



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

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General Meeting Minutes

Tuesday 22nd May 2018 – 7.00pm

Prayer & Welcome: Meeting commenced 7.05pm

Present

Kellie Owen	Lee-Ann Wallis
Taryn McGrath	Alison Streater
Donna Xuereb	Eva La Rocca
Kara Gergely-Hollai	Hugh Olivier
Kylie Terzo	Anna Farrugia
Ana-Paula Ribeiro	

Apologies

Annemarie Bond, Katie Mandarano, Sarah Janice, Marcia Nobleza

MINUTES FROM PREVIOUS MEETING

Corrections:

Accept minutes: Eva La Rocca

Second minutes: Kara Gergely-Hollai

PRESIDENTS REPORT

1. Special treats

- It has continued every Friday, all treats are 50c each
- P&F is proposing extra treats such as a 'Sausage Sizzle Day', "Pizza" or other special lunch retailing for \$5.00 dollars. These events will heavily depend on volunteers. It was mentioned and suggested to advertise more to dads to join the volunteering squad as the dads who have participated in previous events have thoroughly enjoyed themselves.

2. Second hand uniform shop

- It occurred on the 6th of April, right on the end of term 1.

- All went well
- P&F is proposing to set up 'Pop up Sale Store' every now and then with a specific item, and or particular size sale. In order to clear some stock.

3. Mother's Day Stall

- Occurred the week leading up to Mother's Day, and all went well.
- Approximately 890 gifts were sold.
- It was a smooth process; the parent volunteer's feedback was that the labeled bags with the child's name and number of gifts made it easy to assist on the day.
- Comment was made to advertise for more help from the Dads

4. Mother's Day Morning Tea

- Ran smoothly, lots of baked donations from our families, and lots of helping hands on the day.
- The only hiccup was the power circuit tripping, however it was noticed in time for the coffee and tea to be served to all our Mums and community.

5. Treasury Audit Report

- For auditing purposes cash for events and special treats will need 2 executives (1 being the treasurer) to count money and record in a receipt book
- Eva La Rocca suggested we use the office coin counting machine for special treats money. The suggestion was kindly accepted by the P&F committee.
- There is need for a paper trail for petty cash.
- \$20k donation from previous P&F to the school will be paid soon

6. Online payment EFT process

- Anna Farrugia introduced the new procedure and it is in effect as off last week. There is a reimbursement form to be filled out, signed and attached to the receipts. Once filled out, forms can be left in a folder in school office.
- It is still a requirement that 2 people (Alison Streater, Anna Farrugia, Eva La Rocca and/or Stephen Cauchi) approve the reimbursement as before. Eva asked if she is required to have another password for the P&F account, Anna responded she will need a separate one other than her current one for the school account and the DDF can give her one. It was also suggested by Lee-Ann that Anna creates the same form online in a share document called 'DocuSign', where anyone can view, complete and sign the forms online. It also has the ability to attach receipts by taking a photo.

7. Athletics Carnival

- Leonie Blazey from Café Influence (school parent) will be making coffee from her coffee van. She also offered the P&F \$1 from every coffee/tea sale
- P&F is proposing to have a cake stand, located close to the marshalling area, as a honesty self-serve system. Families can purchase a cake for \$1 which will be placed in a honesty box. This is to serve the family of the children on the Athletics carnival, and a good opportunity to fundraise.

8. Movie night

- \$10 per person/ ticket fun, \$5 combos available with drink and popcorn. Social night organized for the school families to attend the Rouse Hill Reading cinema with a theatre room booked out completely for OLA.
- The aim is not primarily a fundraising event but more of a social night to bring our community together.
- Cancellation of the cinema is required 3 days prior to booking with no costs.

- Movies released one week in advance, idea was to do it earlier prior to School Holidays for more child friendly movie options.
- Maybe a possibility to run this event at the end of this term, P&F to see if it can be done by the end of this term.
- Outdoor cinema is also another great event to run but on hotter months. Fireworks can be incorporated to attract more crowds and Hugh from Dazzle fireworks offered it to us at cost price.

