Stall | 353.70 | 323.58 | 30.12 | | PnF Lunches Term 2 (Pasta) | 594.41 | 316.27 | 278.14 | | Wood Raffle | 601.70 | 62.82 | 538.88 | | PnF lunches Term 3 (pizza) | 630.00 | 465.95 | 164.05 | | Fathers Day Breakfast | | | - | | Sausage Sizzle Term 2 | | | - | | Sausage Sizzle Term 3 | | | - | | School Disco Term 3 | | | - | | End of School Party | | | - | | Sub-total | 3,250.80 | 1,367.14 | 2,864.73 |
| | | Income | Reimburse | Profit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activities / Fundraising | Sundowner 19 March 21 | 323.00 | 253.16 | 69.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sausage Sizzle 26 March 21 | 704.00 | 286.85 | 417.15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Easter Raffle | 1,162.10 | - | 1,162.10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Mothers Day Stall | 353.70 | 323.58 | 30.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | PnF lunches Term 3 (pizza) | 630.00 | 465.95 | 164.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fathers Day Breakfast | | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sausage Sizzle Term 2 | | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sausage Sizzle Term 3 | | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | School Disco Term 3 | | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | End of School Party | | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sub-total | 3,250.80 | 1,367.14 | 2,864.73 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Principals Report | <p>School Board meeting on Wed 18th August. Budget was approved for maintenance relating to painting buildings and replacing fencing.</p> <p>School website is being revamped. New version is to be rolled out 2022 and will allow calendar to be more synced. Currently two companies provided quotes, final website will be simple and similar to St Paul's in Mt Lawley's or Parkervilles websites.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Parish Matters | No update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Class Representative Reports | | |
|------------------------------|-----------------|--|
| Kindy | Amy Lymbery | |
| Pre-Primary | Louise Elmore | |
| Year 1 | Joanne Traeger | |
| Year 2 | Penny Watkins | |
| Year 3 | Kristy Horsfall | |
| Year 4 | Clare Wood | |
| Year 5 | Elisha Congreve | |
| Year 6 | Karen Pitt | |

11. General Business

| Item | Minute | Budget | Action | Status | Update by |
|------|---|---|--|---------|---------------------------------|
| 11.1 | Wood Raffle | | Success. Money and exposure raised. Some queries about school on the date | Closed | Meegan |
| 11.2 | Canteen has requested items to help with efficiency | TBA | Rebecca to update | Ongoing | N/A |
| 11.3 | Cash Float to be retained in School safe | \$150 1 st MH 2 nd KG | | Ongoing | |
| 11.4 | Tablet for Square POS | \$200 | Research identified entry cost to run Square would be \$500+. George offered the school emergency phone to be used for the situations that required payment. Kristyna to liaise after 23 rd August. | Ongoing | Kristyna gawith George Firns |
| 11.5 | Teachers Day in October | TBA | Purchase Coffee | Ongoing | |
| 11.6 | Footy dress for final day term 3 | | | Ongoing | All |
| 11.7 | Cake Stall to be held on carnival day 3 rd September | | Request for volunteers to provide slice cakes and savouries to sell during sports carnival. Participants requested to provide on disposal tray and list ingredients. To be nut free. | Ongoing | |

12. Next Meeting: TBA

