



## **QHPS PFA**

### **Minutes of General Meeting**

**Tuesday 17<sup>th</sup> April @ 7.30pm**

**Principal:** Jo Menzel (JM)

**President:** Clive Enever (CEN)

**Vice President:** Fiona (Foz) Shanahan (FS)

#### **Members:**

Gina Harris (GH), Joan O'Brien (JO), Oriane Landry (OL), Virginia Jones (VJ), Nadia James (NJ), Lorna Polsen (LP), Kasslea Shaw (KS), Linda Reed-Enever (LRE), Karen O'Toole (KO), Cameron Knott (CK), Stephanie Woelfie (SWO), Rachele Bertuch (RB), Fiona Shanahan (FS), Heidi McIntosh (HM), Sam Watts (SWA), Carlene Egan (CE), Patrick Boyer (PB), Bahar Davies (BD), Minnie Rockes (MR), Clive Enever (CEN), Jane Crane (JC), Kathleen Pleasants (KP), Erin Henderson (EH), Renee Selkrig (RS), Ainslie Frost (AF), Leah MacDonald (LM) .

Note acronym for Clive Enever changed to CEN to avoid duplication with Carlie Egan.

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**Present:** CE, JM, FS, KO, KS, JO, RS, JC, VJ, GH, NJ, HM, AF

**Guests:** nil

**Apologies:** MR, BD, OL, LP, KP, SWA, EH

#### **Previous Minutes:**

- Acronym for Clive Enever changed to CEN to avoid duplication with Carlie Egan.

Motion to approve previous minutes put forward by KO, and seconded by JO.

#### **General Business/ Actions from last meeting:**

- *VJ/JC to liaise re sharing of Secretary duties – discussions held.*
- *JM (through Narelle) to arrange for minutes to be posted to PFA page on school website – completed*
- *JM to arrange for current PFA list to be updated and then shared with Exec's for communication purposes - completed*
- *VJ/ CE to put forward schedule of meetings – feedback provided that Dec meeting clashed with disco, so meeting changed from 6/12 to 13/12.*
- *CE to follow up with JM and School ICT re a shared file/ drive solution – undertaken and access in the process of being arranged for Exec's.*
- *Easter Raffle actions: KO to coordinate ticket books – done*  
*EH to do graphics/ put together posters, book covers, basket poster- done*  
*GH/ VJ to coordinate Easter raffle activities and communicate via different mediums including PFA noticeboard outside Rm 5 - done*
- *BD to make purchase of choc's for Mothers Day top up – done.*
- *Attendance at assembly to be coordinated. Decision that upcoming event organiser would speak or arrange speakers.*

## Reports:

### **Principals report-** as tabled

- LSL for Craig Harrop & Anne Rochford
- Easter raffle thanks to PFA
- School review/ validation day – auditors speaking to parents and students
- Gallipoli Oaks Project – thanks to Kasslea for applying for this in 2014
- Sensory garden update – aim for work to be completed by end of week. Planting working bee planned for later in term.
- Upcoming cross Country

**Treasurers report-** \$9,300 of promised funds has come out of account since last meeting.

### **Current/ New Business:**

- Easter Raffle Report/ Discussion
  - \$3256.00 raised. Congrat's and thanks to all.
  - Improvement for next time: state on front of ticket book when tickets needed back (not just on posters)
  - \$50 donation from Greta Balsillie received (taking total raised to \$3,306)
  - Reimbursements for plastic roll? Nadia/ Gina confirmed theirs was a donation.
  - Cert. of appreciation for Strath Village Bakers Delight already actioned (confirmed by RS)
  - Suggestion that it would be good to have a ready supply of QHPS blank cards for use as thank you's etc

#### **Actions:**

- *CEN to note feedback re front of ticket books to activity master pro forma document on shared drive.*
  - *CEN to include names of top 10 prize winners and \$'s raised for Sensory Garden in newsletter write up*
  - *GH to follow up Bev in the office re status of ordered cello roll*
  - *JC to write thank you card to Greta Balsillie (obtain address etc from the office and reimbursement for card if none available from office)*
  - *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*
  - *GH to explore vista print and other types of card printing services and table costs at next meeting*
- Calendar of events
    - Suggestion that we focus on one term at a time re events
    - Suggest changing Teachers recognition day & VIP morning tea from October to 23<sup>rd</sup> July for VIP Day and 24<sup>th</sup> July for Teachers Appreciation day.
    - Change Mango Drive orders due to Tues 30<sup>th</sup> October (because of clash with Bendigo Cup)
    - Trivia Night – 1<sup>st</sup> preference is Fri 22<sup>nd</sup> June, 2<sup>nd</sup> preference Fri 15<sup>th</sup> June
    - Pizza Day discussed – KS happy to coordinate & suggested needs 3 week lead time. Discuss/ finalise at June mtg.
    - Sausage sizzle/ food stall for polling booth Sat 24/11 discussed and all agreed would be a good opportunity for school. Suggestion that maybe a good

