



*Our Lady of the Angels Primary School
Parents and Friends Association*

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**GENERAL MEETING MINUTES
15th February 2017 – 7.30pm**

PRAYER & WELCOME

PRESENT

Eva La Rocca	Christine Zimmerman	Elicia Pace
Cathy Hey	Kim Palmer-Burton	Kelly Cleary
Annemarie Bond	Sarah Whitehurst	Kylie Terzo
Kellie Owen	Claudia Lincoln	Lesley Kelly
Melissa Strong	Deirdre Ewer	Laurette Sider
Lee-Ann Wallis	Vanessa Lesar	Ela Hudson
Alison Streater	Katie Mandarano	Rebecca Stein
Katrina Mazza	Donna Xuereb	Matt Bond
Belinda Connellan	Simone Mallard	Monique Falzon
Andrew Craczyk	Ben Mallard	

APOLOGIES- Nicole Brown, Jo Gladwell, Maria Muscat

MINUTES FROM PREVIOUS MEETING –

Corrections:

Accept minutes – Kellie Owen

Second Minutes – Melissa Strong

BUSINESS ARISING FROM THE PREVIOUS MEETING

- Last meeting a vote was held and it was agreed the P&F would donate \$3000 towards the cost of purchasing school banners.
- Money was donated, Eva confirmed banners have been ordered and is hoping to have them delivered and ready for 'Opening School Mass' on Friday.

PRESIDENT'S REPORT

Christmas - Santa and treat

- Thank you to Michael Axiak from Parish office for his assistance in being Santa. P&F provided treat.
- Worked well with having Santa visit straight after the Christmas concert as people left the Church

Tea and Tissues

- A very good response, lovely feedback from parents who attended and a great turn out.
- Email invite was sent out prior as well as P&F team members handing out the tissue gift with the invite greeting on the morning.
- Annemarie thanked the team of helpers who helped on the day. It provided a very warm welcome for our Kinder families.

Swimming Carnival

- P&F provided refreshments to the team of helpers throughout the day as in previous years.
- Annemarie thanked the ladies who distributed these on the day.

Welcome BBQ - Feb 17

- Notes went out electronically and paper version. Also on Facebook and in school newsletters.
- Annemarie explained that only 31 families had responded by Friday and it was considered to cancel the BBQ.
- Another 50 orders were received on Monday and it was decided to go ahead.
- Woolworth's order was placed on Tuesday and we are now up to cooking about 350 sausages.
- Due to the response and the need to pre-order there will not be the option to purchase on the night.
- Any help is greatly appreciated – a lot of help is needed to BBQ and help serve. We need people to BBQ and help serve. (A number of people who were at the meeting offered assistance.)

Parish Ball - April 29

- Parish Ball will be held on April 29. Details will be published in the school and parish newsletters.
- Would be great to have a few tables of school families attend – it is a really fun night.

Mother's Day Stall

- Confirmed date for the Mothers Day stall is Thursday 11th May and will be run by Kelly Cleary

Mother's Day Morning Tea - May 12

- Will be held on Friday 12th May after the 9am mass in the spill out area behind the church

Special Treats / Canteen

- Thank you to all the volunteers who helped with special treats in term 4.
- Special treats will continue in term 1 (ice blocks). The roster has been done and has been sent. There are lots of volunteers so most people are only rostered on once.
- Eva advised the canteen would not be ready for term 2 so special treats will continue.

Changes in P&F team

- Anne-Marie Apap is no longer able to continue in the Events Committee. Annemarie thanked her for all of her help and support.
- Welcome to Maria Muscat who has joined the Second Hand Uniform team with Jo Gladwell & Elicia Pace.

Second Hand Uniforms:

- Dates TBC but hoping to do a stocktake in week 8 and hold a uniform sale in week 9, likely to be Friday 10th March
- There has been a generous donations of second hand uniform. Sorting is done once a term prior to a sale.
- The uniforms are kept packed away at the school and it is becoming increasingly difficult to meet individual requests during the week, as it is not manned like a shop. For this reason uniforms will only be available for purchase at the second hand uniform sales.

OLA Family Fiesta

- The Fiesta will be held on Sunday 6th August. This year is the 10 year celebration of OLA parish
- 50% of money raised will go into the P&F account. Last year almost \$43,000 was raised of which \$ 21,464.97 was given to school.
- Any ideas welcome as to how we as a school community can contribute. The Fiesta is in the very early stages of planning. A meeting will be held with the Parish (date TBC) to discuss the Fiesta so now is a great time to come forward with ideas.

