



## P & F MEETING MINUTES

24 October 2018

Present		Apologies
1 Chris Edwards	7 Donna Newman	1. Emma Bell
2 Natalie Cameron	8 Neil Bartholomeusz	2. Giuseppe Riccardo
3 David Giuffre	9 Amanda Mouttet	3. Natalie Plummer
4 Pete Jansen	10 Bronwyn Mattock	4. Renajit Kaur
5 Christine Walsh	11 Lorraein O'Callaghan-Munt	5. Aloysius Sugiyanto
6 Leonie Adam		6. Robyn Petta
		7. Veronica Kahrmadji
		8. Shellie Reid
		9. Tamara Yock
		10. Melissa Kelly
		11. Flavia Ricciardo
		12. Carolina Aquino
		13. Bree Flynn
		14. Diana Barzotto-Boggon
		15. Rochelle Keogh
		16. Anna Giuffre



## P & F MEETING MINUTES

24 October 2018

Agenda Item	Minutes	Decisions/Actions
<b>1 Welcome and Prayer</b>	Meeting commenced 6.35 pm	
<b>2 Business Arising from the Previous Meeting</b>		
2.1 Acceptance of minutes		Minutes accepted: Natalie Cameron Seconded: David Giuffre
2.2 Previous Meeting Actions		
(a) Event Review	<p>Fathers' Day Breakfast – event was well attended and received. Thanks to the Sub-Committee for the amazing effort. Late RSVP's were received and required extra effort to accommodate.</p> <p>Casino Royale Night – a real success made possible by the Sub-Committee and volunteers. Thank you to all who made it possible and to those who attended. The event was attended by approx 130 people and raised \$5000. Refer summary in Attachment 1 for further detail.</p> <p>Student Disco – thank you to sub-committee and volunteers who made this such a fun night for all children. Unintentionally made \$706.69 Refer summary in Attachment 2 for further detail.</p>	Consider using Trybooking to collate and check off orders next year or upfront payment option at start of year. This could cover Mothers' Day, Fathers' Day, Car Bay Raffle, etc.
<b>3 President's Report</b>	<p>Thanks for attending and thanks to Rustico for again supplying discounted food platters for this meeting.</p> <p>Thanks also to Retriever Sound for their involvement in the Casino Night and Disco.</p> <p>Chris tabled the attached budget and called for voting for or against the following expenditure for 2018:</p>	



