

**MINUTES OF OUR LADY OF THE ANGELS**  
**PARENTS AND FRIENDS ASSOCIATION**  
**ANNUAL GENERAL MEETING**

**WEDNESDAY MAY 13<sup>TH</sup>, 2015**

**Present:**

Natalie Spiteri	President
Glenda Vecchio	Treasurer
Kim Palmer-Burton	Secretary
Eva LaRocca	Principal
Cathy Hey	Deputy Principal
Melissa Eldred	Elected Member

Matthew Bond  
Annemarie Bond  
Lee-Ann Wallis  
Michelle McQuaid  
Ela Hudson  
Kelly Cleary  
Sarah Jeffriess  
Joanna Gladwell  
Rebecca Galea  
Alison Streater  
Kelly Papandrea  
Sarah Whitehurst  
Jane Misek  
Kellie Owen  
Stephanie Merceica  
Michelle Scerri

**Apologies:**

Carol Maisetti	Vice-President
Nicole Brown	

**Opening**

The Chairperson opened the meeting at 7:00pm and the Secretary led the prayer, using the "Hail, Holy Queen" as May is the month of Mary.

**Minutes from the Previous Meeting**

Accepted -- Sarah Whitehurst  
Seconded -- Jane Misek

**Business Arising from Previous Meeting**

None.

P & F <sup>13/5/</sup>~~13/2/~~15

## Principal's Report

- 2016 Enrolments – The sibling numbers of the incumbent Kindergarten class are down from last year but Eva has gone through many new enrolments with Fr Warren and there is a healthy class size for next year.
- Playground – Eva recapped her information from last meeting, that Fr Warren had mentioned to her about a playground and that the school suggested going halves with the parish as the children will also be able to use it during school time. She is gathering quotes and currently has one quote for \$49,000. If it is managed differently it could be \$40,000. These were local suppliers, using good quality equipment and it will have soft fall etc. It will be aimed at 5-9 year olds. It will be around 9 x 14 metres and the P & F has agreed to pay 25%.
- Teacher's Professional Learning Meeting – Eva talked about the Implementation Plan, based on data gathered from the previous year in the areas of RE, Literacy and Numeracy. The results of this will be in the newsletter.
- Report Writing – Eva reported that the school has moved to the FACES system, this is simply a change in the data management; the reports will look a bit different but the content will be the same.
- Japanese Students – Last year there were 32 students, this year there will be 20. Three parents have put their hands up to host but Eva will need to ask for more.

## President's Report.

- Opening – Natalie started by thanking the current executive, including Melissa, for their support. She also acknowledged with gratitude the support of Eva and Cathy, the teachers, and the admin staff. She said it had been a busy year and commented that there had been less fundraising as the P & F were trying to give back a bit.
- Mother's Day/Father's Day Stalls – Natalie reported that the Mums who organised this year's Mother's Day stall had it down pat; it went smoothly and although not a fundraiser a small profit had been made. The Mother's Day morning tea was a success, the Mums and Grandmothers had a nice chat after a beautiful Mass. She noted that they had observed many tears in the church whilst in the kitchen from the reflection played at the end of Mass! It was great to have the church facilities this year as it made service really easy. She also commented that Rachael Montgomery had sent an email thanking the P & F. She then reported that the Father's Day BBQ is a mammoth exercise but there is always great feedback and thanks from the Dads.
- Cross Country/Athletics – Normally the school holds a BBQ but now we have started just doing coffee and cakes because of the number of children. With this money the P & F bought an SLR and other things.
- Second-hand Uniform Shop – Anne-Marie Bond, Kellie Owen, Kellie Papandrea and Jo Gladwell have been running this. It has raised \$2600 this year and \$3600 since it started.
- Melbourne Cup – Last year the P & F trialled a fundraiser with lucky sweepstake tickets; it started off a bit slowly and was hampered by the policy change that meant parents had to agree to receive any kind of raffle tickets. However, once it kicked off it ended up raising just over \$5000. Natalie said under other circumstances it could have raised about \$6500. The winners were all either families from the school or relatives of children at the school. There was also an afternoon tea held on the day, it had a bit late notice so numbers were down but it was enjoyed by those attending.
- Christmas Concert – As the school does each year, a special visitor arrived by helicopter! The P & F was also able to use some of the fundraising money to purchase small gifts for

each of the children and even siblings who do not attend the school, which were handed out by Santa and his helpers.

