

PARENTS & FRIENDS' ASSOCIATION  
GENERAL MEETING - MINUTES



**Meeting:** Monday June 20, 2022, 7:00pm Webex

**Attendance:** Candice Newman, Catherine Theodore, Clare McKenzie, Donna Wallace, Hannah Beasley, Kylie Murphy, Phoebe Hartley, Sally Emmerson, Sandra Bullen, Suzy Lewis, Venessa Bourke, Verity Castles, Vicki Gauci, Julie Soutter, Lisa Maxwell, Nicole Melvin

**Apologies:** - Chrissy Boardman

Meeting Opened:		Actions
<b>Minutes from Previous Meeting</b>	Accepted: Sandra Seconded: Venessa	
<b>Principal's Report:</b> Julie	<p><b>See report attached</b></p> <p>Fathers day refund 'no easy solution,' will be managed case-by-case by office</p> <p>Dyslexia friendly reading materials suggested for fundraising goals</p> <p>24 spots for pots identified</p> <p>Best spot for mural proposed as rear wall of old gym facing oval</p> <p>Fencing quotes continue</p>	<p><b>Donna to post information on facebook</b></p> <p><b>Lisa to meet with Julie, regarding cost and number of items</b></p> <p><b>Julie to show Donna locations, discuss numbers</b></p>
<b>Treasurer's Report:</b> Sally  <i>Transaction Reports attached</i>	<p><b>Closing Balance May \$11,925.33</b></p> <p><b>Report:</b> see attached</p> <p>Accepted: Donna Seconded: Kylie</p>	<b>Nicole and Suzy to visit office to sign profit and loss statements</b>
<b>School Council Report:</b>	<ul style="list-style-type: none"> <li>• Held 8/6</li> <li>• Child safe code of conduct endorsed</li> <li>• Brantome st update, between schools in discussion. 12 months at least before anything happens</li> <li>• Newsletter: new software to be trialled to analyse how parents use/open/read</li> <li>• Discussion of reminders concerning voluntary fees/ technology fees. Tech fees received are much reduced from last year</li> </ul>	
<b>Correspondence:</b>	<ul style="list-style-type: none"> <li>• <i>Fun run</i></li> </ul>	

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<p><b>Actions from Previous Meeting:</b></p> <p><b>Action:</b> Donna to confirm trivia date with golf club</p> <p><b>Action:</b> Julie to discuss potential projects requiring fundraising with staff</p> <p><b>Action:</b> Donna and Suzy to contact artists concerning possible artwork</p>	<ul style="list-style-type: none"> <li>• Confirmed 6.8.22</li> <li>• Dyslexia materials suggested</li> <li>• Fiona Farrugia quoted</li> </ul>	
<p><b>Business:</b></p> <p><b>Item</b></p> <p>Scholastic Book Club</p> <p><b>Sandra</b></p>	<p>Seeking person/people to help with book distribution when Kylie takes over in 2023</p> <p>Clare, Candice volunteered</p> <p>Deb (library) suggested stamp to recognise PFA donated books</p> <ul style="list-style-type: none"> <li>• · June 2022 total order \$3,015</li> <li>• 20% of this total given back to our school with Scholastic rewards as below</li> <li>• · Feb, Mar &amp; May 2022 – Six families completed orders using home delivery option totalling \$232.00             <ul style="list-style-type: none"> <li>• · June 2022 – Seven families completed orders after due date using home delivery option totalling \$523.50</li> <li>• 10% of home delivery orders given back to our school with Scholastic rewards as below</li> </ul> </li> </ul> <p><b>Existing Scholastic Rewards Balance from Feb 2022      \$511.05</b></p> <p><u>Plus</u></p> <p>New Scholastic Rewards from Feb, Mar &amp; May 2022 home delivery orders: \$23.20</p> <p>New Scholastic Rewards from June 2022 order: \$603.00</p> <p>New Scholastic Rewards from June 2022 home delivery orders: \$52.35</p> <p><b>Total Rewards Points/Dollars \$1,189.60</b></p>	<p><b>Sally to look into stamp</b></p>