**P & F MEETING MINUTES**  
 24 October 2018

Agenda Item	Minutes	Decisions/Actions																																										
	<p><b>End of Year Budget 2018</b></p> <table border="1"> <thead> <tr> <th style="background-color: #d9e1f2;">Items</th> <th style="background-color: #d9e1f2;">Income</th> <th style="background-color: #d9e1f2;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Current Balance</td> <td align="right">\$23,864.00</td> <td></td> </tr> <tr> <td>Levy Due</td> <td align="right">\$15,000.00</td> <td></td> </tr> <tr> <td>Entertainment Books</td> <td align="right">\$1,200.00</td> <td></td> </tr> <tr> <td>Colour Run Fundraising (estimated minimum)</td> <td align="right">\$3,000.00</td> <td></td> </tr> <tr> <td>Sporting Equipment</td> <td></td> <td align="right">\$1,000.00</td> </tr> <tr> <td>Contemporary Classrooms 1 year group</td> <td></td> <td align="right">\$11,000.00</td> </tr> <tr> <td>Contemporary Classrooms +1 year group</td> <td></td> <td align="right">\$11,000.00</td> </tr> <tr> <td>Monkey Bars (as quoted)</td> <td></td> <td align="right">\$12,100.00</td> </tr> <tr> <td>Waste Wise Proposal</td> <td></td> <td align="right">\$680.00</td> </tr> <tr> <td>P&amp;F Federation Fee</td> <td></td> <td align="right">\$1,560.00</td> </tr> <tr> <td>Year 6 Graduation donation</td> <td></td> <td align="right">\$1,500.00</td> </tr> <tr> <td></td> <td align="right">\$43,064.00</td> <td align="right">\$38,840.00</td> </tr> <tr> <td>Estimated balance at end of year</td> <td align="right">\$4,224.00</td> <td></td> </tr> </tbody> </table>	Items	Income	Expenditure	Current Balance	\$23,864.00		Levy Due	\$15,000.00		Entertainment Books	\$1,200.00		Colour Run Fundraising (estimated minimum)	\$3,000.00		Sporting Equipment		\$1,000.00	Contemporary Classrooms 1 year group		\$11,000.00	Contemporary Classrooms +1 year group		\$11,000.00	Monkey Bars (as quoted)		\$12,100.00	Waste Wise Proposal		\$680.00	P&F Federation Fee		\$1,560.00	Year 6 Graduation donation		\$1,500.00		\$43,064.00	\$38,840.00	Estimated balance at end of year	\$4,224.00		<p>Attendees voted unanimously to approve the proposed expenditure.</p> <p>This includes an allowance of \$13,000 for the Monkey Bars Playground to cover potential ancillary costs.</p> <p>Exec Committee to confirm coverage of suppliers' Warranty, as well as to confirm if second cargo net price is \$275.</p> <p>Commitment to the P&amp;F Federation Fee for 2019 will be subject to a presentation in 2019 by PFFWA and a decision on whether to retain Orana P&amp;F membership.</p> <p>Commitment of \$11,000 for a second Contemporary Classroom upgrade in 2019 was approved and is subject to the school matching that contribution.</p>
Items	Income	Expenditure																																										
Current Balance	\$23,864.00																																											
Levy Due	\$15,000.00																																											
Entertainment Books	\$1,200.00																																											
Colour Run Fundraising (estimated minimum)	\$3,000.00																																											
Sporting Equipment		\$1,000.00																																										
Contemporary Classrooms 1 year group		\$11,000.00																																										
Contemporary Classrooms +1 year group		\$11,000.00																																										
Monkey Bars (as quoted)		\$12,100.00																																										
Waste Wise Proposal		\$680.00																																										
P&F Federation Fee		\$1,560.00																																										
Year 6 Graduation donation		\$1,500.00																																										
	\$43,064.00	\$38,840.00																																										
Estimated balance at end of year	\$4,224.00																																											
<b>4 Treasurer's Report</b>	<p>David provided an update – refer Attachment 3 for further detail:</p> <ul style="list-style-type: none"> <li>• Our current bank balance approx. \$26,009 (up from \$16,661 at last meeting)</li> <li>• Main incoming: P&amp;F Levies, Casino Night profit, School Disco profit</li> </ul>																																											



## P & F MEETING MINUTES

24 October 2018

Agenda Item	Minutes	Decisions/Actions
<b>5 Principal's Report</b>	<p>Christine presented the following update:</p> <ul style="list-style-type: none"> <li>• Nik due to return next year</li> <li>• Flexible Learning Space classroom furniture ordered for 2019</li> <li>• 2019 planning underway</li> <li>• Loved the disco, great excitement amongst the students and parents</li> <li>• Colour run planning has been great, information pushed out to staff/parents yesterday.</li> <li>• Grandparents Mass - numbers building</li> <li>• World Teachers Day this Friday</li> <li>• Volunteers thank you morning tea scheduled for November 23 after assembly please pass the word around</li> </ul>	
<b>6 General Business</b>		
6.1 2018 Events and Activities		
a) Colour Run	<p>Date: 26 Oct, 1:30pm start            Sub-Committee: Donna, Bree, Renajit, Neil, Rochelle</p> <p>Event has been well advertised            32 helpers have volunteered.            Juliet Coghlan has volunteered her time as a professional photographer with photos on sale to all after. There will also be drone photography. The local newspaper will be doing an article on the event.            Anticipated profit \$5k</p>	
b) Term 1 Sundowner	<p>Early Planning required for the first P&amp;F event of 2019.            Subcommittee to be established.</p>	First volunteer: Amanda Mouttet



## **P & F MEETING MINUTES**

24 October 2018

<b>Agenda Item</b>	<b>Minutes</b>	<b>Decisions/Actions</b>
6.2 Executive Committee Nominations	Nomination forms and role descriptions for Vice-President, Secretary and Class Rep Coordinator positions will be circulated in November prior to the AGM.	
<b>7 Close &amp; Next Meeting</b>	Meeting closed 8:20 pm	Next meeting AGM 15/11/18 (postponed to 29/11/18)



## P & F MEETING MINUTES

24 October 2018

### ATTACHMENT 1 Casino Night Summary

The event was attended by approx 130 people and raised \$5000.