Parent Representative Council

- Seeking an interested person to represent OLA.
- The Parent Representative Council (PRC) is the diocesan parent body that represents and supports parents and guardians of students enrolled in Catholic Schools in the Diocese of Parramatta.
- Meetings are held once a term and provide parents and guardians with the opportunity to network with other parents. Meetings also encourage attendees to share ideas and information relating to supporting the needs of their children throughout their years of schooling.
- Term 1 PRC Annual General Meeting & The Cyber Safety Lady: Raising Responsible Digital Citizens

When: Monday, 27 February 2017 - doors open at 6:30pm for 7:00pm start
Where: Gilroy Catholic College, Marie St, Castle Hill
What: PRC AGM will be held prior to the our above speaker presentation

BBQ Purchase

- A new BBQ was purchased by the P&F to be used for school functions.
- The cost of the 6 burner BBQ was \$299 and the BBQ cover \$64.95
- An enormous thank you to Bunnings Rouse Hill who donated a \$200 voucher so the cost was only \$163. Thank you Kellie and Melissa who sought this donation.

PRINCIPAL'S REPORT

- A great start to the school year with a very good feeling and sentiment around the school.
- Student numbers are at 520 up from 475 last year. We welcome a number of new students to the school especially our 85 new kinder students.
- Thank you to the P&F for all their since the last meeting including Santa treats, Tea and Tissues, swimming carnival refreshments and in thanks in advance for the upcoming social night BBQ.
- The school build is almost at completion – credit to the building team who worked tirelessly over the holidays in extreme weather conditions.
- The school library is almost ready to be handed over.
- The final stages include OLA Street and the tree house building and will be completed in the next school holidays.
- 3 Key Goals / focus areas this year are:
 - o Religion – Where is God?
 - o Literacy – Writing and building further on reading skills and strong focus on spelling. Following on the success of 'OLA's Got Talent' looking at introducing a Spelling Bee across the grades.
 - o Numeracy – Multiplication and Division
- Following on from discussions at the previous meeting Eva presented two quotes for the cost of building 3 pergola / picnic shelters and Annemarie a third quote. These were presented at:
 - o \$34,800
 - o \$37,360
 - o \$59,950

TREASURER'S REPORT

Special Treats	Revenue	Cost	Profit
Treats (21/10)	\$ 201.50		
Treats (28/10)	\$ 194.50		
Treats (11/11)	\$ 181.35		
Treats (18/11)	\$ 145.90		
Treats (25/11)	\$ 136.20		
Treats (2/12)	\$ 201.45		
Treats (9/12)	\$ 137.10		
Melissa Strong -		\$ 156.06	

Reimbursement Special Treats			
	\$ 1,198.00	\$ 156.06	\$ 1,041.94

Misc Costs	Revenue	Cost	Profit
Melissa Strong - Reimbursement Teachers Day		\$ 108.63	
Kellie Owen - Reimbursement Fiesta Stamps Rouse Hill Australia Post 28/10		\$ 18.00	
Payment - Bargain Buyers Shopping Tours		\$ 102.00	
Kellie Owen - Reimbursement P & F stock Urns KG Electronic Pty Ltd 29/8		\$ 150.00	
Kellie Owen - Hair band reimbursement		\$ 89.90	
Kellie Owen - KMART Xmas candy canes		\$ 35.00	
Kellie Owen - BIGW Balloons		\$ 30.00	
Kellie Owen - WOOLWORTHS - Mrs Hey morning Tea		\$ 67.09	
Leanne Wallis - SPOTLIGHT - Mrs Hey gift		\$ 29.99	
Melissa Strong - KMART - Xmas candy canes		\$ 10.00	
		\$ 640.61	

Misc Income	Revenue	Cost	Profit
Fiesta Cheque from Parish	\$ 21,464.97		
Uniform shop @Kindy orientation	\$ 1,008.00		
Uniform shop	\$ 259.00		
Bargain Buyer tickets and commission	\$ 445.77		
Interest Credit	\$ 5.40		
	\$ 23,183.14		

Donation	Revenue	Cost	Profit
Donation to Our Lady Of the Angels School		\$ 3,000.00	

Balance as of 31/12/16	\$ 38,712.57
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GENERAL BUSINESS

Pergola / Picnic Sheds

Motion to donate \$15,000 towards the construction of 3 pergolas / picnic sheds

- Upon presentation of the quotes to build 3 pergolas / picnic shelters a vote was held and it was agreed in favour by all in attendance to move that a donation of an initial \$15,000 be made to the school towards the cost of the build. A further donation may be made if more funds are needed when a quote has been decided upon with the final costs known.

