**St. Francis PFN Meeting Minutes**

Tuesday 30th May 2017, 7- 8:15pm

**Meeting Opened**: - 7.00pm

**Present**: - Sarah Lehmstedt, Renee Brown, Kylie Myers, Zoe McGregor, Jo McConnell, Teresa Ellison, Jennyne Wilkinson, Natalie Pierce and Amanda McHale

**Apologies**: - Gina Lahm, Jo Shorrock, Kerrie Kerr, Anne Tremethick, Amanda Bownds, Laurel Holden and Dale Smith.

**Welcome to all Parents and Friends –** Jennyne welcomed all attending and spoke of how many wonderful things she had been hearing about our school from prospective families walking through the school.

**Previous minutes**: - The group read over the minutes and no changes were needed.

**Minutes Accepted**: - Moved: Jennyne Wilkinson; Seconded: Amanda McHale

**Correspondence**: - Zoe McGregor

* Email from Anne Tremethick
* *‘Thanks, PFN for organising such a wonderful bonfire night it was so perfect for such a cold night and the rain held off!! It was lovely to see the children running around waving their glowsticks and making such creative designs with them!*
* *\*\*\* In regard to the Welcoming Cuppa after the 8.30am and 10.30am Mass that St Francis is hosting this weekend Sunday June 4th, Fr Junray is having a Multicultural Mass for the Feast of Pentecost after the 10.30am Mass (see invite attached). He has asked people to bring a plate to share, so we may have an abundance of food for the 10.30am Mass!! We will be needed though to serve the cuppas and to assist with the clean-up at the end of this Mass.’*

**ACTION - Jennyne asked that any families able to assist with morning tea at Sacred Heart Mass this weekend would be greatly appreciated.**

**Treasurer’s Report**: - Kylie reported on the April transactions and advised May Report would be completed after the 31st May 2017.

**April 2017**

Reconciled Bank Balance 30/04/2017: $7,482.03, Petty Cash $293.55

Uncleared cheques: $4,370.80

**Total Available funds $3,404.78**

**May 2017 Summary – to be completed after 31st May 2017**

Funds to clear from Mother’s Day Stall, Clearing Sale, Bonfire Night.

Bank issue $20 discrepancy – Kylie spoke of funds being banked and Hume Building Society questioning the amount received. Hume Bank is going to honor the amount banked.

**Closing balance May – TBA with May reporting**

**Previous Business**: -

1. **Pick up Lane Redevelopment** – Amanda McHale had received quotes for plaques for the Pick Up Lane Shelter.
   * There are 2 main materials to choose from Stainless Steel Plaque and Cast Bronze (similar to grave stone plaque).
   * Stainless Steel – This material seems to be easily scratched and may not last more than a few years without being damaged. Quotes $80 – Albury Engraving Plus, $150 – BJ’s Burtons trophies and Engraving. Both charges extra for holes for screws to secure in place.
   * Cast Bronze – This material will last a lifetime and cannot be scratched. Quotes $250-300 – Albury Engraving Plus (official quote pending) Timeframe: 4-6 weeks to be completed

**It was voted upon and everyone attending voted for the Cast Iron Plaque.**

**ACTION – Amanda McHale to order Cast Iron Plaque and arrange payment through Kylie Myers when required.**

1. **PFN Wish List** – What is our next goal? Some new ideas were discussed tonight to be added to the Wish List. These are as follows:
   * A roll down blind for bus stop to help protect the kids from the rain on wet days or perspex as a more permanent solution, however it was thought this might reduce the breeze through the area.
   * Remote control blinds for top corner windows in The Gathering Place. This is to ensure less light for the current projector.
   * New Dish washer for The Gathering Place Kitchen – still issues raised around who unloads it
   * New PA System to suit needs for the Country Fair. Jennyne advised the current system an alarm keeps going off however the person at Jewell Audio we are dealing with this has been unwell and we don’t want to push for a resolution atm – will look at getting a quote

**It was voted on and decided that the PA System and dish washer should be at the top of list** – Kylie nominated to get quotes for the dish washer and Renee Brown offered to get quotes for the PA System.

* + Jennyne also mentioned that the current PA System and Alarm for the school are somehow connected and they have been having some issues around the alarm constantly going off.
  + Kylie advised we need to be cautious about what funds we spend out of the PFN leading up to the Country Fair due to the amount of money that needs to go out prior.

**ACTION – Kylie Myers to look at Dish Washer quotes and report back to PFN**

**ACTION – Renee Brown to look at PA System quotes and report back to PFN**

**ACTION – Amanda McHale to update PFN Wish List**

1. **Pie Drive** – It was discussed that everyone from the school community appreciated seeing the PFN cheque presentation to the school after the Mother’s Day Liturgy. Zoe mentioned Gina wants to look at Yackandandah Pies next year – PFN to look at this next year.
   * **NO FURTHER ACTION**
2. **Term 2 PFN Food Day** – Pie / Sausage Roll Day Friday 16th June - Jane / Jo Shorrock
   * Jane advised that forms will be going out next week to students with prices etc. Also, Jane mentioned it’s great to see some new families volunteering for school food days.

