

**ST MUNCHIN'S CATHOLIC SCHOOL**  
**P & F MEETING MINUTES**  
**Tuesday 10<sup>th</sup> October 2017**

1. **Meeting opened:** 7.10pm
2. **Attendance:** Gaylia Evans, Helen Rozendaal, Lisa Pitman, Lisa Harrison, Rebecca Lafferty, Kristy MacMillan
3. **Apologies:** Miranda Peters, Lyndall Vaughen, Janene Neale, Vanessa Killen, Heather Ward, Rob Romeo
4. **School Prayer:** Lisa Harrison
5. **Acceptance of previous minutes:** Gaylia Evans, Rebecca Lafferty
6. **Business arising from previous minutes:** none
7. **General Business/ President's Report:**
  - The sausage sizzle worked well with faction colours.

**The SCHOOL DISCO is next Friday...**

- Definitely the three sessions. Kindy- PP together at 4-5pm. Years 1- 3 together at 5.15 to 6.30pm. Years 4-6 together at 6.45 to 8.30pm.
- 15 minutes to allow for transition, clean-up, sweep floor and set-up for next session.
- Exit via the Music room. May take them into the pre-primary area.
- Teachers have put their hands up to volunteer. Lisa Harrison has organised the teachers, which takes the pressure off us. Ten teachers to cover younger session, about eight for the next and then four for the last.
- Kristy asked whether we have advertised the disco but we needed to confirm everything since we had to make many changes at the last meeting. Advertising this week.
- Tickets are \$5 each, including chips and drinks.
- Stamps once they receive chips and drink and if they don't collect, they can take home.
- Poptops decided instead of juice boxes.
- Will purchase the large boxes of chips with 20 packets.
- Gaylia won't be there for the first session
- Janene will there for the first session
- Set up in the last half hour of school day
- Lisa P will find out when her DJ contact needs to be in to set up and any other DJ info.
- Can close off curtains to hide things behind.
- The Thursday before, Gaylia will get Vanessa to purchase drinks.
- Janene is still organising the glow sticks; She wants ideas of what to sell at the disco. Possibly the tubes with 30 in them- sell according to size, bracelets and necklaces are good. \$3 for pack of 8 at Kmart. Do we wait until the Thursday before to purchase? No, leftovers can be used on Family Fun Night. On disco advertisements generally say glowsticks are available for purchase. Rebecca will let Janene know about the new ideas and see what she's doing and then place ideas on FB page.

- Do we want prizes? Eg Killer pythons or they can choose from the lollies that are there or a lucky dip using small items, such as, from 'Party Favours' bags.
- On disco flyer say only students from St Munchin's and no siblings in out of age sessions
- We will use class lists for signing-in (cover OHS requirements)
- P and F crew will there. Other parents are to drop and run. Will have to make exceptions for P & F children who are at alternate sessions.
- Half a dozen posters around school
- Will decide on the evening the jobs we'll do. Play it by ear.
- Staff will do toilet patrol
- Staff and P & F will be wearing fluoro vests
- Set up table out the front and by the kitchen (to put drinks on)
- Chairs (not too many) are to be placed around the outside of the disco dance floor area. Lisa H can organise the Year 6s to do this job.
- We won't be designing tickets- just tick off names on class list. We will need a tear-off slip for parent's phone number, just in case their child needs to be picked up early.

### **Tupperware Fundraiser**

Aleatha doing a fundraiser poster. Flyer going home this week. 27<sup>th</sup> October is the return date for orders, with a two week turnaround.

### **Family Fun Night**

- Various Lumen Christi bands will be playing
- Also both Lumen Christi and St Munchin's choirs
- Gaylia has to email all the food truck people
- We are selling raffle tickets for the hampers (to use up the left over alcohol).
- The entertainment will be confirmed in the last meeting.
- Vanessa said we need to draw a plan of the oval and figure out where we are going to place everyone.
- Food vans in staff carpark possibly, but will be confirmed at the next meeting.
- Budget for amusement side has not been confirmed, just need enough for 400 kids.

### **Staff Wish List**

- Quote from Oz Shut was \$790 to fill in hole in Science room- space the size of staffroom tv screen. Gaylia does not want to spend more than \$300. So not going with roller shutter idea. Maybe a canvas with student artwork/mural or a whiteboard instead. Need to get blinds. Still trying to find cabinet man to put shelves in room. Cupboards around the outside. Floor company suggested lino squares as these are cheap. Also need to look in the science room storeroom which has carpet- need to decide whether to replace that or not.
- Still looking into drying racks
- Large school fans to come
- P and F noticeboard looks great
- Gaylia has spoken to Fran to hurry up and sort books as money has been allocated.

- Stove for kindy- Lisa P was told there was no gas, they would prefer gas. The existing oven is electric- Seems logical to choose electric. Lisa P found that Appliances-on-line was the cheapest and will deliver for free and charge \$200 for installation. Needs to be installed by an electrician. Lisa H suggested to use the school's general electrician.
- Six different ovens were shown by Lisa P. After much discussion about safety features/ceramic tops/warranty/prices/colours/sizes/ class needs, it was decided to choose the \$1136- stainless- 111 L- double door oven, to cater for the two classes who may need to use it at the same time.

#### **Other Business**

- Crown Bus fundraiser- \$10 per person includes lunch. It collects and returns participants. Information is for Mondays to Fridays. Could open to the Parish. We would like to know about weekends. Lisa P will investigate further and place on FB page.
- Voucher for a special person needs to be followed up.
- Any more quotes need to be in by the next meeting, so we can pay for everything before the AGM.

- 8. Principal's Report:** No official report as it is Day One of Term Four.  
Yesterday there was lots of positive sharing amongst the teachers.  
Wonderful feedback from new parents.  
Cyclical Review at the end of the month- interview parents, teachers, to check school's progress.
- 9. Treasurer's Report:** Gaylia read the report due to Vanessa's absence- \$17 972.09 balance. P and F Levy for the year, yet to be advised.
- 10. Correspondence:**
  - Aleatha- Tupperware- flyer that is being distributed this week
  - Cheryl Taylor- thank you for the Mathematics donations
  - Cancer Council- Letter of thanks for sunscreen purchases
  - P and F Federation (PFFWA)- letter regarding potential name change
  - PFFWA newsletter
  - Email re: rollershutter
- 11. Date for next meeting:** Tuesday 10<sup>th</sup> October 2017, 7pm, in staffroom.
- 12. Next Agenda:** Family Fun Night. Finalise payments.
- 13. Meeting closed:** 8.10pm