



St. Francis PFN Meeting Minutes

Thursday 1st February 2017

Meeting Opened: - 7:01pm

Present:- Jennyne Wilkinson, Amanda McHale, Dale Smith, Ron Eather, Sharna Allen-Ankins, Gina Lahm, Laurel Holden, Natalie Pierce, Nikki Irwin, Zoe McGregor, Jo McConnell, Chris Nelson, Jo Shorrocks, Jane Tinkler, Paula May, Suzie Storey.

Apologies: - Kerrie Kerr, Lanice May, Renee Brown, Cassie Neville, Kerry Lawlor, Kylie Myers

Jennyne welcomed & thanked everyone for coming along to our first PFN Meeting for 2017.

Previous minutes: - Re: PFN T-shirts details on school website – Nat has added details – Anyone interested in purchasing a PFN T-shirt can contact the PFN via email. Thanks Nat.

Minutes Accepted: - Moved: Jane Tinkler; Seconded: Amanda McHale

Treasurer's Report: - Gina Lahm (Refer to Treasurers Report for full details)

Reconciled Bank Balance 31/1/17: \$3943.18, Petty Cash \$178.55.

Total Available Funds \$4121.73

Correspondence:

- Email to Wodonga Council – Re: Froglet details for 2017 Community Playgroups listing
- Thank you letters to the businesses who supported our Country Fair – Great job Dale!

Previous Business:

- 1. Pick up Lane Redevelopment** – Lots of work has taken place around the school over the holidays - Gardens have been attended to with new mulch, painting work around the school, new rugs for the classrooms, the sandpit has been cleaned and refilled. The dam has been fenced off – Thank you Matt Tinkler for your help with the fencing. **Everyone agreed the new pick up lane shelter looks amazing.** Nick Messi who works at CCW designed the shelter and used timber from our shed. **This project was achieved with the significant donation from PFN of \$5000 – a PFN donation plaque will be added.**
ACTION: Amanda McHale will obtain two quotes for a plaque to go on the new shelter.
ACTION: Amanda will review the wording on the bus shelter at the rear of the school.
ACTION: Amanda will email two wording options to the PFN for review. To be discussed at next meeting.
- 2. New BBQ** – Ron presented quotes for a new school BBQ. Heatlie BBQs are the recommended brand to go with for a solid BBQ that will suit a school setting. Best quote was from BBQ's Galore - \$1500 plus \$189 for side shelves. It comes with a lid, oil catcher, 10 year Guarantee. **PFN decision:- To purchase the Heatlie BBQ with side shelves**
ACTION: Ron will contact BBQ Galore about best price for a school and/or free delivery.

3. **PFN Wish List:** - St Francis have purchased a washing machine and sum blocks. Need to update list so it is current for 2017. Will prioritise items at the March PFN Meeting. Discussed the idea of a new drop down projector for the Gathering Place
ACTION: List to be updated and add to next agenda – Jo
4. **Pie Drive:** - Amanda, Nikki and Sharna volunteered to help co-ordinate the Pie Drive. Gina has prepared an Event Planning Sheet for reference.
ACTION: Nat will add date to school calendar
ACTION: Chris will add details to newsletter closer to the date
5. **Term 1 PFN Food Day:** - Jane and Jo S will set up a white board to ask kids what type of food would they like to have for “PFN Food Days”.
ACTION: Jane to set up whiteboard

New Business:

6. **PFN Roles for 2017:** -
Chairperson – Jennynne can chair the meeting but would love to see a parent in that role.
Treasurer – NB Jennynne will follow up how the PFN Treasurer Role links in with the School and CEW Finance.
Minutes Secretary – Amanda McHale
Email Secretary – Zoe McGregor
Communication Team – Chris Nelson, Laurel Holden, Amanda Bownds and Jane Tinkler
 NB – Communication Team will aim to provide consistent sharing of information and news via facebook, the school website, the school newsletter and printed information so all members of the school community can access the same information. This group will meet as needed.
Grant Writing Team – Dale Smith
Marketing Team – Jo Shorrocks, Natalie Pierce
Photographer – Ron will check if Rachel is available
Community Activities Team – Jo Shorrocks and Jane Tinkler
 NB Will co-ordinate who is helping with morning teas
Carnival Book Fair Co-ordinator – Kerrie Kerr
Book Fairy – Kerrie Kerr

ACTION: PFN note to go into next school newsletter (Jane/Jo M) – PFN looking for someone with an accounting background to be involved as Treasurer.
7. **Class Parent Reps for 2017:** - Description of role was included, via a link, in the last newsletter. Jennynne has already received expressions of interest via email. Amanda, Sharna and Jo M said they would be interested. **ACTION: Jennynne will follow up**
8. **PFN Equipment cupboard:** - Is located outside the Taylor School House and contains all Mother’s Day, Father’s Day and Country Fair items. Thank you to Gillian for doing such a big sorting job. To access these cupboard please see Chris at reception.
9. **PFN Ideas for the future:** - Fun runs - Great fundraiser/low cost – Not this year, maybe in 2018. Invite Hugh or Martin from the Resilience Project to present a Community Event Talk at the school – fundraise with a sausage sizzle. **ACTION: Dale to follow up possibilities.** Pizza/Pasta Night – would be easy to do a Pizza Night. BYO Family Picnic Idea or Family Sausage Sizzle. Will keep all these ideas in mind for the future.

- 10. **CEW Fundraising & Petty Cash Guidelines:** - PFN operates under the school banner and is therefore covered by Insurance.

- 11. **Welcome Packs** – Thank you to **Jo S** for creating spare Welcome Packs for any new families to the school.

- 12. **Parent Skill Set Document for new families** – By next PFN meeting Jane will have a plan as to how we will collect new information.
ACTION: Jane to consider possibilities for collecting new information and sorting skill sets into categories.

- 13. **Working with Children Checks**
ACTION: Laurel will complete and share step involved with Dale.

- 14. **PFN Event Reference Folder** – In progress – Jo M

- 15. **Country Fair Review** – In progress – Fair Committee

- 16. **PFN Communication Ideas – Notice Board** – Yard redevelopment includes a request to include a notice board. **Suggestion box** – Could try using a suggestion box at events or use a Survey Monkey. **Meeting Rules** - PFN group is working really well together – no formal ‘meeting rules’ are required. Everyone participates and everyone is respected.

Special Dates

- St Francis Welcoming Mass will be on Ash Wednesday – 1st March
- Special Person’s Day & Liturgy – Would be great to recreate a photo booth for the day.
- Dress Down Day on the last day of Term 1 will include a Coin Fundraiser.

Closing comments

- The school looks amazing!

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Next Meeting: - Thursday 2nd March 2017

Meeting closed: - 8:15pm

*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