



**ST LUKE'S CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION
MEETING MINUTES**

**FOR THE MEETING HELD ON: Wednesday 23rd August 2017
COMMENCING AT 7PM**

Attendees:

Jason Baker	Alana Metaxas	Jodi Lyra
Lillian Truglio	Hayley Tait	Andrew Kelly
Melissa Magistro	Tracy Detata	Fiona Natoli
Kathryn Peake	Antony Vlahov	Georgia Millad
Jess Stojkovski	Nicole Miller	Fenella Ekers
Jackie Hunt	Sarah Zjacic	Simon Baker
Nicki Francis	Sarah Morrow	Danielle Orifici

1. PRAYER

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on Wednesday 26th July 2017 were confirmed as a true and accurate record. Forwarded by Jess Stojkovski and seconded by Tracy Detata.

3. CORRESPONDENCE INWARD

- None noted.

4. CORRESPONDENCE OUTWARD

- None noted.

5. PRINCIPALS REPORT – Mr Jason Baker

• Welcome to Andrew Kelly

Thank you to Andrew Kelly for joining us at tonight's P & F meeting. Andrew was very keen to get along and meet the parents within our community. He was with our staff on Monday for some professional development and returns tonight to be a part of our P & F Meeting.

- **Book Week**

A huge thank you to all the P & F Members who were involved in the coordination of the Book Week Fair two weeks ago. Mrs Simmonds was extremely impressed with the enthusiasm and efficiency of all the volunteers. The week ran really smoothly and no doubt would have raised a significant amount of money. Feedback from parents and staff has been overwhelmingly positive. After debriefing with the staff and some members of the parent community, the only adjustment we would make for the next book fair would be children not bringing money to school. In future, we would possibly have parents come to the book fair either before or after school with the money to avoid children having to bring large notes (eg. \$20) to school. Other than that, there was a fantastic response from the whole community. Thank you.

- **Performing Arts - 3/5's dance**

Another big thank you to the P & F for their donation of \$20 per costume for our Year 3 and 5 children who were in the Performing Arts Festival on Thursday night at the PCEC. The costumes looked fantastic and were possible thanks to the generosity of our P & F who are always very supportive of our Creative Dance entries. Clearly, the children were delighted with the performance and how they looked. As we do after each event, we debrief with our staff and Mrs Muir about the Creative Dance entries for 2018 and the Dance Program moving forward.

- **Uniform Shop Move**

At the last Board Meeting, the move of the Uniform Shop to the top room in the Arts building was approved. The top room has been vacant for a period of time and moving the uniform shop will allow a more appropriate use of the space for children to try on uniforms and parents to purchase uniforms more efficiently and effectively. Jodi Lyra is coordinating the move, and currently investigating the addition of an EFTPOS line for payment to alleviate parents having to walk to and from the front office. (Jess Stojkovski will add in her Board Report)

- **Year 1 & 3 flexible Learning spaces**

As was discussed last year, we have continued our roll out of the flexible learning spaces this year. Year 2 was our trial space last year and during this time we committed to the effective shift in pedagogy to support our twenty-first century learners. Throughout 2016, other year groups focused on a more collaborative and inquiry-based approach to learning and we have just approved the fitout of the Year 1 and 3 classrooms for Term 4, 2017. This will ensure the continuity of learning environments for the children as we phase in these learning spaces over the next 2-3 years. Year 2 classes will be collecting some data on student engagement later this term.

- **1:1 BYOD iPad Program 2018 for Year 4 Parents**

I published in the newsletter last week that we have officially informed our parents in Year 3, that 2018 would be our first foray into a 1:1 environment with a BYOD iPad program for the Year 4 children. The first of 2 parent nights will take place next Tuesday, 19th August. All information regarding the 1:1 BYOD iPad Program is available on our website. Ideally, we are looking at putting 15 iPads per class into PP-3, and over the next 3 years moving 4/5/6 to 1:1 environments.

- **Kindy Blinds**

As discussed at the last P & F meeting, the Kindy staff sourced 4 different quotes on the roll down blinds for the Kindy veranda. The purpose of the blinds are to provide some weather protection in both summer and winter for the children to enable them to either eat or have some outdoor activities on the veranda without being restricted by the weather. The four quotes ranged in price from \$6120 through to \$10692. After discussion with the kindy staff and the groundsman, Ray Plant, and taking into consideration safety and efficiency, the recommended product was from Kenlow. The blinds provide protection and have tracks with no cords or zips or crank handle. The total cost of the blinds are \$6996.

6. TREASURER'S REPORT – Antony Vlahov

- Bank Balance as at 23rd August 2017 is \$45,879.98.
- Receipts since last meeting totalled \$8,798.75:
 - Book Week \$6,044.00
 - Pie Day Income \$2,125.70
 - Movie Fundraiser \$629.05
- Payments made since last meeting \$4,193.50:
 - Father/ Son Camp balance \$3,471.00
 - School Disco DJ \$572.50
 - Footy Tipping prizes \$150.00
- Outstanding Deposits
 - 1 x bag of Pie Day money (est \$700)
- Invoices to be paid:
 - Pie Day expenses \$2,549.65

7. BOARD REPRESENTATIVE REPORT – Jess Stojkovski

The Board has confirmed the uniform shop will be moving up into the Performing Arts supply room which has been unused in the last few years. They will be looking for cabinet makers to quote on the outfitting of the room.

8. GENERAL BUSINESS

- End of Year Art Show for Grandparents and parents – 24 November, there will be morning tea supplied by P&F, and they are looking for volunteers to help label the art work – will be advertised to parents.
- Discussion re ipads 1:1 – parent night will help explain, most schools have this already, and the teachers will be trained for this.
- School bag app issues – will send to Mr Baker to follow up with. School calendar on website and not uploading changes to all the calendars to be looked into.
- Leading Lights coming for all catholic schools – will replace SEQTA for parents, a one stop shop for all students data and homework.
- Auditor found for P&F – Lianne Noonan.
- Patio Upgrade – was this happening? Will need to be decided when the next 5 year budget is discussed.
- Book week – no cash with students for next time.

9. Vote

Kind Blinds – 4 quotes were explained, all agreed to go with Kenlow for \$6996. Half to be paid by P&F and the other half by the school board.

10. Raffle

Raffle drawn by Alana Metaxas and won by Nicole Miller.

11. MEETING CONCLUSION AND NEXT MEETING DATE

Meeting concluded 7.50pm.

Next P&F meeting to be held:

Wednesday 25th October 2017 @ 7pm.