



P & F MEETING MINUTES

21 February 2018

| Present | | Apologies |
|------------------------------|-----------------------|-------------------|
| 1 Chris Edwards | 18 Jinhua Huang | 1. Tamara Yock |
| 2 Natalie Cameron | 19 Louise Palumbo | 2. Linda Trace |
| 3 David Giuffre | 20 Amanda Strachan | 3. Natalie LeGuay |
| 4 Pete Jansen | 21 Anna Giuffre | 4. Tanya Cowman |
| 5 Robyn Petta | 22 Carolina Aquino | |
| 6 Christine Walsh | 23 Natalie Plummer | |
| 7 Emma Bell | 24 Veronika Kahrmdaji | |
| 8 Rochelle Keogh | 25 Leoni Adam | |
| 9 Graeme Keogh | 26 Tamara Yock | |
| 10 Bronwyn Mattock | 27 Bree Flynn | |
| 11 Melissa Verjans | 28 Melissa Kelly | |
| 12 Loraéine O'Callaghan Munt | 29 Renajit Singh | |
| 13 Britney Lilly | 30 Shellie Reid | |
| 14 Anne Bovet | 31 Flavia Ricciardo | |
| 15 Diana Barzotto-Boggon | 32 Joy Huang | |
| 16 Amanda Mouttet | 33 Yinyuan Hao | |
| 17 Donna Newman | 34 Parul Sharma | |



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| Agenda Item | Minutes | Decisions/Actions |
|---|---|--|
| 1 Welcome and Prayer | Meeting commenced 6.35 pm | |
| 2 Business Arising from the Previous Meeting | Last meeting was part of AGM. No business arising other than nomination of new Executive Committee members (See Item 3) | |
| 2.1 Acceptance of minutes | | Minutes accepted: Robyn Petta Seconded: Natalie Cameron |



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| <p>3 President's Report (Part of General Business)</p> | <p>Chris welcomed and thanked everyone for their attendance.</p> <p>Rustico acknowledged for food platters.</p> <p>Executive Committee was introduced:</p> <ul style="list-style-type: none"> • Chris Edwards – President • Nat Cameron – Vice President • David Giuffre – Treasurer • Robyn Petta – Class Rep Coordinator • Pete Jansen - Secretary <p>Robyn provided an overview of her newly created role which is primarily to be the conduit between the Exec Committee and Class Reps, and to facilitate communication between the two.</p> <p>Chris recognised efforts of P&F, Class Reps and helpers in 2017.</p> <p>In 2018, the focus of the P&F will be to welcome more community involvement and ideas. Decisions will be discussed at meetings and consensus drawn.</p> <p>We want to strive to improve communication both within the Exec Committee and to/from the community.</p> <p>While we will need to raise funds through various activities in 2018, there will be less of a focus on this, with more emphasis on events that bring the school community together.</p> <p>Support and funding of Flexible Learning Spaces for 2018 has been committed with Year 4 classrooms complete.</p> | |



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| <p>4 Treasurer's Report</p> | <p>Our current bank balance is approx. \$9,500</p> <p><u>Major outgoings</u> Residual invoices from last year: approx. \$900 Disco Lanyards and Glowsticks Xmas Carols Electric Candles</p> | |
| <p>5 Principal's Report</p> | <p>Christine Walsh presented the following update:</p> <ul style="list-style-type: none"> • In response to 2017 HSE audit recommendations, maintenance work over the long break has brought a freshness to the school. • The new flexible learning spaces furniture is in place in Yr 4. Parents received this positively and were interested in understanding the benefits for students. • Staff and students settled well and the new school year is off to a positive start. • The parent information session was well attended with positive feedback received. In sharing our focii for 2018, it assists parent/carer engagement and ensure transparency for the school community. • In an effort to improve communications in 2018, the web page now has a "newsletter" each week which you can subscribe to. It will highlight the important events and share the news of what is happening in our school community. We have added an archive under news and events to access previous newsletters. The calendar function on the school App needs tweaking at this point. • Code of conduct - underlines the importance of keeping children safe. This includes use of digital media. | |



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| Principal's Report Cont'd | <ul style="list-style-type: none"> • Commissioner for Children and Young People WA new doc - Speaking out About School and Learning. The views of WA children and young people are factors that assist with focussing their engagement. • Child safe framework Team formed at CEO - 9 elements - Leads into Keeping Safe which was introduced last year. New Framework has been rolled out to staff at the PD day at the start of the year. • Thank you for undertaking the kitchen clean up in the hall. We hire our hall out so your assistance with keeping this area neat and tidy moving forward would be appreciated. • Parents and carers are encouraged to continue to communicate with the school on any issues, concerns and "good news stories". | |
| 6 General Business | | |
| 6.1 Footy Ticket Raffle Subsidy | <p>Christine provided some history and background to this school raffle. Due to the change in stadium venue to the new Perth Stadium, the price of tickets has increased resulting in a shortfall of \$540 from that collected last year.</p> <p>A motion for the shortfall to be covered by P&F funds was raised.</p> | <p>The motion was unanimously upheld by a majority vote.</p> <p>The 2018 Footy Ticket Raffle will be advertised on the Parents of Orana FB page.</p> |