**ACTION – Jane / Jo to seek assistance via Facebook / Newsletter where needed.**

1. **PFN Roles for 2017**- has this been updated on website with correct version? Amanda McHale
   * An incomplete PFN Roles document has been uploaded to the school website under the PFN download page. Jennyne advised that Chris Nelson / Nat Pierce will update this.

**ACTION - Chris / Nat Peirce to upload correct file**

1. **Working with Children’s Checks** – Has this been emailed to PFN? – Laurel Holden – The information from the last meeting has been misplaced. Laurel has emailed the link to complete the WWCC to the PFN email. It was discussed that it seems like a simple process and this needs to be emailed around to the PFN and a simple article needs to be placed in the weekly newsletter.

**ACTION - Amanda McHale to do up article for the newsletter and email link to PFN**

1. **School Production** – Update – any more help required? Jennyne
   * **Costumes -** Teresa advised that a costume meeting has happened. Gina is doing bunny tails, Dawn is making goannas and lizards, investigating bunny fronts, a few other people investigating how to make cockatoos and galahs, they have a dog outfit. It’s all happening behind the scenes and a parent has been very busy making some stage props out of wood already. Jennyne enjoys telling prospective families of the upcoming production
   * Jennyne mentioned that Captain Pete is overwhelmed with support from the parents.
   * Kylie – suggested we could run a book drive for Captain Pete’s books around the time of the production. Jennyne will follow this up with Pete

**ACTION – Jennyne/Nat to discuss book drive with Captain Pete**

1. **Country Fair** – Update – Major Raffle Prizes / Mechanical Bull - Jane / Amanda
   * Mechanical Bull is booked in, just waiting on confirmation of price from Renee Brown.
   * Mawson Family truck trailer is booked in again for the stage.
   * The budget for this year’s fair was discussed, it was decided that this was to be completed and presented to the PFN at the next meeting.
   * Stall suggestions - double the amount of lucky dips and maybe water balloon piñatas

**ACTION – Fair Committee to present Budget at next PFN meeting**

1. **Mother’s Day Stall** – Feedback – Jo Shorrock
   * It was discussed that the process of getting students choosing their gifts with all their siblings from other grades was quite hard to control. This process will need to be reassessed for next year. Nat also mentioned this was quiet confusing in class as well with different students required at different times. Otherwise the Stall all went well and all products sold well.
   * **NO FURTHER ACTION**
2. **Open Day** – Feedback – Jennyne
   * Jennyne advised it all went really well on the day, there was a lot of hard work put in by staff to have the school ready and especially on the day. There was a steady flow through the morning, and afternoon, however found not much after 4pm. Some of the other CEW schools are finding more people are booking their own tours. With our school, we had 4 tours today and 2 later in week. The school will look at decreased hours on Open Day in 2018. Overall it was a great day which showcased our school.
3. **Athletics Carnival** – Feedback – Jennyne
   * Everyone agreed that the day ran really well and the staff really enjoyed worked with so many parent helpers on the day. It was mentioned the canteen was better this year with less soft drink and junk food options.
   * It was hard for some kids getting upset if they didn’t all get a prize. It’s a fine line, however it’s important for children to have experience building resilience.
4. **Bon Fire** – Feedback – Jennyne / Jane / Amanda McHale
   * Everyone felt like it was a great night and more families attending this year. Next year we need to look at some flood lights as it got dark quite quickly and kids were hard to find. Jane said that Amanda Bownds has offered flood lights for next year. It was great to see teachers and parents volunteering on the BBQ and Milo all night and was plenty of offers of help to tidy at the end of the night. We have a great culture for school families volunteering.
   * Jennyne mentioned a guest of the bonfire spoke so highly of the event, saying it was so simple and enjoyable for families to experience. Loved seeing the children enjoying themselves.
5. **Clearing Sale** – Feedback – Jennyne
   * Jennyne said it was a fantastic day with great results and still a couple of big items in negotiation to be sold. The school is considering what to do with the space once it is empty, maybe an indoor sports space for the students. The school will look at the budget and decide how to transform the space.
   * On the day, there was an army of amazing people volunteering, special thanks to Matt Tinkler for being MC on the day. Thank you to all the staff and parents who volunteered their time as well. The success of the day wouldn’t have happened without all of your assistance.
   * Suggestion: Zoe suggested the school could do a car boot sale / garage sale. It was discussed that Baranduda Scouts wouldn’t appreciate our school copying their idea – suggested maybe an idea for a small stall at the upcoming Country Fair.

