**St. Francis PFN Meeting Agenda**

Thursday 27th April 2017, 7- 8:15pm

**Meeting Opened**: -7.08pm

**Present**: - Gina Lahm, Kerrie Kerr, Jane Tinkler, Jennyne Wilkinson, Amanda McHale

**Apologies**: - Natalie Pierce, Chris Nelson, Nicki Owens, Lanice May, Paula May, Jo McConnell, Laurel Holden, Zoe McGregor, Sabrina Jarrett, Ron Eather, Suzie Storey, Amanda Bownds, Dale Smith, Anne Tremethick, Kylie Myers.

**Welcome to all Parents and Friends –** Jennyne welcomed all for coming along this evening. Jennyne spoke of a new family that was showed around the school this week and how they had links to numerous existing school families. These existing school families had all spoken so positively and highly of our school and school community, and how they were very excited to come and see our amazing school. It is so wonderful to receive such positive feedback from families outside and inside our school community.

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

**Minutes Accepted**: - Moved: Jane Tinkler; Seconded: Gina Lahm

**Correspondence**: Amanda spoke on behalf of Zoe. Zoe was unable to attend however emailed a list of correspondences through, see below:

* *Jane noted that Wodonga Children's Fair is set for 29/10/2017.*
* *Carnival book fairs sent an ordering email. Forwarded to Kerrie for action.*
* *Sports grant info sent by Laurel for consideration. Jennyne informed the PFN that St Francis already accesses this grant.*
* *I am available to help with Open Day if helpers needed.*

**Treasurer’s Report**: Amanda spoke on behalf of Kylie. Kylie was unable to attend however emailed report for March. Treasures summary as follows (Refer to Treasurers Report for full details)

**March 2017**

Reconciled Bank Balance 31/03/2017: $2,333.03, Petty Cash $293.55.

**Total Available Funds $2,626.58**

**April 2017 – these will be reported after 01/05/2017**

Outgoing - Mother’s Day Stall gifts $707.50

Incoming - Pie Drive $5,856.50 (still need to pay for pies approx. $4,000 and should make about $1,400 profit on the pies)

