

## MINUTES



### Mother Teresa Catholic Primary School – Parent and Friends meeting

Monday 9<sup>th</sup> March, 2020

6:00pm

| Item                    |  |
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| <b>PRESENT</b>          | Denis Graham, Margie Talbot, Bridgit Federici, Stephanie Munday, Michelle Han, Sharleen Bill   |
| <b>BUSINESS ARISING</b> | <b>Call for additional business to circulated Agenda. Nil</b>  |
| <b>Harmony Day</b>      | <p>Margie Talbot updated the group on preparations for Harmony Day celebration.</p> <p>Confirmed food stall holders are:</p> <ul style="list-style-type: none"><li>• Incredible India</li><li>• Brazilian</li><li>• Darwin Laksa</li><li>• Thai</li><li>• Aussie BBQ (P / F)</li></ul> <p>Confirmed Student Performances are:</p> <p>Confirmed Community Performances are:</p> <p>Aussie BBQ will be run by Year 5 / 6 Parents on the night. Margie to identify volunteers. Bridgit Federici and Michelle Han can support.</p> <p>Sausages, bread, sauce, onion and serviettes to be purchased from P / F Funds. Discussion held around seeking donations of sausages where possible. P / F to restock drinks for sale on the night including juice boxes, water and soft drink.</p> <p>Sweets for sale at Aussie BBQ stall. Discussion held around selling baked goods such as slices, cupcakes and cookies for purchase. Potential for OSHC to cook sweets during after-hours care for sale on the night? Other options are seeking parent volunteers to bake and sell for \$1- \$3.</p> <p><b>Action Item 1:</b> Margie to identify parent helpers for the Aussie BBQ</p> |

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|                           | <p><b>Action Item 2:</b> Margie to issue flyer to parent community via Skoolbag promoting event further. Include details of stalls secured for the night.</p> <p><b>Action Item 3:</b> Purchase of sausages, bread, sauce, onions and serviettes. Seek donations if possible for sausages. P / F to also restock drinks (juice, water, soft drink)</p> <p><b>Action Item 4:</b> Identify volunteers to cook sweet items to sell on the night. Current volunteers Bridgit Federici and Stephanie Munday</p>  |
| <b>Mother's Day Stall</b> | <p>Michelle Hann taking lead on organising items for the Mother's Day Stall. Michelle has drafted an order of bulk items from online Mother's Day stall. Confirmed order has been completed by admin team (9/03/20). Once delivery received all items will be assessed for resale amounts between \$1- \$5 at stall on Friday 8<sup>th</sup> May.</p> <p>Helpers for the mother's day stall will be requested closer to the date. Parents can opt to help at any time and be confirmed by COB 7 MAY 2020</p> <p>Discussion was held around what activities will complement Mother's Day Stall considering Father's Day consists of 2 activities (stall and movie night). Last year mothers were invited for pampering in classrooms by students however, some parents did not know about these activities as not well advertised. Discussion around using the Instagram sign and taking photos of mums at drop off. Could also offer sweet treats such as scones, cupcakes, biscuits etc. for mums to select at drop off. Group discussed that this would be quite hectic to manage and may not be appropriate.</p> <p>Another option is the class running assembly on Friday 8<sup>th</sup> will do a Mother's Day theme and mothers will be invited to remain after assembly to nibble on cakes and have a cup of tea.</p> <p><b>Action Item 5:</b> Flyer to be created to advertise Mother's Day stall and request any parent donations if required.</p> <p><b>Action Item 6:</b> Helpers to be identified to run stall on 8<sup>th</sup> May 2020</p> <p><b>Action Item 7:</b> Additional event to be confirmed such as assembly morning tea for mothers?</p> <p><b>Action Item 8:</b> Purchased goods to be allocated a resale amount between \$1-\$5. Signage to be created for the stall.</p> <p><b>Action Item 9:</b> Purchase brown paper bags or collect plastic bags for children to put gifts in.</p> |