A big thanks to Giuseppe Ricciardo & Retriever sound for their sponsorship, without which the night would not have been possible. Thanks also to our mystery donor who tipped us over the \$5000 mark.

The committee received a great deal of positive feedback from parents who attended the event. Everyone had a great night on the casino tables and dancing the night away on the dance floor.

The night was not without a few hiccups, due to an error by the alcohol supplier our drinks had not been put aside, were not chilled and some were not in stock. All this had to be rectified and the drinks put on ice straight away to chill in time for the event.

Having the event at an outside function centre also created an extra level of complexity as the room could only be set up from 4pm and at the end of the night everything had to be cleaned (including floors vacuumed and mopped and cleaning the bathrooms/toilets) and packed into cars and out by 1pm.

#### Attendance

130 people, mostly couples, so approx. 65 families some of which were past families and friends. Around 40-45 Orana families attended from 300ish families at the school, which is approximately one in 6 families, and a majority of these were from junior primary.

#### Pros

- Great night had by everyone who attended
- Raised \$5000
- Fantastic opportunity to meet other parents across multiple year groups
- Everyone mingled and spoke to multiple people
- Grazing table was a huge success. It looked fantastic and provided an element of decoration for the room, it was a place to meet and talk to new people and a great topic of conversation for everyone all night.
- Casino was run well by Hot Flush Casinos. It was well set up and the props provided by the company added atmosphere to the venue was a great conversation starter and an opportunity to meet and speak to new people.
- Entertainment provided by Retriever Sound was fantastic and had everyone up on the dance floor.

#### Cons

- Having events at an outside venue adds a level of complexity as was mentioned before; cost, liaising with venue, getting everything to the venue and setting up in a short amount of time packing up and cleaning up in a short amount of time and taking everything away from the venue whilst also ensuring that no one is driving after drinking.
- The amount of effort involved to put on an adult function for only 130 people to attend is disproportionate.
- Whilst \$5000 is not to be sneezed at it isn't a huge amount of money for the cost and effort involved.



## P & F MEETING MINUTES

24 October 2018

- Parent support of the P&F events is disappointing. This was a large event put on for a very small cost to each attendee and all who went had a great time, not everyone had a go on the tables, not everyone danced, not everyone drank alcohol (though most did) but we didn't meet one person who didn't have a great time. There was something for everyone. It would be great to have some feedback as to why people decide not to support these events.
- The event was changed from a dinner to the casino night as it became obvious that a dinner would be expensive to put on and ticket prices would have been double or more of that charged for the casino night. Many people that are core attendees of P&F events had indicated that they would not attend should it be a dinner dance. However, in changing the event many committee members no longer committed to the event leaving only a core few to organise the night which does take its toll on those who committed to getting the event done.



## P & F MEETING MINUTES

24 October 2018

### ATTACHMENT 2 DISCO NOTES

Kids disco was a successful night with very happy children and parents at the end of it. We had a total of 292 students attend.

This year we made a change to the entertainment from Bop Til You Drop to Retriever Sound. We have had great feedback from both children and parents about the entertainment and it looked as though the kids had a wonderful time at both discos. Not to mention that Retriever Sound were a cheaper option and also brought their own lighting, therefore there was no need to hire lighting as we have had to do in the past. Paula set up the DJ equipment lighting after school assembly packed down at the end of the night. They brought activities to be done and some great prizes which the kids loved, and read the crowd well, ensuring the kids had a lovely time. A big thanks to them for their wonderful entertainment and making everything so easy.

We decided to get rid of the face painting and extra activities and go back to a good old-fashioned disco. We haven't heard any complaints regarding this, so we think it went well. The reason for this was so that the kids wouldn't be wasting dancing time by lining up for face painting etc.

We also decided to move away from the flashing bracelets/lanyards as these have caused issues in the past as they break easily and then we are dealing with upset children the whole way through the night. Instead we gave each child 3 glow bracelets. We can probably give more next year as we ended up making money on this disco, so maybe were a little stingy on the bracelets. But again, we didn't hear any complaints as far as we know about the missing flashing merchandise.

We brought back the end of night snack as we felt being around dinner time and after all that dancing the kids may be hungry afterwards. We decided to go with a semi healthy option of a bottle of water, packet of popcorn and Allen's Lollipop. All three items are both gluten free and dairy free for those children with allergies. The one rule was that they would receive them as they walked out the door so that they weren't making mess in the hall. Sorry to the parent's cars!