P&F Annual General Meeting

Motion to move AGM for 2018 from Term 2 to Term 1.

- It was proposed by Annemarie Bond to bring the P&F Annual General Meeting forward to term 1 2018 from term 2. Traditionally the AGM has been held in term 2 each year. Bringing the meeting forward to term 1 makes planning for the year ahead easier for the incoming P&F team.
- A vote was held and all in attendance agreed to move AGM in future, beginning in 2018, to term one.

SRC and Principals Award

- Clarification around the process for selection for SRC and Principals award and how often this can be awarded. Eva advised the following
- SRC - Eva advised the policy can be found on the school website and confirmed:
 - o All children are given the opportunity to run for SRC
 - o 1 boy and 1 girl from each class in each grade is elected for the SRC
 - o SRC representatives are voted for by the students of that class
 - o The votes are counted by the Assistant Principal
 - o Students are eligible to run for SRC every 2nd year
- Principals Award
 - o 1 student from each class group is selected by the class teacher to receive the principals award each term
 - o Students are able to receive the award once in infants (K-2) and once in Primary (3-6)
- Discussion was held around the SRC and how more opportunities could be created for more students to be given an opportunity.
- It was suggested that SRC recipients could be aligned with the Principals award children can only be an SRC representative once in infants and once primary.
- Eva agreed to table the class SRC process with the Leadership team that this policy would be reviewed and presented at the next P&F meeting.

Canteen

- It has not been confirmed if the canteen will be ready for term 2, it is not looking likely.
- The canteen will be outsourced and not run by parent volunteers
- The management of the canteen will be decided via tender process which will be issued and managed by the CEDP.

School Crossing and Car Park

- Discussion was held around parking in the school car park and people parking in 'NO PARKING' areas. Council are active in the area and will fine people parked in 'NO PARKING' areas.
- The parking area is particularly busy at the moment and this will slow down in the coming weeks as new children settle in.
- It was suggested that a volunteer each morning from 8.25 – 8.40am to man the crossing in the kiss and drop drive through would be ideal. If anyone is able to help please contact Eva.

Suggestion Box / Parent Survey:

- A survey will be sent out by the P&F out to get feedback from parents in regard to community involvement etc.

Plan for event helpers for 2017:

- A plan was presented by the P&F to help share the workload that goes into organising and running social and fund raising events.
- The P&F will still organise, coordinate and oversee the events with each grade being assigned an event to organise volunteers. This means each grade will only be involved in one key event rather than 10 different events each year.
- The following was presented and agreed to be a good idea by those present. This will also be included in the P&F news in the coming newsletter:

TERM 1

EVENT	TEAMS TO ORGANISE/HELP
Tea and Tissues Morning Tea	Year 1
Swimming Carnival	Year 4 (Only 3 helpers needed to hand out refreshments)
P&F (Meeting 3 of 4)	P&F
Welcome /Social Night	School or P&F depending on activity
Special Treats * (Term by term)	P&F: WHOLE SCHOOL

TERM 2

EVENT	TEAMS TO ORGANISE/HELP
Mother's Day Stall	Year 5
Mother's Day Morning Tea	Year 3 &4
Athletics Carnival	Year 3 (Only 3 helpers needed to hand out refreshments)
P&F AGM	
Second Hand Uniform Sale	P&F
Special Treats * (Term by term)	P&F to coordinate helpers

TERM 3

EVENT	TEAMS TO ORGANISE/HELP
Grandparent's Day	P&F: WHOLE SCHOOL
FIESTA	P&F/ WHOLE SCHOOL/PARISH
Father's Day Stall	Year 2
Father's Day Breakfast	Year 1 and Year 6
P&F (Meeting 1 of 4)	
Special Treats * (Term by term)	P&F: WHOLE SCHOOL

TERM 4

Kinder Orientation Morning Teas	Kindergarten
Santa – Christmas Treat	All
P&F (Meeting 2 of 4)	
Special Treats * (Term by term)	P&F: WHOLE SCHOOL
Second Hand Uniform Sale	P&F: WHOLE SCHOOL

NEXT MEETING: 17 May 2017

Meeting Closed: 8.45pm