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| 6.2 Term 1 Events and Activities | | |



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| a) Outdoor Movie Night | <p>Chris outlined the P&F's first event being an outdoor movie night on Friday 6 April. The date and proposed start time (5.30pm open for 6.30pm movie) takes into consideration Lent and sunset time.</p> <p>Volunteers for a sub-committee were sought to carry event organisation.</p> <p>Year 6 graduation fundraising activity will be incorporated into the evening (e.g. popcorn, fairy-floss, icy-pole sales)</p> <p>Known costs: Cinema screen hire: \$770 Screening licence: \$550 Council permit and electrical licence – tba</p> | <p>Movie night sub-committee: Natalie Plummer, Melissa Kelly, Diana Barzotto-Boggon, Veronika Kahrnadji, Rochelle Keogh, Anne Bovet</p> |
| b) Cookie Dough | <p>Robyn and Nat Cameron coordinating the first fundraiser for 2018 via Billy G's Cookie Dough. Orders can be made by completing forms circulated or online. Sales close 8 March 2018. Return is approx. \$3.50 - \$4 per tub sold. Funds raised will contribute towards flexible learning spaces.</p> <p>Volunteers will be required on Monday 19 March to divide and disseminate the tubs. Some organizing will be needed.</p> | <p>Cookie Dough dispatch volunteers: Britney Lilly, Carolina Aquino and Amanda Moutette volunteered their services.</p> |
| 6.3 Events Calendar 2018 | | |



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| c) Mother's Day | <p>General consensus to continue with gifts for mothers on Mother's Day.</p> <p>Cost target of approx. \$5/child including cost recovery for wrapping material.</p> <p>A sub-committee is needed to coordinate the gifts and event.</p> <p>Suggestions included having the children do the wrapping or to use gift bags.</p> | <p>Mother's Day Stall sub-committee:</p> <p>Robyn Petta, Shellie Reid, Leonie Adam, Rochelle Keogh, Loraéine O'Callaghan Munt, Natalie Cameron, Britney Lilly, Veronika Kahrmadji</p> |
| d) Wine Tasting & Fundraiser | <p>Chris raised this as a potential fundraiser in 2018; no objections were raised.</p> <p>Suggestions included making part proceeds go towards a charity.</p> | <p>Further consideration needed on whether to adopt this in 2018, and in what forum or format.</p> |
| e) Colour Run | <p>Chris raised this as a potential fundraiser and community event in 2018.</p> <p>One concern relates to the composition of the coloured media and where this is made from flour, it's use on the oval may affect at least one student known to have a flour allergy.</p> | |
| f) Willetton Rotary Club fair | <p>Last year Orana CPS and P&F had a cake/muffin stall at Willetton Rotary Club fair.</p> | <p>General consensus was not to participate in 2018</p> |
| g) Car Bay Raffle | <p>This was a fairly straightforward method of fundraising in 2017.</p> | <p>General consensus was to continue with the car Bay raffle in 2018.</p> |



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| h) Student School Disco | The disco will be organised again in 2018 | General consensus was to hold this in Term 3 subject to confirmation with Mrs Draper on school band. Further arrangements to be made in forthcoming meetings. |
| i) Multicultural Food fair | A suggestion was offered to consider a multicultural food fair inviting members of the school community and possibly from outside too. | Some concerns raised regarding restrictions on hygiene and food safety regulations. |
| j) Farmers Markets | An example of a major fundraising potential was offered regarding holding a farmers market on the school grounds. This would require significant organising and preparation. | Further consideration necessary on whether to pursue this event in 2019. |
| k) EduDance | Feedback raised regarding EduDance 2017 that should be considered in 2018, specifically that due to the large attendance numbers, views can be significantly restricted. Options for consideration include use of elevated staging, raffle the first two seat rows, restrict use of iPads for video recording, charging a gold coin entry fee. | Christine or Emma to seek advice from Edudance organisers on options to improve performance visibility. |
| l) Fundraising (general) | For fundraising events, one suggestion was to communicate to people how much the P&F raise from each fundraising event as some parents might be happy to support by simply offering a donation in lieu of making a purchase or attending an event. | From now on for every fundraiser, we will include the option for people to make a donation without needing to purchase the actual fundraising item or partake in the event if people don't want to. |
| 6.4 Class Representative Vacant Positions 2018 | Class representative positions have been mostly filled. | One vacancy remains to be filled for Class 4B |



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| 6.5 P&F Suggestion Box | A P&F suggestion box will be installed near the P&F notice board to accept any comments, suggestions, positive or negative feedback for consideration by the P&F and Exec Committee. | |
| 6.6 P&F Notice Board | The P&F Notice board will be utilized more effectively as another form of communication of events, notices and fundraisers. | |
| 7 Close & Next Meeting | Meeting closed 8:22 pm | Next meeting 14/03/18 |