This year we wanted to focus on the safe entry and release of children as in the past it's been a bit of a nightmare with either parents overcrowding doorways and grabbing children and other children running around the play areas and climbing on equipment in the dark. Instructions were sent out to all parents that they were to drop their children off to the entry gates to the early childhood area. Here they would be signed off a list as they made their way through and chaperoned to the hall entry. This worked well, but as always, we still had parents who were trying to force their way in. There weren't many, and we just need to stay strong on this for future years. At the end of the night we had planned to have the back-hall door opened for safe release of the children to their parents. Year group by year group, each child's name would be called out and when the parent came up to receive their child the child's name would be signed off the list. On the night it became apparent that we would need two exits for this to ensure that we can move the children out to their parents quickly. Thank you to Ms. Walsh who helped execute this plan. We ended up releasing kindy and year 1's at the back hall door and Pre-Primary and year 2s at the side hall door. This worked well and moved quickly, and all parents were very patient and did not crowd the doorway which helped immensely. We





## P & F MEETING MINUTES

24 October 2018

went with the same system for the seniors (year 3 and 5 from back exit / year 4 and 6 from side exit). All children were safely released to their parents/carers and good time.

For the kindy and pre-primary children we had organised stickers to be put on their backs with their name and their parents name and contact number. This is so that if they were to get upset we would know their names and could easily contact their parent/carer. The parent/carer were then able to come through the early childhood area to the entry door and were allowed in if their child wanted to stay, or if they wanted to go home were signed out. The stickers unfortunately weren't great quality and did fall off easily. Next year we would suggest using event wrist bands which can be purchased quite cheaply. The details could then be written on the child's wrist band and put around their wrist which would not be able to fall off.

This year we also decided to use only the toilets within the school hall. This is because previously we had used the junior toilet block, but this means a chaperone had to go back and forth with the children to the toilet block and then we would have some parents barging through the hall doors to get in when we were exiting and entering the doors for the toilet. This year we had a chaperone stand at the entry to the hall for the toilets, and they would just make sure that only two boys or two girls would be in the toilet at any one time and that they weren't messing around in there. This worked well.

Children were getting thirsty, so we allowed them to use the water fountains in the early childhood area with a chaperone. This ended up being quite a big job for those chaperones, so would need at least 2 people for this job in the future. Or happy for any other ideas. Should encourage children to bring their water bottles. We thought we had done that, but I think we may have forgotten.

We advertised that we would be using the school library for tea and coffee for parents who stayed and waited, however ended up using the staff room instead. This meant we didn't have to set up an urn and that the library would be protected from any damage.

It was so nice to see Ms Walsh, Mrs Di Lena and Mrs Lovelle at the disco for a short time. The kids really loved that. The teachers are more than welcome to come and join if they like, and it might be an idea to let them know this in the future. We understand that most teachers probably want to get home after a long day at work, but would like them to know they are more than welcome to attend if they feel like it.

Lastly, we had some amazing parent helpers on the night. We thank everyone who helped in the lead up and on the night, these events wouldn't be possible without them!

### BUDGET

- \$5 per person - Total of 292 students attended the disco = \$1460.00 Total cost of glow sticks, food, drink and tea/coffee and biscuits for parents was \$423.31
- Cost of entertainment and lighting was \$330.00
- Total cost of night was \$753.31
- Unintentionally made \$706.69

### SUGGESTIONS

- On the note that goes out to all parents, possibly add 'Will your child/ren be attending the disco Yes/No.'



## **P & F MEETING MINUTES**

24 October 2018

- We had to spend a fair bit of time following people up as they didn't return notes when they wanted to come, or the notes were still in their child's bag.
- Or are we just babying people doing it this way?