9. Family Photos

- Due to the last year's success, P&F is going to be doing this event again this year at Term 4.
- Easy to organize and the revenue was good last year.

10. Melbourne cup

- Raffle rules states no permit is required for prizes less than \$30,000 Guessing Game
- Families to sell the \$1 tickets, 500 families in the school, it is usually a good fundraiser, and a fun one that the families enjoy in Term 4.
- Give each family 20 a book to sell
- 1st prize \$2k – 2nd prize \$1k – 3rd prize \$500

11. Fiesta

- Meeting will be held Tuesday 29th May. Anna Farrugia will be attending this to represent the P&F.
- The Parish will run it. P&F will be contributing and helping out, as it is our community event. However P&F will not be as heavily involved in the organization as it was in the last couple of years.
- Every grade can be assigned something to help on stalls and support the event, but the parish will mainly run it.

PRINCIPALS REPORT

- Kinder enrollment interviews have started. Sibling numbers have increased.
- The senior's playground is planned to have chin up bars, balance beam, sandpit, and is planned to be ready by the next holidays.
- The canteen renovations are finalised, the big oven is already installed and it will be open to tenders. The tenders will be advertised to the general public soon.
- Catholic Educations Survey 'Tell Them From Me' (TTFM), has already been emailed out to parents/carers and can be completed online with the survey closing on June 4th 2018.

TREASURERS REPORT

- As mention the reimbursement form was introduced for the online reimbursement and now the P&F will probably look into the DocuSign online form, to facilitate the process further.
- P &F will be encouraging EFT for reimbursements over cheques.
- There are number of deposits so multiple visits have been made to the bank to avoid build up of cash at home
- The final balance figure of \$33,000 will drop a significantly as the previous P&F donated \$20,000 to the school as per vote on the last AGM.

TREASURY REPORT

Jan 2018 - May 2018	Income	Expense	Balance
Treats 23/02	\$ 203.60		
Treats 2/03	\$ 188.95		
Treats 9/03	\$ 184.80		
Treats 16/03	\$ 221.55		
Treats 23/03	\$ 194.10		
Treats 6/04	\$ 206.75		
Treats 13/04	\$ 32.00		
Treats 4/05	\$ 189.20		
Treats 11/05	\$ 193.20		
Kellie Owen Reimb - Special Treats Term 1		\$ 844.00	\$ 770.15
Mothers Day Deposit 1	\$ 194.50		
Mothers Day Deposit 2	\$ 2,060.50		
Mothers Day Deposit 3	\$ 1,701.00		
Smart Gift Ideas - M Day Gifts		\$ 1,025.00	
Maria Sfirse & Debbie Scerri - M Day		\$ 840.00	
Alison Streater Reimb - M Day Bags		\$ 269.00	\$ 1,822.00
2nd Hand Uniform Shop 6/04	\$ 1,009.60		
Annamaria Farrugia Reimb - M Day M/Tea Flowers		\$ 15.63	
Auditors Fee		\$ 1,650.00	
Alison Streater Reimb - Sundries		\$ 60.50	
	\$ 6,579.75	\$ 4,704.13	\$ 1,875.62
			29%
Balance in Bank as of 18/05/2018	\$ 33,657.31		
Petty Cash Float	\$ 80.00		

General Business

- It was asked if are able to purchase the boys vest as it is not on the uniform order form, Eva said it was added to the form this year and can be now purchased at the uniform shop.
- Do we use the same auditor? No it was the Castellan Family Business
- Kara to be added to the PRC emailing list.
- Carols or outdoor movie night to be considered including fireworks. Hugh from Dazzle FX will offer the P&F a fireworks display at cost price. The fireworks company is required to notify council and local fire brigade. Even in high fire danger season you can still let off fireworks but they can ban if it is deemed necessary. The fireworks attract large crowds, which help raise profits for your community event.

MEETING CLOSED: 7:36pm

NEXT MEETING: TBA