**Previous Business**: -

1. **Pick up Lane Redevelopment** – PFN plaque to be investigated – size/position – Amanda McHale – this has been chaired for the next meeting – more research needed
   * **ACTION – Amanda McHale to obtain quotes and report back to PFN**
2. **New BBQ** – A HUGE THANK YOU to Ron for all his efforts in researching and organising the brand-new BBQ purchased for the school. This has now been purchased and stored. The old BBQ cover fits and is being used while not in use. The BBQ has been put away so it’s not sold in the upcoming clearing sale. Thank you Ron.
   * **NO FURTHER ACTION**
3. **PFN Wish List** – What is our next goal? – this has been chaired for the next meeting
   * **ADD TO NEXT AGENDA**
4. **Pie Drive** - Heiner’s Bakery – Delivery date is booked for Wed 3rd May at 1pm – Gina
   * Orders are all in with a total of $5,856.50 received. After cost of pies is paid the PFN would have received a profit of $1485.70. Gina advised a mass amount of pies will be coming in. These will be delivered to Patten House – Stephanie Alexandra Kitchen – due to Gathering Place being set up for Open Day. – Gina to organise advice to parents on where to collect.
   * Discussed Chq Presentation from PFN – It was decided we could do this at the end of the Mother’s Day Liturgy so it doesn’t take away from the liturgy.
   * Gina has advised she has lots of helpers for the 2 shifts which is great. Thank you to everyone who has volunteered
   * **ACTION – Gina to organise a notice to parents to advise where to collect pies**
   * **ACTION – Jennyne to organise notice on Facebook to advise where to collect pies.**
   * **ACTION – Gina to organise Chq Presentation after Mother’s Day Liturgy**
5. **Term 2 PFN Food Day** – Jane / Jo Shorrock
   * Feedback – Jane advised some feedback to the last Taco Day was not to hold this during Lent. This will be noted for next year.
   * No food days for Term 2 have been set yet.
   * **ACTION - Jane and Jo Shorrock to discuss and advise**
6. **PFN Roles for 2017**- Jennyne (See Attached PFN Roles for 2017 document)
   * Everyone appreciated that there is a central spot for this information and great to have a clear defined description for all current Roles.
   * **ACTION - Jennyne will organise this document to be assessible on the School Website under the PFN tab.**
7. **Parent Skill Set Document for new families** – Jane
   * It was discussed that this document is no longer relevant due to the Class Parent Reps doing such a great job in sourcing parents skills where needed. Decided to not follow up as we’re not using this document effectively.
   * **NO FURTHER ACTION**
8. **Working with Children’s Checks** – Amanda spoke on behalf of Laurel Holden
   * Laurel emailed her update in. *“As requested I have printed out a screen shot process of the Working with Children's Check. I will send the sheets in with Jacob to give to Chris this morning just in case I don't get there. Please put me down as an apology if I'm not there by 7pm.”*
   * **ACTION – Amanda to ask Laurel/Chris Nelson for a copy to be emailed around to all PFN members.**
   * **ACTION – ALL PFN MEMBERS to ensure they apply for children’s checks to meet school policies**
9. **Special Persons Day** – Zoe / Kerrie Kerr / Michelle Waldron
   * **Feedback** – Everyone spoke about how amazing it was to see so many family and extended family come along to these school gatherings. There was a great amount of food donated and everyone absolutely loved the story that was read about the invisible string – book recommended by Rotherham family.
   * **Photo booth** – There was issues on the day as the display boards broke in the wind, in the end we had to compromise and have it outside near the kitchen window. It was discussed this wasn’t the best spot to have it and would be better inside The Gathering Place.
   * It was noted how beautiful it was how there was an opportunity for students and alike to remember people who are no longer with us – this was done very tastefully and appreciated by those affected. Thank you Anne Tremethick for organising this part each year.
   * **NO FURTHER ACTION**
10. **Taco Day** – Jane / Jo Shorrock
    * **12 volunteers** – Jane spoke about how amazing it was to have so many people turn up to help! A HUGE THANK YOU TO ALL WHO VOLUNTEERED – it made the day so easy and kids were very pleased with their Taco’s. Great job everyone.
    * Jane also mentioned it was great to see that around half who volunteered were new faces who haven’t volunteered previously – great to see.
    * Jennyne mentioned a new school mum has commented how welcomed she feels to volunteer at school, which is such a positive reflection on all involved.