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	<p>Less</p> <p>Books purchased in March 2022 for next Book Stall \$68.00</p> <p>Books purchased in June 2022 for next Book Stall \$322.00</p> <p><b>Current Total Rewards Points/Dollars: \$799.60</b></p>	
<p><b>Item</b></p> <p>Premiers Reading Challenge</p> <p><b>Sandra</b></p>	<p>Children register books read</p> <p>PFA prior to covid have celebrated kids who have completed challenge with afternoon tea</p> <p>149 students registered</p> <p>?Families bring plate to share</p> <p>Current restrictions allow kids in gym but ?not to share food</p> <p>Concerns about number of students ?split groups due to split timetable</p> <p>?middle of BER preferable to gym</p>	<p><b>Candice to potentially coordinate, will liaise with Donna</b></p>
<p><b>Item</b></p> <p>Second Hand Uniform</p> <p><b>Sandra</b></p>	<p>No stall, still contactless</p> <p>Potential stall in term 3</p> <p>Further \$549 raised, brings to \$1890 for the year</p>	
<p><b>Item</b></p> <p>Student Disco</p> <p><b>Candice</b></p>	<p>Jacqui Stewart happy to help</p> <p>Candice and Jacqui happy to organise</p> <p>Lisa and Julie positive, suggest junior and senior school split</p> <p>Candice suggested bop to you drop to host (3 hour)</p> <p>Bigger space may reduce chaos</p> <p>Junior/senior mix may not work</p> <p>Split time between junior/senior school or 3 groups 1 hour each</p>	<p><b>Candice and Jacqui to follow up with Donna</b></p>

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<p><b>Item</b> Election Day  <b>Donna</b></p>	<p>Thank you to Suzy, Rebecca and all who were involved. The profit from BBQ was \$1745.000: and Cake stall \$912.60 Was a fantastic team effort</p>	
<p><b>Item</b> Trivia Night  <b>Donna</b></p>	<p>6<sup>th</sup> August \$9 per head grazing board Ticket price \$35 Can bring snacks Tickets go live tonight ?more food needed with people drinking Tables of 8-10 Need some prizes for winners</p>	<p><b>Donna to speak to Golf club and suggest pizza in addition to grazing</b>  <b>Donna to ask around for prizes</b></p>
<p><b>Item</b> Mural/Art installation  <b>Donna</b></p>	<p>Fiona Farrugia ball park 3,000 without scissor lift Some areas heritage listed cannot be painted on  Lisa prefers indigenous. Donna has contacted indigenous organisation is waiting to hear back.  Potentially 3 works, indigenous, student lead, landscape</p>	<p><b>Donna to meet with Julie</b>  <b>Donna to contact indigenous organisation</b></p>
<p><b>Item</b> Pots  <b>Donna</b></p>	<p>4 quotes for pots, two kinds of pots 75x75cm each. \$399.95 cylinder pots preferred option  10 pots with potting mix - just under \$5,993.50  Delivery charge \$980, could be collected for less  Increase of budget to \$5,900 proposed  Potentially reduce to 6 pots</p>	<p><b>Donna to meet with Julie, decide number</b></p>
<p><b>Item</b> Colour Run  <b>Donna</b></p>	<p>Colour run with powder, slime or both Green or prizes for incentive Green goes to plant tree/coral etc Prizes range from small to large Fundraiser takes 40% of profit, no outlay 5 volunteers needed All online October/November Fundraise 4-6 weeks before, we select date</p>	<p><b>Donna to liaise with Julie/Lisa regarding potential dates</b></p>

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	No minimum amount to raise Funds could tie in with murals/artworks May give more scope for indigenous works Powder and prizes seem to be preferred	
<b>Feedback for the Principal</b>		
<b>Meeting Closed:</b>  <b>Minutes:</b>	8:30  92 minutes	<b>Next Meeting:</b> <b>Monday July 18</b> <b>7pm</b>

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**P.F.A**  
**PROGRAM TRANSACTION REPORT**  
**May-22**

DATE	DESCRIPTION	REVENUE	EXPENDITURE	BALANCE
1/5/2022	Opening Balance			\$ 9,733.69
	Election Day Cake Stall	\$ 912.60		
	Election Day BBQ & Drinks	\$ 1,745.00		
	Mothers Day Stall	\$ 612.30		
	Mother's Day Gifts		\$ 56.90	
	Hot Cross Buns		\$ 796.36	
	Easter Eggs - Student Leader Fundraiser		\$ 15.00	
	Prep Electric sharpener		\$ 210.00	
31/5/2022				
	<b>Closing Balance</b>	<b>\$ 3,269.90</b>	<b>\$ 1,078.26</b>	<b>\$ 11,925.33</b>

*Note: \$3407.76 paid in 2021 for Fathers' Day gifts held over until this year due to Covid-19 restrictions*

<b>Committed Funds</b>	
Prep wishlist items	\$ 370.00
<b>Total uncommitted funds</b>	<b>\$ 11,555.33</b>

REPORT PREPARED BY: Sally Emerson

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**PFA Principal's Report**

**Monday, 20<sup>th</sup> June, 2022.**

**Fathers' Day Stall:**

I followed this up with Ilsa and there is no easy solution. She is letting families know their options with the refund.