**ACTION – Refer idea to Country Fair Committee to consider.**

**New Business**: -

1. **New Uniform Contract –** Jennyne / PaulaMay
   * Jennyne advised there is no final date for Buxwear yet and Alinta to take over. This will be finalised between now and the end of the year. A list of items will be presented to the CEW Principals within the coming weeks to consider, e.g.length of senior girls’ skirt – it’s all happening behind the scenes. The Winter Woollen Jumper is being discussed as school families seem to be 50/50 about keeping /removing this from the uniform. It looks great, however can be itchy to wear.
   * St Francis Uniform Representatives: Paul May, Dale Smith, Michelle Unsworth – Any feedback on current uniform items to be directed to these representatives to address.
   * Feedback: Renee suggested new design to include double knee for girls’ winter pants.

**ACTION – All feedback to be forwarded to the Uniform Representatives.**

1. **Welcoming Mass Sunday - 4th June at Sacred Heart –** Jennyne / Nat
   * Refer to the Newsletter for morning tea details. Donations of food and volunteers needed for morning tea this weekend at Sacred Heart Church.
2. **Feast of the Sacred Heart – Friday 23rd June** – Jennyne / Nat
   * Nat is in the process of planning this day. It seems that all the Priests are away on retreat that week and the day might look more like an assembly, with a donation run for goods to St Vincent’s De Paul. Nat will invite them out on the day to collect at assembly.
   * **NO ACTION REQUIRED**
3. **NAIDOC week 3rd July – 7th July (falls in school holidays)** – Jennyne / Nat
   * As this falls within the school holidays, the school will do a Prayer within the last week of school but nothing planned for the school.
   * **NO ACTION REQUIRED**
4. **Winter Sports Carnival (Year 5/6)** – Jennyne / Nat
   * **Nat** – is planning this with the students, happens next term
   * **NO ACTION REQUIRED**
5. **Jennyne on Leave Monday 5th June to Friday 7th July -** Enjoy your break – Jennyne
   * Jennyne is looking forward to her leave, we look forward to seeing you back in Term 3.
6. **Confirm next meeting date** – Next meeting date falls in school holidays and has been pushed back to Thursday 3rd August. Is this too far away for the next meeting?
   * It was discussed 3rd August is too close to the Fair and we will need to bring the PFN forward as the Country Fair Budget needs to be approved.
   * **Agree date for next meeting: Thursday 20th July 7pm**

**ACTION – Amanda McHale to advise PFN of next meeting date.**

1. **New item – Jane Tinkler brought forward an idea from Kate Rotherham** – details below:
   * *‘’An evening at the Gathering Place, emphasis on coming together, not so much fundraising. A women's night. Some women bring a curry, others bring a dessert. I could arrange 4 or 5 short monologues to be performed and a short film by way of entertainment. All monologues have a motherhood/women's theme. All have been performed before by experienced actors. If appropriate we could have a 'shop' set up selling beautiful jewellery made by a women's charity in Nepal that I support. A ‘women helping other women’ kind of night. It would have to be deep in term 3! Just thoughts, but could be a fun night. We could open it up to the community, other women friends not connected to the school could also come...’’*
   * Everyone loved the idea however discussed unsure when to have the event with enough time to prepare and advertise.
     + Term 3 wk 6 is book week, wk 7 is Father’s Day and wk 8 are interviews
     + Possibly Week 5 which is 14th August week or week 10 which is 18th September week - Need to consider when The Gathering Place is booked for exercise classes and After School Care finishes at 6pm.

**ACTION - Jane to let Kate Rotherham know feedback and go from there**

1. **New item - Gillian wants to know if the PFN would like a laminator** which the school has spare in one of the classrooms. It was discussed that the PFN use the one in the office. It was suggested to keep the spare laminator in the office for when we need it.

**ACTION – Jennyne / Nat to pass on response to Gillian**

**Special Dates for Term 2 / Term 3**

* **Welcoming Mass – Sunday 4th June 8.30am and 10.30am**
* **Catholic Education Week – Monday 29th May – Friday 2nd June**
* **Feast of the Sacred Heart – Friday 23rd June 2017**
* **NAIDOC week 3rd July – 7th July (falls in school holidays)**
* **Winter Sports Carnival (Year 5/6) – Friday 21st July 2017**

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**Next Meeting**: - Thursday 20th July, 7pm

**Meeting closed**: - 7.57pm

*PFN is an* ***open group*** *and* ***warmly welcomes all parents******& friends*** *to come along.*

*Please forward all ideas and comments to: -* [***pfn@sfwodonga.catholic.edu.au***](mailto:pfn@sfwodonga.catholic.edu.au)