**New Business**: -

1. **School Production** – Jennyne advised two dates have been set for the Production to be held on 12th and 13th September – 2 evening performances and 1 day time performance. Captain Pete has put an enormous amount of effort into this year’s production and has had a run through with staff last week. Captain Pete will run through with students and those students wanting to audition next week.
   * **Tickets** – Jennyne advised the school will send a note out to families prior to the event asking how many family and friends will be attending to work out seating arrangements. The Gathering Place should be able to hold around 150 guests, ensuring enough room for the stage etc. The school would hate to see families miss out on seats.
   * **Parent Team** – Notes went out today from Captain Pete and Sharon Tobin asking those parents wanting to volunteer to help with costumes / prop design / etc on Wednesday 3rd May 3.30-4.30pm. At this meeting, Captain Pete and Sharon Tobin will allocate jobs to get started.
   * **Staff Meeting** – Captain Pete and Sharon Tobin met with Staff today to get staff on board and allocate some jobs.
2. **Country Fair** – Update Jane / Amanda
   * **Planning has now started** – Janeand Amandaspoke about how planning has started. Very early stages, however we have set our Goals for the 2017 Fair:
     1. Showcase our school community
     2. Minimise overheads – maximise profit – however still maintain our gold coin price for stalls / events
     3. Increase engagement with school parents / carers
   * The Major Fundraiser outside of the Raffle is yet to be decided – last year we had Kiss A Pig – this year’s ideas are being kept under wraps until decided. If anyone has any ideas, please forward to Jane or Amanda or email direct to the PFN email for discussion
   * Next Fair Meeting date yet to be decided.
   * **ACTION – FAIR COMMITTEE TO ASK FOR ASSISTANCE FROM PFN WHERE NEEDED**
3. **Mother’s Day Stall** – Jo Shorrock - Jane spoke on behalf of Jo who had emailed in her updates. See below:
   * *Mother's Day Stall goodies have been ordered and delivered, so all systems go!! We will need helpers on the day but I will put a call out closer to the day in the newsletter and FB.*
   * *Mother's Day Morning Tea - I will be able to set up for that, and am happy to bake, but think I think we usually get in outside catering to give us Mums a MT off. (I think Chris usually organises something from St Mons)* **– Jennyne advised Chris Nelson has organised catering for Mother’s Day Morning Tea.**
   * *Table cloths - also spoke with Jennyne about purchasing a few white cloths as I currently bring 2 from home each time. I will get some that don't need ironing, she said she thought it would be ok to get them as we need them each occasion. So I will get some before OPEN DAY. But if you think it needs to go to the vote through PFN please do so. I don't see it will be a huge issue and will cost roughly $10 each from the reject shop* – **Tablecloths were discussed and everyone agreed for these to be purchased.**
   * **ACTION – Jo Shorrock to ask for help through the Newsletter, Facebook and PFN email where needed.**
   * **ACTION – Jo Shorrock to purchase Table Clothes and be reimbursed by PFN.**
4. **Anzac Day March** – Jennyne spoke about the day, we did have some unfortunate weather with lots of rain, however those who turned up really enjoyed the day and lots of people from the sidewalks were cheering the students on. Jennyne advised this will be a tradition that the school carries on each year as its well supported by school families. It was mentioned that next year if it rains again, we should take along numerous St Francis Umbrellas for the students and staff. Two Year 6 students also laid a wreath at the Ceremony after the Anzac Parade to represent our school
   * **Feedback** – Lots of parents loved the ceremony held at school on Monday 24th April where students had made poppies and were placed around the Lone Pine Tree which was planted in 2016. A brilliant way for the kids to Remember those lost and bring significance to the schools Lone Pine Tree.
5. **Open Day Thursday 4th March** – Jennyne advised that Keith has been working hard on garden maintenance and ensuring the school is looking at its best before Open Day. There will be two information sessions throughout the Day at 9.00am and 3.30pm and school tours between 8.30am and 6.00pm.
   * Jennyne would love some existing families present to come along to Open Day to help where needed. Jo Shorrock has advised she is available for the first hour or two in the morning to help with morning tea, however she will need at least 1 other volunteer to help.
   * **Email from Jo** *# Open Day - I spoke briefly with Jennyne the other morning, letting her know that Morning Tea setup was sorted, (will ask for a helper) and that I was available to be around for the first hour or two in the morning. I will put a call out next week for baked or bought goodies.*
   * **ACTION – Jo Shorrock to organise email to PFN for distribution asking for food donations.**
   * **ACTION – Amanda McHale email to be sent out to PFN asking for any existing families to come along and help where needed at the information sessions.**
6. **Athletics Carnival** – Jennyne advised that both Michelle Unsworth and Emily Sarroff are organising this year’s Athletics Carnival. They are already in the process of planning the events and timetable for the day.
   * Wodonga Little Athletics will be running a canteen on the day for students to purchase items outside of students normal packed lunches.