**PFA Fundraising Projects**

I have asked staff about resources. These include:

- Dyslexia friendly chapter books including popular authors on cream paper.
- Decodable readers suitable for upper school children.
  
- I have located at least 24 places for pots around the school so that each class can take care of a plant.

**Mural/Art Installation**

I have also spoken to the art teachers and looked around the school for walls to complete murals/art installations. A couple of areas that could be used are the outside walls of the Prep rooms where the Bunjil painting used to be. (It deteriorated and needed removing). Also, the Art room corridor cupboards. I am working with the art teachers around perhaps getting an Artist in School to work with the students to do this work.

**Curriculum Days and Interviews**

Our remaining two curriculum days will occur during Term 3 – one on the first day of term, Monday, 11<sup>th</sup> July and the second in Week 6, Monday 15<sup>th</sup> August. During those days we will be providing professional learning around our key areas of the Annual Implementation Plan in writing and numeracy.

**Reports:** We are looking forward to hearing your thoughts on the new reports with just a few 'I can' Statements which we hope will be more parent-friendly; these identify the main skills and concepts that are the focus of each curriculum area.

**Interviews:** A booking system for the interviews has been provided for the pupil free afternoon on Wednesday, 22<sup>nd</sup> June. We are offering online interviews during the afternoon and face-to-face in the evening; we hope these suit everyone's commitments.

**Sub-committees:**

**Education and Policy Sub-Committee:**

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We will be updating our Child-Safe policies in line with DET requirements from the start of Term 3. Please see the website next term to access the new policies.

## **Canteen**

We are trialling opening the canteen for three days a week to reduce the pressure Fridays. The new subway rolls are proving to be very popular and we will be trialling hamburgers this week. The Year 6s have been assisting in the canteen with over- the- counter sales and have been learning some finance and customer service skills in this process.

## **Facilities**

**Brantome St:** We are making progress with the planning of new courts in Brantome St, the painting and maintenance of the Heritage building and renovation of the toilets.

## **Playground improvements**

It is likely we will start with an unfenced soccer/futsal rectangle at the side of the oval. This area continues to be very popular with all students. Availability of the gym is also very popular and we are able to accommodate about 100 students in there having fun with ball sports set up by Mike Goodyear. We have also noticed that the students are loving down-ball games and we will be finding more spaces for lines to create more of these. So far, the common play times are working very well and we will continue to do this on Fridays during Term 3.

## **Fencing Landscaping and Heating updates:**

During the holidays we will be completing some landscaping work in the Oaks Courtyard outside the new admin building. Our fencing quotes still need further investigation and input from the VSBA to decide if the project is too big for the school to manage with School Council or whether it will become part of Stage 3 building works. This week we are completing the reconnection of the old gas heaters in the gym with some small gas bottles until this issue is rectified in the coming months with an upgraded power board.

**Federal/state Election:** Our new gym was used for the Federal election in May. Donna Wallace did a great job of ensuring the floor was protected and we had no damage.

## **Strategic Plan and AIP and Annual Report:**



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The Annual Report has been through the quality assurance process after a few minor adjustments. It is available on the website.

The DET priority goal and our Goal 1 for the 2022 Annual Implementation plan is as follows: **Goal 1 2022 DET Priorities Goal:** *Some of our students have thrived in the remote learning environment, others have maintained their learning progress, and some need extra learning and wellbeing support despite the best efforts of their teachers and families. In 2022 we will **continue to focus on student learning** - with **an increased focus on numeracy - and wellbeing** through the 2022 Priorities Goal, a learning Key Improvement Strategy and a wellbeing Key Improvement Strategy. We will teach and support each student at their point of need and in line with FISO.*

KIS 1a Learning - Support both those who need extra support and those who have thrived to continue to extend their learning, especially in numeracy.

## **How are we progressing with this goal?**

On Friday, 27<sup>th</sup> May four of our staff attended Professional Learning around enhancing vocabulary in reading and writing and the teaching of numeracy. The day was fully funded (including CRTs) by our network grant for the Supporting Teachers at Regional and Rural Schools initiative. These staff will share their new knowledge with all staff on the curriculum day in Term 3.

The focus of our first curriculum day next term is around numeracy and further work on understanding and teaching the big ideas in maths and the effective teaching of problem solving.

Julie Soutter

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