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| <p><b>Easter Raffle</b></p>            | <p>Easter Raffle timeframes as below:<br/> Friday 13<sup>th</sup> March – Issue raffle flyer via SkoolBag, Facebook and Newsletter<br/> Monday 16<sup>th</sup> - Wednesday 18<sup>th</sup> – Ticket books to be sent home to each family<br/> Monday 16<sup>th</sup> March – Monday 6<sup>th</sup> April – Parents asked to return tickets and donate Easter items<br/> Monday 6<sup>th</sup> April – Ticket sales close<br/> Thursday 9<sup>th</sup> April – Raffle Drawn</p> <p>Discussion held around seeking donations from the community. Letter to be drawn up and issued to big retailers seeking easter egg and other item donations to raffle off.</p> <p><b>Action Item 10:</b> Easter Flyer to be issued via Skoolbag, Facebook.</p> <p><b>Action Item 11:</b> Ticket books to be collated from existing stock and purchase additional as required. Tickets to be attached to flyer and sent home with each oldest child.</p> <p><b>Action Item 12:</b> Bridgit to seek donations to big retailers and organisations.</p>  |
| <p><b>School Fundraising Goals</b></p> | <p>Request for fundraising ideas was issued via Skoolbag to parents and via email to teaching staff. Following suggestions were received and discussed further:</p> <p><b>Large Trees along fence line to replace those removed for shared oval project</b> – Bridgit advised has approached Lia Finnochiaro's office to determine if any support can be provided through here to purchase replacement trees. Additional options include Environmental Grant.</p> <p><b>Bush Tucker Trail</b> – Discussion held around installing a bush tucker trail for students to engage with Indigenous culture and also the growth cycle. Suggested we seek expert advice on if possible in Zuccoli area due to soggy lawns (Mitchell creek green issue) and also what type of plants grown in NT conditions. Possible for Environmental Grant to support this if viable.</p> <p><b>Metal Safety Signs for Car Park</b> – Discussion around metal safety signs for speed limit, don't leave kids in car unattended, walking not riding bikes etc. Towards Zero Grant can be lodged for funding around carpark/road safety equipment/signage.</p> <p><b>Lower Primary Grassed Area Decking</b> – Discussion held around Lower Primary areas where two platforms are currently being unused due to sun. Decking on one is starting to deteriorate due to sun. Transition Teachers advised they would like to use this area for water play, arts and group work however it is much too sunny. As existing platforms already in place we could apply for a grant to install shade sails.</p> <p><b>Shade Sails in Lower Primary Playground</b> – Bridgit advised has emailed Gary Pollock from COE in relation to this issue seeking advice to review</p> |

shade sails and determine if funding available to amend as they to date have not been fit for purpose. Children are unable to play on this structure due to the severe heat emanating from equipment in the sun.

**School Bus / Coach purchase** – Discussion was held around how the school is working to increase the excursions per term for classes given that school feels include an excursion levy. Currently quotes for hiring bus and coaches are expensive and take up most funds allocated for trips. A discussion around how many excursions are likely per year and the need for a cost analysis (purchase costs in addition to ongoing ownership costs against number of excursions and money saved from not hiring busses). Denis advised MTCPS is working with Mackillop to hire their bus however this is in early stages.

**School Camp** – Discussion held around the number of already organised fundraisers to support school camp costs – e.g. Harmony Day BBQ and ongoing Bunnings BBQs

**Senior Shirts** – Discussion held around how P & F should focus on larger projects and senior shirts are generally considered the responsibility of parents who chose to purchase. Not endorsed.

**End of Year Fate** – Discussion around how perhaps in years to come the P & F can consider this option, however for 2020 a Fate would not be manageable. At 2021 AGM the P & F can consider if a Fate will be run and how many fundraising activities are needed to manage. Extensive planning would be required to determine how a school fate would look considering a number of differing opinions on what is involved with a Fate. Not Endorsed

**Disco** – discussion held around the costs associated with a DJ for the end of year Disco. Suggestion that we approach Mackillop to see if any Seniors are interested in being MC or DJ for a reduced fee or free. Although acknowledge this is at the end of year so seniors may be unavailable. Will need to source quotes to determine actual costs and if fundraising can cover.

**Project Compassion** – Denis suggested that P & F use the Easter Raffle to further raise funds for Project Compassion. P & F could have a tally board similar to the sports house ones in reception.