- Special treats – Annemarie Bond and Kellie Owen organised the special treats this year. Annemarie reported that the kids really love it and it works perfectly.
- Stained Glass Window – The school contributed to the purchasing of the stained glass window depicting Our Lady of the Angels in the new church. The P & F and the school went 50% each in the cost, which was just under \$3000 each. Eva explained where it was in the church, in the middle of the top level on the right hand side.
- New shade areas – The P & F also went 50% in the purchase of the new shade areas which came to \$18, 200. The areas are the COLA and the area from the basketball court to the Year 2 verandah.
- Ongoing projects – The representative shirts for students to wear at sporting events and the “Our Lady of the Angels” banners for sporting and other events.
- Fundraising – the Walkathon and Trivia Night will be the main fundraisers this year. There will need to be more fundraising this year as there was less last year. Katrina Byrne is getting the current Year 6 children to name the sport house colours then the P & F can get a quote for banners. Hopefully the 2015-16 year will have a successful lot of fundraising and those can be completed.
- Farewell – Natalie expressed her enjoyment in the role as President and said she appreciated the support and friendship of the executive. She again mentioned the support of Helen, Eva, Cathy and many parents as well. She talked about the dedication and commitment of the school building the community and wished success to the incumbent P & F committee.

### Treasurer’s Report.

Glenda reported that the Mother’s Day Stall had raised \$259.19 and the special treats \$733.40. She also thanked Annemarie Bond for her work in organising the special treats. She reported that the P & F account has \$6326.75 and Petty Cash has \$93.60. She then thanked everyone for their support as well.

### Voting of new P & F Committee

Eva began by mentioning the contributions of the current P & F, which included the speed humps, rainbow chair, shade areas, cash donation to the window and Meinardo’s blower vac! She then declared the positions vacant and voting was held for the new P & F as follows:

**President:**            Annemarie Bond  
Moved:                    Mrs McQuade  
Seconded:                Glenda Vecchio

**Vice-President:**   Kellie Owen  
Moved:                    Leanne Wallis  
Seconded:                Kellie Papandrea

**Secretary:**           Leanne Wallis  
Moved:                    Kellie Owen  
Seconded:                Natalie Spiteri

**Treasurer:** Rebecca Galea  
Moved: Kellie Owen  
Seconded: Jo Gladwell

**PRC:** Sarah Whitehurst  
Moved: Natalie Spiteri  
Seconded: Kim Palmer-Burton

Annemarie asked if other general committee members could be appointed for subcommittees, Eva said they could. Annemarie appointed the following people, with their consent:

**Second-hand Uniform Coordinator:** Kellie Papandrea and Jo Gladwell

**Fundraising:** Kelly Cleary and Alison Streater

**Morning Teas Coordinator:** Ela Hudson

### **General Business.**

- Chicken Pen – Eva said she has been after a chicken pen and Rotary is going to supply one.
- Workplace Health and Safety – Eva said that there is a new induction process that the school has to go through with everyone who comes in the school – service providers, contractors, prac students, volunteers – everyone! There is a package with an introductory letter and induction form plus a verification form to sign that you have completed the induction. She is trying to think of the best way to administer this, including providing copies of first aid and emergency policies to read. She suggested maybe parents could read it in an email or pick up a print copy from the office and then sign at the office to say you have read it. There will also be a new sign-in sheet which will question whether you have done the WHS induction. Leanne Wallis said there is an online system they have at work which covers everyone at multiple sites and asked if it needed to be done for each school. Eva said yes, because it is site-specific. Another parent asked when it will be introduced and Eva said from tomorrow. There will need to be a register of who has been ticked off, but it will only need to be done once. There was also a conversation then about whether the Working With Children Check card that is administered by the RMS was required for volunteers at the school. Eva said we are in the middle of a 5 year roll-out cycle so not at this stage yet. However, parents do still need to do the CEO online Child Protection course every two years.
- Funding for new building – Eva said she is on good authority that the new building will be coming next year and the school is hoping that the future construction will all come at once.
- School Hall – A parent asked about whether the school will be getting a hall; Eva said that Fr Warren said the old church will serve as a school hall. It cannot be used as another service, only for the church and school.
- Parking – A parent asked whether there is any chance the school could extend the car parking; Eva said probably not and commented that we are lucky to have the kiss and drop area, which was supported by parents who have been at other schools.
- Parish Fiesta – At the Parish Council meeting it was suggested that the P & F might like to run the fiesta but this is not likely to go ahead.

**Close**

The Chairperson closed the meeting at 7:45pm

**Next meeting Wednesday, August 5<sup>th</sup>, 7:00pm**