



QHPS PFA

Minutes of General Meeting

Thursday 07/06/18 @ 7.30pm

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)

Present: CEN, FS, KO, KS, VJ

Guests: NIL

Apologies: JM, TA, JC, NJ, RS, GH, JO, EH

Previous Minutes:

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

Reports:

-Principal – JM not present, report tabled. (Key points; Thanks re Mothers Day stall, Bushland and Cuppa & Chat groups Fieldwork & Panel day overview, Grant from Stephanie Alexander Garden Foundation, Cyber safety session, upcoming School Aths & Energy breakthrough)

-Treasurer – Report given. \$13,720.15 balance remains (following last \$460 came out for padding for basketball rings. Total spent on basket ball court \$9,840).

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.*
- *GH to explore vista print and other types of card printing services and table costs at next meeting – carried fwd until image ready. Then x50 copies to be Arranged in a card that opens (with blank inside) .*

- *CEN to follow up with JM & seek approval for suggested date change for Teachers Recognition Day & VIP morning tea – done VIP day = 23/7 & Teachers Recognition Day = 25/7.*
- *Action: CEN to add PFA running a cake/ sweet stall alongside election BBQ – discuss at a later meeting*
- *CEN to explore 14/09/18 as new Trivia Night date with JM & then share in newsletter if OK- done*
- *VJ & HM to explore availability of Spring Gully Soccer and Old Church on the Hill for new proposed date of Fri 14/9/18 with a decision to be made at a later meeting. – done, see below*
- *All to consider whether any ice breaker games/ activities could be incorporated into Social event at The Bendigo Club. Games discussed; peg game and bottle game considered options. FS to explore interest/ availability of Vern to coordinate*

Current/ New Business:

- Mothers Day stall update & final preparation
 - Thanks to RS and all involved.
 - Discussion regarding monies raised being
- Trivia Night
 - As above, HM confirmed Old Church on the Hill not available 14/09/18, while VJ advised Spring Gully soccer rooms are available Fri 14/09 for a flat fee of \$100 so this venue decided upon for Trivia Night 2018. Room, loo, kitchen needs to be cleaned and rubbish removed at end of event. Liquor licence to be obtained if needed and they have pencilled us in. Would meet Thurs prior to get key and instructions
 - *Action: VJ. VJ to email back and confirm booking.*
 - *Action: CEN to promote in first newsletter after the Social night.*
- Social night at The Bendigo Club planning
 - CEN tabled more Family Capers Donations and donated hand made wooden frames from Rob Robertson (grandfather of a student); artwork from Truscott Art Gallery; chopping board from Resin8 Australia.
 - Discussion re whether there could/ should be an auction and it was decided that as we'd marketed event as purely social, it would be best to leave prizes for entry/ raffle / ice breaker activities. We discussed businesses that could be targeted for other donations/ prizes.
 - *Action: VJ to approach supermarkets, FS to approach butcher, KO to approach Bakery, KS to approach Brumby's, HM to approach Carlie, parent and new business owner, and all to approach any others they could think of. VJ to speak at assembly and invite business owners in community to donate/ attend, & general school community to attend and to promote the child friendly nature of the event.*
 - CEN happy to group/ assign prizes for entry/ raffle / ice breaker activities. CEN to communicate closer to the time if support needed re wrapping etc. and arrange receptacles for tickets.
 - *Action KS to seek ticket books for use from Narelle/ Bev*

- Suggestion that we circulate a stand- alone invitation to school community using an A5 version of flyer already prepared by EH, and posters to be posted around school asap
 - *Action: VJ to liaise with Narelle re both of these.*
 - Discussion re ice breakers eg peg game, bottle game with \$2 toss and it was suggested we ask Vern if he was available to coordinate and give him creative licence to choose/ runs games if he accepted. Agreed we'd ask he (or whomever coordinated) to propose an approx. time table of ice breakers.
 - *Action FS to contact Vern re same*
 - Other logistics discussed eg name tags (sticker labels) and coloured dots/ stars etc that could be stuck to name tags to show number of school kids and grades (eg red spot = Prep, green spot =Grade 1 etc).
 - Moved by VJ and passed by FS that \$100 budgeted to cover any associated expenses incurred.
 - *Action FS to explore whether these could be sourced economically and VJ to also source some costs. Decision to be made online based on cost effectiveness and consultation between at least 2 of KS, FS & VJ.*
 - *Action: KO to arrange loan of cash box and a float of \$2 coins for the event*
 - *Action: all PFA members to promote event and encourage purchase of tickets online asap for catering/ organising purposes.*
- Pizza lunch day planning
 - KS (Coord) has been in touch with Eagle Boys and made initial arrangements re types of pizza and we'll be selling for \$2 a slice,(detail in previous minutes).
 - Moved HM and seconded VJ to spend up to \$50 on associated incidentals
 - *Action: KS to promote in newsletter, at assembly, and ask for support/ help closer to the time, both electronically and on noticeboard*
 - Pie Drive – KO has offered to explore/ coordinate and will be in Term 3 so can discuss at next meeting.
 - Bakers Delight Fundraising Opportunity – letter received but decision not to proceed based on ongoing support school receives from Brumby's
 - Second hand uniforms – thanks to SW for her efforts/ support opening the Second Hand unfirms for the year so far, & welcome and thanks in advance to RB for agreeing to take on this responsibility. Days to remain the same.
 - Cuppa and chat – HM reported that there are typically close to 10 people participating in the Cuppa and Chat sessions.

Meeting closed at: 9.15PM

Next meeting scheduled for: Friday 20th July @ 9am

PFA MEETING CALENDAR SCHEDULE:

Thurs 2nd Aug @ 7.30pm

Fri 7th Sept @ 9am

Thurs 11th Oct @ 7.30pm

Fri 2nd Nov @ 9am

Thurs 13th Dec @ 7.30pm

Approved: CEN & JM 20180618