



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

**FOR THE MEETING HELD ON: Wednesday 22nd March 2017
COMMENCING AT 7PM**

Attendees:

David Hunter

Lillian Truglio

Alana Metaxas

Hayley Tait

Claire Thomson

Nikki Francis

Antony Vlahov

Tania Rego

Georgia Millad

Maria Grygorcewicz

Ella Spencer

Tracy Detata

John Mason

Kara Hanney

Jess Stojkovski

Matt Spencer

Apologies:

Mary McClafferty

Sarah Morrow

Kathryn Peake

1. PRAYER

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on Wednesday 22nd February 2017 were confirmed as a true and accurate record. Forwarded by Georgia Millad and seconded by David Hunter.

3. CORRESPONDENCE INWARD

- Fundraising pamphlets – Fun Run info.

4. CORRESPONDENCE OUTWARD

- A Thankyou letter to Cardile Entertainment for the Fireworks at Evening on

the Green.

- Certificates to our sponsors – thanking them for participating in our Evening on the Green fundraiser.

5. PRINCIPALS REPORT – Mr David Hunter

- **Door opening times 8.25am**
Opening the doors earlier seems to have eased the congestion and provided greater opportunity for children to get to their classes and unpacked. Punctuality to class is an issue.
- **Car park markings Kiss n Ride**
This work has been organized to be done. Will consist of two marked bays on the school side of the Kingsley kiss n Ride carpark. The current carpark bays adjacent to the new bays will be marked staff only.
- **New Principal Appointment Process**
The position was advertised last Saturday. Applications close 7th April.
- **Camp**
Camp week for our year 6 children will be in week 2. Tues, 2nd May- Fri 5th May. \$330 per student- 55 students **\$18,150**

Estimated camp costs

Catering	\$8125.32 (\$135.42 per person)
Accommodation	\$3690 (\$20.50 per person)
Activities	\$6325 (\$111 per person)
Bus P&F funded???	\$1500 approx (Tony to advise)
Marquee?	\$425

Total \$20,065.32

- **Assistant Principal Resignation**
Claire Thomson has resigned as Assistant Principal, effective the end of term. Since returning from maternity leave Claire has found it too difficult to maintain her AP role and care for her two young boys. Claire will continue two days a week as our SWD coordinator and support teacher two days a week. I will be appointing an acting AP for the remainder of the year. I expect to be complete a process by the end of term.

6. TREASURER'S REPORT – Antony Vlahov

- Bank Balance as at 22nd March 2017 is \$32,971.80.
- Receipts since last meeting totalled \$7,627.75:
 - Evening on the Green \$5,487.75

- Parents End of Year Function \$1,090.00
- Footy Tipping \$1,050.00
- Payments made since last meeting \$3,688.37:
 - Evening on the Green \$2,135.48
 - Father/ Son Camp \$1,500.00
 - Parents End of Year Function \$52.89
- Outstanding Deposits
 - Nil
- Invoices to be paid:
 - PFFWA \$1,785.60
 - Catholic Church Insurance \$146.62

7. BOARD REPRESENTATIVE REPORT – Jess Stojkovski

John and David reported back on the blinds we were hoping to obtain some funds for in the Kindy Area. Need to get more quotes (Nikki Francis has a contact), and return to the next board meeting with a proposal P&F will pay a portion and the board potentially the balance (quotes from \$7K - \$12K). Fun Run could focus on funds for this.

8. GENERAL BUSINESS

- Fundraisers – Year 6 will have a sausage sizzle at School Sports day in September, and Pre-primary planning on Movie Fundraiser during school holidays in July.
- Entertainment book fundraiser will continue thanks to Julianna.
- Fun Run would be an excellent fundraiser – could use the funds to cover the café blinds for Kindy. Nikki Barrett a great contact for info, potential to host on St Luke’s Day with Sausage sizzle.
- David asked if we would cover the transport and marquee costs for the Year 6 camp – all agreed this is fine.
- Request for Basketball uniforms – Mr Hunter to check with Mr Nosedo whether new uniforms had already been purchased.
- Running club going well – will purchase cones \$8 for 4
- Thermomix raffle for Mother Day – Alana is looking into a license to cover this with a letter from the principal, and ensure numbering on ticket system.
- Mrs S has approached the P&F to host the scholastic book sale – Mr Hunter is fine with this, book week 17-25 August so can have near this date.
- Chalk Fundraiser to be held in Term 4 for Christmas
- Hayley to send a calendar of fundraising initiatives to David
- Jess will send a letter from her office to introduce herself as member for Kingsley, we could run school excursions or raffle off afternoon tea at parliament house.

9. DOOR PRIZE

Raffle drawn by Antony Vlahov and won by Nikki Francis.

10. MEETING CONCLUSION AND NEXT MEETING DATE

Meeting concluded 7.50pm

Next P&F meeting to be held:

Wednesday 24th May 2017 @ 7pm.