



2019 MINUTES

St Catherine's – P&F Meeting

February 20, 2019

Meeting Opened at: 5pm

St Catherine's P&F Prayer: Heavenly Father, Give us strength to make the decisions that benefit our children, families and staff of St Catherine's. May we nurture our love and respect for each other through our actions and our prayers. Amen.

St Catherine's School Prayer: Dear Lord, Give us the courage to follow in the footsteps of St Catherine of Siena and be aware of the needs of those around us. We pray that our actions and decisions will always be for the benefit of others and that our lives will inspire others to work in your name. We pray that you bless us as we journey in faith. Amen.

In attendance

Kevin Browning, Sarina Newman, Jo Riley, Bronwyn Philipp, Kelly Corken, Melissa Musgrove and Stacey Odwazny.

Apologies

Jacki Manser and Anne Janke

Correspondence

In Superpop Tax Invoice

Casey Walk to School – Information/Vouchers

Out Superpop Tax Invoice to Kevin Browning for Margaret

Casey Walk to School – Kevin Browning for Kate Beveridge

Approval of Minutes

The minutes were read from the October 16, 2018, meeting and approved by Sarina Newman and seconded by Jo Riley.

Committee Reports

1. Principal's Report

As Attached

2. Teacher's Report

- Teacher Rep Position Vacant.
- Suggested a representative of St Catherine's Leadership Team to update parents per meeting.

3. Treasurer's Report

- Jo Riley appointed Acting Treasurer
Moved: Sarina Newman Seconded: Kelly Corken

4. P&F Rep to the Board

- Board meeting date is yet to be scheduled.

5. Fundraising

- Upcoming Movie Night on the 1st March 2019 – Ferdinand.
- Expenses: Popcorn \$103.00 and Glowsticks \$110. Invoices paid and approved by the P&F.
Moved: Sarina Newman Seconded by Jo Riley.

6. Book Club

- \$570 Total Sales – 20% Commission to the school of \$114.00.
- Book Club Coordinator appointed – Melissa Musgrove.
Moved: Jo Riley Seconded: Kelly Corken

7. School Banking

- \$1639.00 Total Sales for 2018, with a \$300 Contribution from CBA.
- CBA contribute as a regular savers contribution of \$5 to the school for every 10 School Banking deposits processed per student, in line with the existing School Banking Rewards Program for students.
- CBA representatives, school banking coordinators and Pat the Dog will be at the next Flag Raising on Monday, 25th February.

8. Meal Bank

- 1 Family x 3 meals
- Volunteers required to make meals. Please advise the office if you wish to participate.

General Business

P&F Roles and Descriptions (Sarina Newman and Kevin Browning)

Restructure of Positions: As approved in 2018 AGM a Working Draft for 2019 and to be approved at the next AGM. Structure as attached.

School Fair 2020 (Sarina Newman)

- Date set for Saturday 14th March 2020. Theme is School Carnival.
- Ride decision for Action Events to obtain quote.

Shade Sails (Sarina Newman)

- Further quotes in process.

P&F Presence in the School (Sarina Newman)

- Newsletter article every fortnight of upcoming events and dates, help required etc.
- Suggested Skoolbag app tab for P&F (events, profiles, news)

Easter Raffle (Sarina Newman)

- Forfeit Day – Friday, 29th March (Free Dress)
- Draw Raffle – Wednesday, 3rd April.

Mother Day Stall (Jo Riley)

- 10th May
- Jo Riley to advise P&F of products and costs to be emailed and approved by P&F Exec Team.

Active April (Jo Riley)

- Free Victorian Government Initiative (Premier's Active April)
- Suggested more days for Kilometer Club over the month.
- For more information <https://www.activeapril.vic.gov.au/>

Meeting Closed – 7:00pm

Next Meeting

20th March 2019