# P & F MEETING MINUTES

24 October 2018

## ATTACHMENT 3



Summarised Financial Statements  
Year Ended 30 September 2018

Item	Income	Expense
Cadbury Fundraiser	\$16.65	
Car Bay Raffle	\$431.00	
Disco	\$1,052.50	-\$1,766.00
Donations	\$1,797.00	\$0.00
Entertainment Book	\$1,441.00	-\$140.00
Farthering Projects		-\$770.00
Gifts		-\$450.92
Graduation	\$3,561.20	-\$3,061.20
Interest	\$13.34	\$0.00
Maggie Dent	\$1,811.13	-\$2,833.11
Meetings		-\$725.35



Summarised Financial Statements  
Year Ended 30 September 2018

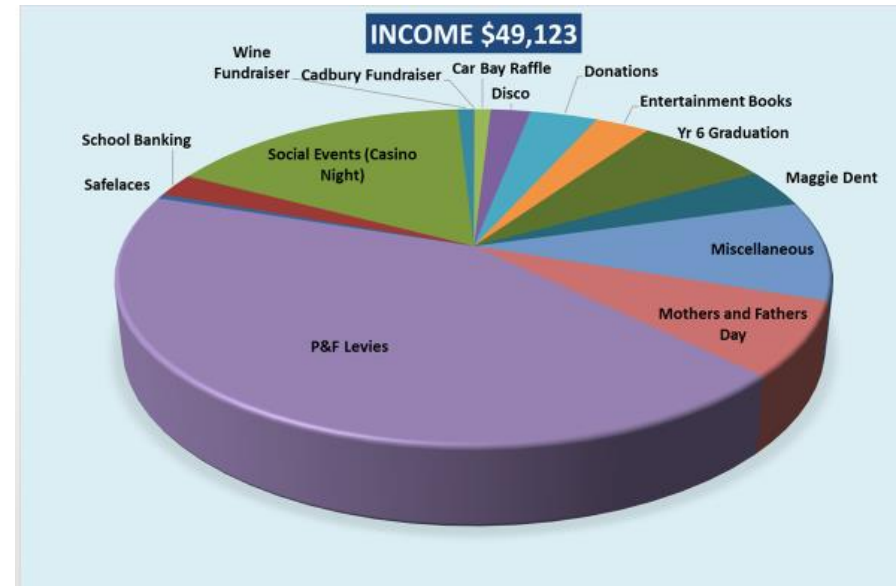
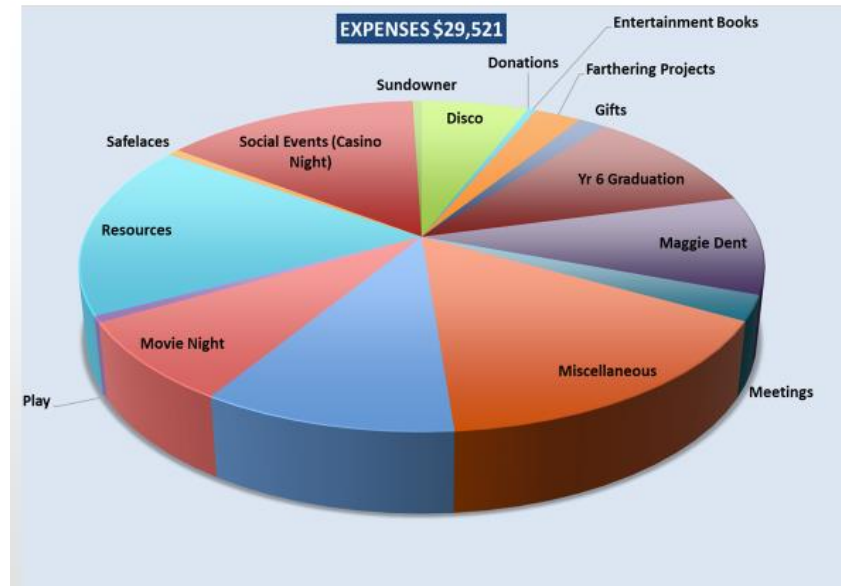
Item	Income	Expense
Miscellaneous	\$4,685.50	-\$4,638.10
Mothers and Fathers Day	\$3,519.60	-\$3,002.91
Movie Night		-\$2,351.00
P&F Levies	\$21,001.61	\$0.00
Pod Play		-\$180.75
Resources		-\$5,044.84
Safelaces	\$220.20	-\$194.08
School Banking	\$1,113.99	\$0.00
Social Events (Casino Night)	\$8,040.21	-\$4,213.11
Sundowner		-\$150.00
Wine Fundraiser	\$425.00	\$0.00
<b>TOTALS</b>	<b>\$49,129.93</b>	<b>-\$29,521.37</b>



## P & F MEETING MINUTES

24 October 2018

### Attachment 3 cont'd





# P & F MEETING MINUTES

24 October 2018

## Attachment 3 cont'd

