



QHPS PFA

Minutes of Monthly Meeting

Friday 20/07/18 @ 9am

Principal: Jo Menzel

President: Clive Enever

Vice President: Fiona (Foz) Shanahan

Members:

Angela Grist (AG), Bahar Davies (BD), Cameron Knott (CK), Carlene Egan (CE), Clive Enever (CEN), Erin Henderson (EH), Fiona Bryan (FB), Fiona Shanahan (FS), Gina Harris (GH), Greta Balsillie (GB), Heidi McIntosh (HM), Jane Crane (JC), Joan O'Brien (JO), Justine Graham (JG), Karen O'Toole (KO), Kasslea Shaw (KS), Kathleen Pleasants (KP), Leah MacDonald (LM), Linda Reed-Enever (LRE), Lorna Polsen (LP), Minnie Rockes (MR), Nadia James (NJ), Oriane Landry (OL), Patrick Boyer (PB), Rachele Bertuch (RB), Renee Selkrig (RS), Sam Watts (SW), Stephanie Woelfie (SW), Tammy Ayre (TA), Virginia Jones (VJ), Leah Jansz (LJ), Myf Truscott (MT), Jodie Waters (JW), Jimeal Ekanayake (JE), Ainslie Frost (AF)

Present: CEN, KO, KS, VJ, JO, RS, RB, CE, TA, AF

Guests: NIL

Apologies: FS, MR, EH, HM, SW, JC, JG, AG

Previous Minutes:

Motion to approve previous minutes put forward by KS and seconded by KO

Reports:

-Principal – Jo gave a verbal overview on a range of topics including classroom works done, and still needed 'termite work' and usage of sensory garden.

-Treasurer – Thanks to Narelle for assisting with figures in Bev's absence. Approx \$500 profit from recent Social night (\$161 on the night from raffles/ games and \$365 from ticket sales). Thanks again to all who donated and participated.

-Correspondence – Star Cinema Eaglehawk fundraiser tabled. Consensus was that enough events currently being planned, and decision made not to proceed at this time.

General Business/ Actions from last meeting:

- *VJ to ask EH whether she'd be happy to design 2-3 thank you card images for circulation prior to, and tabling at next meeting –done and decided on an image of school (ie option 1 proposed by EH). EH suggested we get a photographer to re take pic and Kate Monotti has been asked to do this by VJ, then GH to explore print costs. **Carried fwd.***
- *Staff Recognition Day & VIP morning tea. **New date for Staff Appreciation day to be Wed 8/8 & JM to confirm new proposed date for VIP day as 24/8.***

- *Action: CEN to add PFA running a cake/ sweet stall alongside election BBQ – discuss at a later meeting **Carried fwd.***

Current/ New Business:

- Discussion re Principal/ Asst Principals Day
 - CEN tabled letter received regarding this event – Fri 3/8. Discussion that recognition and small gift would be appropriate, (moved CEN and seconded VJ that up to \$30 be spent and a card possibly written by the Jnr School council.
 - *VJ to follow up with Mrs Mac (staff representative)*
 - *CEN (or proxy) to acknowledge at assembly 3/8*
- Social night at The Bendigo Club
 - Actions completed and successful event held. General consensus was that it was a fun event that we'd recommend be run again in similar format in 2019. Suggestion that it be held near the start of Term 2. Feedback received that it would have been good if something sweet/ dessert was included.
- Pizza lunch day planning
 - KS (Coord) said there was a great turn out of helpers (PFA members and others). Approx \$870 raised.
 - Unfortunately there was a shortage and KS personally drove and collected an extra pizza to feed a couple of girls who arrived late and would have otherwise missed out on lunch. KS advised Eagle Boys donated this extra pizza. Query re why girls so late for lunch and JM explained that delay may have been caused at office as phonecalls need to be made if children assert they have paid for pizza and paperwork is missing. KS explained she orders a couple of extra pizzas usually as a buffer. Proposed solution; next time increase the buffer and hope for more even pizza slice sizes
 - *Action: KS to give feedback to Eagle Boys re inconsistent slice sizes as possibility that this contributed to confusion re what to issue*
- Pie Drive
 - KO has spoken with Rod at Flora Hill Bakery and confirmed save offering and same cost as 2017.
 - Order leaflet/note to be distributed 10/8, requesting orders be returned Wed 22/8 (2 wks later), for delivery on Friday 24/8. Collection time will be between 3pm-4pm.
 - JO put fwd that monies raised go to The Bushland for general upgrade purposes, seconded by RS and supported by all.
 - *Action: KO to liaise with EH who has offered to prepare a flyer for this.*
 - *Action: KO to liaise with office re order note and put together a team of helpers to assist sorting delivered pies from 2pm on the day, (and for other counting tasks as needed)*
 - *Action: Assembly speakers to promote this as an upcoming fundraiser at weekly assembly and CEN to include as an item in newsletters*

- Staff Appreciation Day
 - Date snuck up on us, so motion put forward and agreed by all, that new date would be Wed 8th August, for a 2pm afternoon tea
 - RB and KS agreed to coordinate event
 - *Action: KS prepare some wording to promote this/ request baking to be included in newsletters and to be mentioned at assemblies by those speaking.*

- VIP Day
 - Date snuck up on us. New date being considered by JM who will communicate back to PFA.
 - *Action: JM to communicate to CEN new date asap, and promote to school community with plenty of notice for those wanting to attend. Once date known, a PFA morning tea committee will be established.*

- Trivia Night
 - To be held at Spring Gully soccer rooms Fri 14/09
 - Committee to be put together and notice to be posted on PFA noticeboard regarding this. Those offering to assist so far; AF, KS, AG, VJ
 - Committee to consider how much Silent Auction/ Raffle to include but general consensus was that this not the main focus of the evening. That said, suggestion made that some business owners in the school community who may be time poor and unable to personally assist/ attend, may like to donate something as a prize etc. This to be encouraged in newsletter/ at assemblies.
 - CEN advised that Nick & Myf Truscott had offered a painting as a Fundraiser and decision had been made to defer using this at Social night to a future event that more of the school could participate in. Recommendation this be tied in with Trivia night.
 - Discussion that any donated items, (except those set aside as table/ event prizes), be advertised within the school in the weeks preceding the event to allow people to view/ buy tickets/ express interest in them, rather than them only being available on the evening.
 - *Action: VJ to put together a notice for PFA noticeboard asking for volunteers to help, people to donate*
 - *Action: VJ to share some wording with CEN to promote in each newsletter re this.*
 - *Action: CEN to follow up Truscotts and seek approval re above recommendation, and if support given, to then arrange viewing location eg within office area.*

- Mango Fundraiser
 - KS confirmed paperwork completed to book interest in this event for later in the year. No actions till closer to the time.

Agenda items proposed for next meeting:

Any additional agenda requests to be forwarded to the office, or to the Minutes Secretary (VJ), Correspondence Secretary (JC), Vice President (FS) or the President (CEN) a week prior to the upcoming meeting.

- Pie Drive update
- Teacher Appreciation/ VIP days
- Fathers' Day Stall Fri 31/8
- Trivia Night Fri 14/9
- Sept Pizza lunch day

Meeting closed at: 10.05am

Next meeting scheduled for: Thurs 2nd Aug @ 7.30pm

PFA MEETING CALENDAR SCHEDULE:

Fri 7th Sept @ 9am

Thurs 11th Oct @ 7.30pm

Fri 2nd Nov @ 9am

Thurs 13th Dec @ 7.30pm