

## Parents and Friends (P & F) Association Meeting Minutes

|                           |  |                        |  |
|---------------------------|--|------------------------|--|
| Meeting                   | General Meeting  |                        |  |
| Date                      | Monday 1 June 2020   |                        |  |
| Time                      | 6pm – 7pm  |                        |  |
| Location                  | MTCPS Board Room   |                        |  |
| Attendees                 | Denis Graham, Bridgit Federici, Trish Hilder, Stephanie Munday, Kavette Villaflor  |                        |  |
| Known Apologies           | Michelle Hann, Sharleen Bill   |                        |  |
| Welcome to Country        | Bridgit - We acknowledge the Traditional Owners of the land on which we meet today, the Larrakia People, and pay our respects to their Elders past, present and emerging. We also extend this respect to any Aboriginal and Torres Strait Islanders in the room with us today.   |                        |  |
| Prayer                    | Bridgit - Lord, We thank you for the gift of knowledge! We praise you that you provide us with ability to think and courage to question the world around us. We pray that you help our child to learn well and flourish. May they discover their unique talents and gifts. Give them a passion for the world around them. Amen   |                        |  |
| Previous Minutes          | <p>Discussion around previous minutes from P&amp;F meeting 9 March 2020 included:</p> <ul style="list-style-type: none"> <li>• Summary of financials from Mother’s Day Stall and Easter Raffle</li> <li>• Harmony Day preparation – <i>did not progress</i></li> <li>• School Fundraising ideas- what do we want P&amp;F monies to raise for? Agreement around putting money towards Sports Carnival equipment such as House Banners and Shade Tents. Discussion around multiple benefits for purchasing shade tents such as usage across multiple activities (sports carnival, over timber decking until permanent structure in place, usage in vegetable patch for classes doing project work etc).</li> <li>• Discussion around existing school BBQ and initial agreement to purchase larger BBQ (PO drawn up). Agreement to source a flat plate as opposed to purchasing an entirely new BBQ – flat plat would enable P&amp;F to make use of the entire surface, currently grill side not used)</li> <li>• Monies put towards new BBQ can potentially be used to purchase a standalone freezer for P&amp;F usage.</li> </ul> |                        |  |
| Action Items Carried Over | Action Item 1.   | Terms of Reference P&F | Complete and ready for discussion/ cascading |
|                           | Action Item 2.   | P&F Notice Board       | Ongoing                                      |
| Agenda Items              | <p><b>Fundraising report</b> provided by Bridgit in terms of monies raised from past 2 fundraising activities:<br/>           Mother’s Day Stall<br/>           Easter Raffle</p>  |                        |  |

Both events saw a reduction in monies raised due to COVID-19 pandemic. Mother's Day stall was run by staff due to COVID-19 restrictions – thank you to staff! Discussion around many students coming home with money still as they did not go back through for second purchase like last year. Easter Raffle ticket sales were less this year due to a number of families schooling from home in the weeks prior to school holidays.

### Terms of Reference

Final draft of P&F Terms of Reference circulated to the group and will be virtually shared via SkoolBag / attachment added to internet page.

#### Key topics for consideration

**Meeting schedule** – Suggested to move towards first Monday of the month (excluding January) however, concern raised around impacts of public holidays. Agreeance to move towards first Tuesday of each month.

**Standing Events** – discussion held around what activities we want to commit to each year as standing events so families are confident that each term at least one P&F event will occur. Agreed events as follows:

\*other events can be organised as identified\*

| Term  | Event  | Category        | Month     |
|-------|--|-----------------|-----------|
| One   | Welcome Picnic<br>*event to welcome new families to MTCPS* | Non-Fundraising | February  |
|       | Harmony Day Celebration                                    | Non-Fundraising | March     |
|       | Easter Raffle  | Fundraising     | April     |
| Two   | Mother's Day Stall   | Fundraising     | May       |
|       | Dry Season Movie Night                                     | Fundraising     | June      |
| Three | NAIDOC   | Non-Fundraising | July      |
|       | Father's Day Stall   | Fundraising     | September |
| Four  | Christmas Concert  | Non-Fundraising | December  |

### Fundraising in the 'new normal'

A discussion was held around options for fundraising in the current and future COVID-19 state. Group acknowledged that events and large gatherings will need to be put on hold potentially still as families may still be feeling uneasy around COVID-19

Colour Run – discussion held around organising another Colour Run which was very successful last year and has minimal face/face requirements except for the actual run. Denis advised Meg Irwin may be organising this but open to P&F support. Denis to speak with Meg and teaching staff to confirm if they would like assistance or for P&F to run.

Egg Sales – Discussion around the MTCPS chickens and selling eggs potentially. Currently eggs are collected and refrigerated for school usage however potential to sell to reduce large back log. Agreeance that eggs need to be date stamped and sourcing of egg cartons would need to occur. ELC have potential to collect the eggs as an activity. Further discussion required on how to manage this – how to advise parent community, how to manage requests (first in best dressed etc.), sourcing cartons (make own or those wishing to buy bring on the day and fill) etc.

Uniform Shop – discussion around hosting a uniform shop similar to Mackillop where used uniforms, bags, hats etc. are sold at a reduced price. Further discussion is needed around how best to source/accept used uniforms/items, when to hold (1 per term?) and available volunteers.