   * Jane mentioned that Little Athletics Victoria have video tutorials on their website showing skill sets for different events. Jennyne will pass this information on to staff if required.
   * It was suggested any existing families who attend Little Athletics with their children could help at different events on the day.
   * **ACTION – Jennyne / Nat to organise notes to families advising information of the day. Canteen, Family assistance needed, etc.**
   * **ACTION – Jennyne to pass on information about video tutorials if required.**
7. **Bon Fire** – Jennyne advised the Bon Fire will be happening on Friday 26th May from 4.30pm – 7.00pm. It was decided that there would be no music this year as it will be too hard too much to have 2 generators (1x urn and 1x music) the noise would probably block out the music. Jane has offered to organise a note to families with details of the Bon Fire and what to bring: Beanies, Torches, Head Lights, Chairs, etc. It was discussed the PFN would serve hot milo, snags on the night as well as glow sticks – Jane suggested we could serve from the Bus Shelter as the Bon Fire will most likely be lit at the back of the school this year – pending advice from the CFA
   * CFA to be involved – Bon Fire needs to be approved by CFA, we need to speak to Myer Family to organise this. Amanda happy to organise this.
   * Food - Kerrie happy to shop for supplies for the Bon Fire. Will need to purchase Milk, Bread, Sauce, Disposable Cups or PFN Cups (?), Glow Sticks – supplies to be checked prior to purchasing.
   * Milo – Nicole Sullivan – Amanda McHale to approach Nicole about Milo donations.
   * NesQuik – Amanda McHale to donate NesQuik as a Gluten Free option.
   * **ACTION – Amanda to approach Myer Family to review Bon Fire regarding CFA regulations**
   * **ACTION – Amanda to approach Sullivan Family regarding Milo donation**
   * **ACTION – Amanda to provide NesQuik prior to the night**
   * **ACTION – Jane to organise Newsletter article 2 weeks prior to event – suggested to use Nat Pierce brochure from last year with updated information**
8. **Catholic Education Week** – Jennyne advised that there are no plans in place for Catholic Education Week at present.
   * **ACTION - Jennyne and Nat will approach the PFN if anything required.**
9. **Clearing sale** – Jennyne advised the school will be hosting a Clearing Sale on Saturday May 6th at 9.00am to try and clear out the big blue shed. Keith has been tidying up and putting things aside for the clearing sale. Thanks to Matt and Jane Tinkler the Clearing Sale has real momentum, it has been published in The Border Mail, and will look at publishing in the Parish Bulletin as well. Matt Tinkler is the Auctioneer and staff from Elders have volunteered their time to also assist with registrars on the day.
   * BBQ – Jennyne would like a BBQ and hot / cold drinks to be served on the day- BBQ from 9.00am through to 11.00am or until sold out. Kerrie has offered to purchase supplies. Discussed 10 loaves bread, 200 snags – donated through a contact of Tinkler Family. Sauce/ tea / coffee levels to be checked prior to the day.
   * There are still some roles on the day which need to be filled by volunteers. Jennyne and Jane to co-ordinate email out to PFN and staff asking for assistance on the day.
   * Amanda McHale has offered a big esky and ice for the day to hold all cold drinks etc.
   * Petty cash to be provided by Kylie for the BBQ
   * **ACTION – Kerrie to purchase supplies for BBQ**
   * **ACTION – Jennyne and Jane to co-ordinate volunteers**
   * **ACTION – Amanda to drop off esky and ice to school prior to event**
   * **ACTION – Kylie to provide petty cash for BBQ**
10. **Confirm next meeting date** – Jennyne advised that Nat and herself will be away on 1st June the next scheduled PFN meeting. It was discussed and the next PFN meeting date will now be held on **Tuesday 30th May** 7.00 – 8.15pm in the staff room.
    * **ACTION – Amanda to email all PFN to advise next PFN meeting date**
11. **Court yard** – Jennyne advised it has been a challenge to get all parties involved in the Court Yard to finalise what is required. If it all aligns, the school can put out for Tenders in approximately 3 weeks’ time, but this will depend on finalising the remaining documents. Jennyne is hoping there will be progress by around Term 3.
12. **Feedback** – Amanda McHale discussed some feedback from families within the school surrounding Term 1 and the pressure from students bringing home to families to purchase icy poles twice a week for the Caritas Fundraiser, along with the Stewardship offers from the church.
    * Jennyne advised that the Stewardship offers only happen every 3 years and this is organised from The Stewardship Group from Melbourne and works in consultation with the local parishes. It was discussed that Term 1 did feel a bit heavy in this respect.
    * It was discussed that twice a week for icy poles and milo days was too much and going forward this should be reduced to 1 day a week.
    * **ACTION – Jennyne to follow this up with relevant parties.**

**Special Dates for Term 2**

* **Pie Drive Delivery – Wednesday 3rd May**
* **Open Day – Thursday 4th May**
* **School Clearing Sale – Saturday May 6th 9.00am**
* **Mother Day Stall and Festivities – Friday 12th May**
* **Athletics Carnival – Wednesday 24th May**
* **Bonfire – Friday 26th May**
* **Catholic Education Week – Monday 29th May – Friday 2nd June**

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**Next Meeting**: - Tuesday 30th May 7.00-8.15pm

**Meeting closed**: - 8.20pm

*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)