**P & F Equipment** – Suggestion was made to raise funds for a chest freezer to store P & F items such as icy poles, bread, sausages, drinks etc for future usage. Currently there is one Freezer in the kitchen however possible this is not large enough to stall items in the lead up to events. Another suggestion was to purchase a larger BBQ due to the current BBQ being too small. Carols event in 2019 saw parents cooking sausages via frying pans due to the BBQ being too small. Bridgit advised there is sufficient funds in the P & F budget to potentially purchase a BBQ before Harmony Day on 27 March 2020.

**Sports Equipment** – Discussion around the limited sporting equipment available particularly in the lead up to Sports Carnival in June. TO ensure smooth running of sports carnival the school will need to purchase athletics equipment (P & F to approach Rochelle sports teacher to gather a list), sports house banners, sports house shade tents etc. Chandrika advised the school does receive term grants for equipment which could be used.

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|   | <b>Action Item 13:</b> Collation of all suggestions to be issued to Parent body for voting via Survey Monkey.<br><b>Action Item 14:</b> Bridgit to approach sports teacher Rochelle to determine sporting equipment needs for carnival. |                  |            |
| <b>Other Business</b>                                 | Nil   |                  |            |
| <b>3. MEETING CLOSED</b>                              | 7:14pm  |                  |            |
| <b>4. NEXT MEETING</b>                                | Monday 30 <sup>th</sup> March 2020, 6pm- 7pm<br>School Board Room   |                  |            |
| <b>Action Items from 9<sup>th</sup> March Meeting</b> |   |                  |            |
| <b>Action Item</b>                                    | <b>Task</b>   | <b>Owner</b>     | <b>Due</b> |
| <b>1</b>  | Margie to identify parent helpers for the Aussie BBQ  | Margie Talbot    | 26-Mar-20  |
| <b>2</b>  | Margie to issue flyer to parent community via Skoolbag promoting event further. Include details of stalls secured for the night.  | Margie Talbot    | 13-Mar-20  |
| <b>3</b>  | Purchase of sausages, bread, sauce, onions and serviettes. Seek donations if possible for sausages. P / F to also restock drinks (juice, water, soft drink)   | Bridgit Federici | 26-Mar-20  |

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| <b>4</b>  | Identify volunteers to cook sweet items to sell on the night. Current volunteers Bridgit Federici and Stephanie Munday                                      | Bridgit Federici / Margie Talbot | 26-Mar-20 |
| <b>5</b>  | Flyer to be created to advertise Mother's Day stall and request any parent donations if required.   | Michelle Han / Bridgit Federici? | 9-Apr-20  |
| <b>6</b>  | Helpers to be identified to run stall on 8 <sup>th</sup> May 2020   | Michelle Han                     | 7-May-20  |
| <b>7</b>  | Additional event to be confirmed such as assembly morning tea for mothers?  | Entire P / F                     | 30-Mar-20 |
| <b>8</b>  | Purchased goods to be allocated a resale amount between \$1-\$5. Signage to be created for the stall.   | Michelle Han                     | 7-May-20  |
| <b>9</b>  | Purchase brown paper bags or collect plastic bags for children to put gifts in.   | To be Allocated                  | 7-May-20  |
| <b>10</b> | Easter Flyer to be issued via Skoolbag, Facebook.   | Bridgit Federici / admin team    | 13-Mar-20 |
|           | \Ticket books to be collated from existing stock and purchase additional as required. Tickets to be attached to flyer and sent home with each oldest child. | Entire P / F                     | 16-Mar-20 |
|           | Bridgit to seek donations to big retailers and organisations.   | Bridgit Federici / Entire P & F  | 6-Apr-20  |

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|                                  | Collation of all suggestions to be issued to Parent body for voting via Survey Monkey.          | Bridgit Federici / admin team | 20-Mar-20                |
|                                  | Bridgit to approach sports teacher Rochelle to determine sporting equipment needs for carnival. | Bridgit Federici              | 20-Mar-20                |
| <b>Action Items Carried over</b> |   |                               |                          |
| <b>8</b>                         | Notice board to be investigated or sourced for future P & F usage.                              | Bridgit / Administration Team | Ongoing                  |
| <b>9</b>                         | Survey monkey or Skoolbag E-form to be created to gauge Newsletter audience                     | Administration Team           | Ongoing                  |
| <b>10</b>                        | Drafted TOR to be created and forwarded to appropriate stakeholders for comment.                | Bridgit Federici              | Pending School Board AGM |