Tuck Shop – Discussion around having a monthly Tuckshop Day where students can order a warm meal. Denis advised nil agreement reached as yet for shared usage of canteen at Zuccoli Primary. P&F can use the large kitchen in upper primary however may need to source large freezer. Discussion around keeping food options simple and ensuring compliance against the [NT School Canteen Guidelines](#). Discussed ways of ordering – a number of Apps and programs available which enable parents to order online and prepay. Options for foods are below – these can be easily pre made and frozen- would need to ensure compliance with freeze temperatures and durations. P&F Members who wish to help with Tuckshop would need to sit a food handling course (online)

Agreed need to scope out P&F community thoughts on Tuckshop – is it wanted? If yes what frequency and food options and also gauge what level of support from volunteers is available.

| Option  | Meal                   | Description  | Logistics  |
|---------|------------------------|--|--|
| Lunch 1 | Toastie and Veg Sticks | Toastie fillings can be alternated:<br><ol style="list-style-type: none"><li>1. Ham/Cheese/Tomato</li><li>2. Chicken / Cheese</li><li>3. Tuna / cheese</li></ol> | Toasties can often be prepped and frozen in advance. |

|         |   |  |  |
|---------|---|--|--|
|         |   | Veg sticks with hummus or smooth avocado / other   | Options of wholemeal / multigrain and white (high fibre)                           |
| Lunch 2 | Mini Pizza and Yogurt tub                   | Pizza fillings can be alternated: <ol style="list-style-type: none"> <li>1. Ham / Pineapple / Cheese</li> <li>2. Salami / Cheese</li> <li>3. Cheese and Pizza Sauce</li> </ol> Yogurt tub would be Greek yogurt with fruit / granola | Pizzas can be prepped and frozen in advance.<br><br>Option to make base wholemeal. |
| Lunch 3 | Hidden Veggie Sausage Rolls and fruit Bites | Chicken or Beef sausage rolls with zucchini, carrot, onion and sauce<br><br>Various cut fruits (apple / banana / watermelon)   | Bulk sausage rolls can be made and frozen in advance.<br><br>Puff pastry outside.  |

**MOU with Zuccoli Primary School / Shared oval/canteen etc.**

Denis advised the P&F that still no MOU has been received to guide access and usage of shared areas. Denis has a meeting scheduled for Thursday (4 June) with key stakeholders to discuss this as a matter of urgency to ensure all parties are clear on access and usage schedule. This will be added as an agenda item for the School Board general meeting.

**Sports Carnival**

Denis advised the P&F that the Sports Carnival initially booked for Term Two would be postponed due to ongoing restrictions with the COVID-19 pandemic. Denis advised the school was considering the public oval a short distance away in Zuccoli – walking distance for students. At this stage the Sports Carnival is still expected to be run in 2020 however date in Term Three needs to be confirmed. P&F to support Sports Teacher Rochelle with cataloguing equipment – which will then identify what equipment is still required and options for purchasing. Bridgit to source quotes on shade tents and also sports banners for submission at next meeting.

|                                   |  |
|-----------------------------------|--|
|                                   | <p><b>Upcoming Events</b><br/> Term Three – Fathers Day – discussion around holding a staff again for father’s day and/or organising a raffle. Suggestion around filling a wheelbarrow with sources/donated items to raffle off. To be decided at next meeting to begin planning.</p>  |
| <p><b>Additional Business</b></p> | <p><b>Play and Eat Structure</b> – discussion held around concerns raised by parent in relation to Play and Eat structure. Parent advised students do not have enough time to eat foods under the current structure. Meeting held between Parent, Denis and Transition Teacher to address this issue. Agreement then students will stick to current structure, which enables students to calm and quieten down from play while they eat ensuring that when they return to the classroom they are ready to learn. Compromise in transition will be that those students still eating at bell time will be allowed to bring food into the classroom to finish while they undertake their next activity. Trail of this proposal to go ahead and review as required.</p> <p>Further to this is the constant handwashing students are doing which is taking away further time from their days- Denis is working with MTCPS maintenance partners to source dual taps which can cut washing time down by allowing two students per time. Agreeance that students must wash hands with soap and water as opposed to wipes and sanitiser due to the dust and dirt accumulated from sand playgrounds.</p> <p><b>Tree Planting and Shade Structures</b> – Denis is discussing with the original architect regarding master plan for school grounds which can identify areas for further shade. Board Member Esta Pena undertook considerable research into possibility of 2x additional shade structures being built in lower primary however approval to proceed has stalled until further discussions and overview of master plan. Interim actions can be purchasing shade tents for use in these areas and then subsequent usage at P&amp;F events. Bridgit initially requested support from Lia Finnochiaro’s team to push request for government funded plants where shared project has removed our large trees – will follow up this week.</p> |
| <p><b>Next Date</b></p>           | <p>Agreeance to move P&amp;F meetings to every first Tuesday of the month excluding January. Below P&amp;F Dates confirmed for 6pm-7pm:</p> <p>July – NOT scheduled due to school holidays<br/> August – 4<sup>th</sup><br/> September – 8<sup>th</sup><br/> October – 13<sup>th</sup> (pushed back due to holidays)<br/> November – 3<sup>rd</sup><br/> December – 1<sup>st</sup><br/> January – NOT scheduled due to school holidays<br/> February – 2<sup>nd</sup> (AGM and General Meeting)</p>  |
| <p><b>Meeting Closed</b></p>      |  |