



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

**FOR THE MEETING HELD ON: Wednesday 25th October 2017
COMMENCING AT 7PM**

Attendees:

Andrew Kelly	Amelia Gunner	Kathryn Peake
Jackie Hunt	Teresa Mortlock	Georgia Millad
Wendy Da Silva	Sarah Walsh	Colleen Chestnutt
Hayley Tait	Claud Mottolini	Susanna LoFaro
Lillian Truglio	Linda Kallis	Jacinta Puca
Alana Metaxas	Jen Sharpe	Jess Stojkovski
Jamie- Lee Anderson	Renae Hilder	Suzanne Roach
Kylie Lynch	Peta-Lee Bartlett	Suzanne Ryan
Sandra Howe	Tracy Detata	Tania Rego
Irene Bogosi	Karen Cadd	Antony Vlahov
Renae Davis	Rosanna Indelicato	Louisa Logan
Emma Miller	Mary McClafferty	Cass Meeres
Carolynn Spence	Emme De Cicco	Nicole Miller
Tania Smart	Irenie Tasselli	Fenella Ekers
Angela Testa	Lauren Renshaw	Jow Lowthorpe
Sarah Jacic	Julie Saunders	Lauren Rowe
Gloria Richmond	Lana Bridges	Sarina Latouche

1. PRAYER

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on Wednesday 23rd August 2017 were confirmed as a true and accurate record. Forwarded by Tracy Detata and seconded by Georgia

Millad.

3. CORRESPONDENCE INWARD

- None noted.

4. CORRESPONDENCE OUTWARD

- Letters to businesses asking for donations for Bunnings Sausage sizzle, had some lovely responses including an ice donation from Party Supplies.

5. PRINCIPALS REPORT – Mr Jason Baker

- **St Luke's Feast Day**

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Thank you to the P & F for their coordination of the sausage sizzle lunch last Wednesday as part of St Luke's Feast Day. It was a fantastic day with the market stalls and St Luke's Got Talent. The children thoroughly enjoyed themselves and the lunch was a nice way to celebrate together as a community.

- **Woolworths Earn and Learn**

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There was a notice in the newsletter today to say thank you to all the parents and extended families for their contribution to the Woolworths Earn & Learn program. The 43000+ points accumulated, equates to anywhere between \$2000-\$3000 which has been used to help equip our new Learning Hub with lego and robotics equipment.

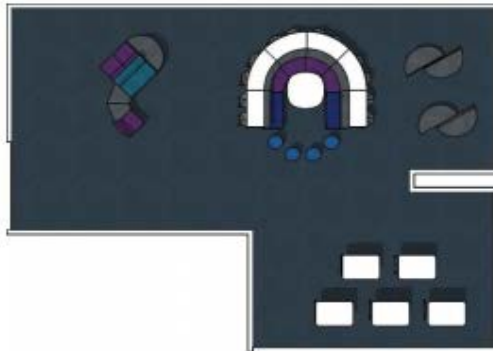
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- **Learning Hub/Library Re-Design**

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The Learning Hub and library redesign is moving along, with the Board supporting the fit out of both spaces for the beginning of the 2018 school year. As flexible learning spaces have now been completed in Year 1/2/3, the library and learning hub will continue with these spaces in 2018. Below are the proposed designs for both the spaces to be completed by January.

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- **Uniform Shop - New and Old** ^[L]_[SEP]

Jodi Lyra has been keeping us up-to-date on the progress of the Uniform Shop, whilst it was intended to be completed, it is very close. Once completed and up and running, it will have EFTPOS facilities and easy access for all parents. We are currently looking at re-fitting the OLD uniform shop as a learning space. Possibilities include support, enrichment programs etc. As part of this fit out this year, we are quoting up the cost of replacing the old wooden double door with a glass sliding door, and Mr Plant will be replacing the existing single entry door to a half glass panel door. We will also be investigating the cost of replacing the lino with carpet squares. Once external doors are fitted, we will have an idea about light and airflow. There may be the possibility of needing to fit windows into the external brick work, which will require building approvals and possibly a structural engineer. This would be an ideal project that could be aided by funding from the P & F.

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- **Board and P & F AGM** ^[L]_[SEP]

Nominations and elections for the board and P & F will take place at the AGM on November 22nd. Those parents wishing to nominate for a position are to please contact me via email. ^[L]_[SEP]

6. TREASURER'S REPORT – Antony Vlahov

- Bank Balance as at 25th October 2017 is \$43,009.91
- Receipts since last meeting totalled \$13,528.92:
 - P&F Levies \$8,338.50
 - Pie Day Income \$3,442.50
 - Sports Carnival
 - Sausage Sizzle \$904.60
 - Cake Stall \$651.65
 - Fun Run donations \$191.67
- Payments made since last meeting \$16,398.99:
 - Pie Day Expenses \$4,832.80
 - Book Week Commission \$3,735.20
 - Kindy Blinds \$3,180.00
 - Performing Arts Dance Costumes \$2,280.00
 - Year 6 Camp \$1,363.64
 - Footy Tipping Prizes \$650.00
 - 2018 Evening on the Green \$275.00
 - Sports Carnival \$82.35
- Outstanding Deposits
 - None
- Invoices to be paid:
 - None

7. BOARD REPRESENTATIVE REPORT – John Mason

No further update from Principals Report.

8. GENERAL BUSINESS

- Jodi has asked for a vacuum for the new uniform shop – meeting approved this purchase of approx. \$300.
- Woodvale IGA has a St Lukes Card everyone can swipe to earn points towards purchases for school events.
- Class Rep's will be advertised for 2018.
- Roles up for re-election at AGM to be advertised
- A parent raised concern over the visibility on the path down to the oval – kids are running into each other – Mr Baker would look into this.
- Feedback from Mr Baker that the school has had some complaints regarding too much happening. Yes Term 4 has been busy – some could not be helped

with the Athletics carnival being moved from term 3 as well as the school disco due to the parents organizing it. Potential to look at reducing the amount of fundraisers held – could look at 1 event per term or even 1 event per year. The school will be sorting out 2018 calendar in November and we can then have a copy to organise 2018 events. Some suggested having a fundraiser committee – move away from year levels.

- Discussion around the purpose of P&F facebook was held, to support community spirit and raise funds for the school and our children, looking into a written policy on communication.

9. Constitution

The Constitution of the P&F Association needs to be updated to comply with the Associations Incorporation Act 2015. There is a grace period of 3 years from 1st July 2016. The Treasurer presented a draft constitution with the necessary amendments to the meeting. The Treasurer then detailed the proposed changes and discussion ensued in relation to some of the changes. Some minor changes were suggested by members in attendance. The amended constitution was approved, subject to the changes that were approved by those at the meeting – Tracy Detata forwarded and Jodi Lyra seconded. The final version will be uploaded to the school website once approved by the Department of Consumer Protection.

10. Raffle

Raffle drawn by Alana Metaxas and won by Tracy Detata.

11. MEETING CONCLUSION AND NEXT MEETING DATE

Meeting concluded 8.15pm.

P&F AGM to be held:

Wednesday 22nd November 2017 @ 7pm.