

St. Francis Parents & Friends Network Meeting Minutes

7pm Thursday 4th February, St. Francis

- Present:** Amanda McHale, Zoe McGregor, Jane Tinkler, Paula May, Natalie Pierce, Dale Smith, Gina Lahm, Karen Scalzo, Jennyne Wilkinson, Jo Shorrocks, Jo McConnell
- Apologies:** - Laurel Holden, Cynthia McFarland
- Previous minutes:** - Moved – P. May Seconded - A. McHale
- Treasurer Report:** - Gina - Current Balance at end of Jan is \$3,259.25. Current bank signatories are Gina, Jennyne and Jo S. Will change the name of the bank account.
- Correspondence:** - New email address is pfn@sfwodonga.catholic.edu.au

1. **Welcome to all Parents and Friends** – Jennyne warmly welcomed everyone to the first St Francis PFN Meeting. PFN Meetings will be held on the first Thursday of each month during school term. Meetings will start promptly at 7pm and finish at 8:15pm. Together as a group we will do what we can in that time. Any items for the agenda can be emailed to Jane and Jo via the PFN email – pfn@sfwodonga.catholic.au Beautiful St. Francis bags and notepads were shared amongst meeting attendees. We encourage all parents and friends of the St. Francis school community to come along to listen, to share ideas and to be a part of creating special events for our school.

General Business:-

2. **Parent Representative Update** – Jennyne will email a letter to families outlining the parent rep role. A full role description will be attached. A very BIG thank you to **Amanda** for all her great work.
3. **2016 Parent Skill Set Document** – Cynthia, Jo M – Nat will format document so families can complete and submit online. Will post a link to electronic form on facebook. Will follow up with a paper form if needed. Will look at our capacity to use more online forms via school website.
4. **Fundraising Policy Draft** – Natalie – Finished and will be uploaded. Great work **Nat** – Thank you!
5. **Gathering Place Kitchen Cleaning Working Bee** – Paula & Zoe will set a date for kitchen clean up. An **electric kettle** has been added to our wish list - so it's easy for a few people to have a cuppa. Paula is still looking for missing knives, forks and spoons. The storage room now contains items and equipment for After School Care, Liturgies, Mother's Day and Father's Day Stalls. Musical instruments are stored on shelves.
NB: Gathering Place is being used by the Baranduda Playgroup on Mondays, Froglets on Tuesdays and Yoga evening sessions will begin soon.

New Business:-

6. **PFN Information to be added to new school website** – Jane will forward to Nat a description of our PFN for the website. Will also try to add some PFN photos. Website will be ready very soon. Well done to **Nat** for adding great photos and information to the facebook page. Facebook link is www.facebook.com/StFrancisWodonga/ Facebook gives you the option 'to like' or 'to subscribe'. Jennyne encourages families to enjoy the school facebook page and share with friends.

7. PFN Event Planning for 2016

- **Special Person's Day Morning Tea – Friday 18th March** – Will need volunteers to assist with morning tea.
 - **Pie Drive – May (Early in term 2)** Gina will confirm date with Bakery
 - **Trivia Night – A Saturday night during Term 2.** Jo M to check if Greg from St Ives Trivia is available to MC a St Francis Trivia Night. BYO snacks and drinks. Family friendly event.
 - **Art Exhibition – Friday 29th July** for Artwork Auction. Artwork will be on display from Monday 25th July so students can show family and friends their artwork after school. Jennyne will confirm dates with Sharon Tobin.
 - **Book Fair – Monday 22nd – Friday 26th August.** Jane will research possibilities. Students will be able to look at books on display during the week and write a wish list. Parents are able to look and purchase if they would like to. Will tie in with our Book Parade which is on Friday 26th August.
 - **Fair/Fete – Friday 28th October** – Will include info in newsletter to see who would like to be a part of the planning team.
 - **Bonfire Night – 17th June** Will start at 5pm. NB: Full moon is on the 20th of June
8. **Friendship Chair** – Kelly and Jane are waiting for paint/colour scheme details of the Adventure Playground before they paint the chair.
 9. **Newsletter** – Will include information about PFN in the school newsletter and invite families and friends to come along to meetings. Newsletters will be emailed direct to families.
 10. **Sorbet Day** – Idea from Jane to make fruit sorbet (fruit, ice and sugar) and sell for 50c to students. **First Sorbet Day will be Friday 26th February. Need volunteers. Need to purchase reusable bowls.** These will be handy for future school food days. Jo S has seen 5 melamine bowls for \$2. Ikea have sets of plastic bowls.
 11. **Lunch Orders** – From March onwards lunch orders from Baranduda Store will be available on the first Friday of every month.
 12. **Permission forms** – Went home with students. St Francis staff will be aware of any families who wish no photos of their children to be posted on facebook.
 13. **Cattle billeting idea** – Jane raised this idea as a fundraiser. Zoe pointed out issues re insurance and liability for the school.
 14. **5 cent Fundraiser** – Idea from Amanda for students to collect and bring 5 cent pieces into their classroom. Will put on the agenda in Term 3 and set up for 2017.
 15. **St Francis Forum** – 7pm Thursday 25th February. Please email ideas and comments to Jennyne.

Next Meeting: - Thursday 3rd March – 7-8:15pm

Meeting closed: - 8:18pm

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