opportunity for Bushland group to do BBQ and PFA do a cake stall/ bake off.  
Further discussion at later meetings.

**Actions:**

- *CEN to follow up with JM & seek approval for suggested date change for Teachers Recognition Day & VIP morning tea*
- *CEN to follow up with JM re preferred Trivia dates and then advise this to HM & VJ so that venue availability can be explored before next meeting.*
- *CEN to liaise with Narelle and arrange for updated dates to go on website*
- *Once CEN confirms Trivia date, HM to explore availability/ cost and capacity of The Old Church, VJ to do same for Spring Gully Soccer rooms, and CEN to do same for a 3<sup>rd</sup> licenced venue.*
- *JO to mention to Ian Mc the idea that Friends of the Bushland may like opportunity of running election BBQ*

● **Mothers' Day event**

- Discussion re logistics of event and confirmation of date to be Fri 11<sup>th</sup> May.
- RS has kindly offered/ agreed to be the event coordinator with the support of the broader PFA group
- Positive comments re the poster proposed by EH
- \$50 Admin costs put fwd by VJ and seconded by KS to be used for incidentals/ stationery &/or extra gifts as required. (Note: \$50 has already been spent on choc's
- Discussion re enviro focus. Can we move away from plastic wrapping? What happens when no more supermarket bags for collection? Need to look into alternative options.

● **Actions:**

- *VJ to request EH to amend the Poster as follows: change date to 11<sup>th</sup> and add extra wording 'Donations needed please by Thurs 10<sup>th</sup> May latest'. ..and to add 'Baskets in classrooms' to bottom of poster.*
- *KS to fwd to Renee/ post on facebook a suggested list of steps/ actions required to coordinate the event.*
- *CEN to upload this to shared Exec drive*
- *AF to explore enviro wrappings/ alternate packaging eg non plastic cello for future events.*

● **IT Sharing of PFA resources eg files/ previous years records & Facebook/ emails**

- CEN has arranged a cloud resource and there should be access for Exec team - still to be arranged for JC & VJ.
- KS will continue to share notes from previous years events
- KS has offered to be Admin/ Editor for PFA Facebook group
- VJ shared some emails bouncing back

**Actions:**

- *CEN to arrange access for JC & VJ*
- *JC/VJ to keep KS informed of any new members for addition to Facebook group*
- *VJ to liaise with individuals re email addresses*

● **Cuppa & Chat update**

- Going well. Average of 5-6 attendees

- Query from CEN re whether clothing stall could be incorporated into this and confirmation it already is

Actions:

- *CEN to enhance marketing of clothing stall and link to Cuppa & Chat sessions through newsletter*

**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.

- Mothers Day stall update & final preparation
- Trivia night – committee, venue decision, decision re silent auction/ raffle etc, price etc
- Pizza lunch day planning
- Bakers Delight Fundraising Opportunity – letter received
- Website refinements
  - PFA meeting schedule to be added
  - Calendar of Events to be added
  - Discussion regarding ‘Upcoming Events’ – who maintains this?

**Meeting closed at:** 9.05pm

**Next meeting scheduled for:** Friday 4<sup>th</sup> May @ 9am

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**PFA MEETING CALENDAR SCHEDULE:**

Friday 4<sup>th</sup> May @ 9am

Thurs 7<sup>th</sup> June @ 7.30pm

Friday 20<sup>th</sup> July @ 9am

Thurs 2<sup>nd</sup> Aug @ 7.30pm

Fri 7<sup>th</sup> Sept @ 9am

Thurs 11<sup>th</sup> Oct @ 7.30pm

Fri 2<sup>nd</sup> Nov @ 9am

Thurs 13<sup>th</sup> Dec @ 7.30pm (updated in April meeting due to a clash with school disco)