

ST JOHN'S SCHOOL PARENTS AND FRIENDS ASSOCIATION  
General Meeting Minutes Term 1/Week 5  
Wednesday 4 March 2020, School Library 2pm

1. Opening Prayer
2. Apologies – Amy Causer, Susan Miragliotta
3. Present - Tamara Reynolds, Melissa Marquis, Helena May, Jodi Reed, Katie Chaushs, Leah Hirst, Nicole Jupp
4. Minutes of previous meeting dated 12 February 2020, Pass Nic Beaver, Seconded Nic Jupp.
5. Business arising from the minutes
  - 5.1 Auditing of Accounts – 2020 – Anita Grima and AgriMaster software. Review in 12 months' time. Tamara and Anita to connect and organise a system for the auditing.  
Organise to get email address changed. Jodi Reed to do this when get to group.
  - 5.2 Committee Communications – Facebook Group created. Melissa to change settings to private so it can be searched, and members join.
  - 5.3 K/PP Play Area – Board Wish List - no update. Nicole and Danni have been working on their plan and quotes (*keep on agenda*). Review financial position after the Market Day.
  - 5.4 Board/P & F Dinner – Nicole to discuss with the board the idea (*keep on agenda*)
  - 5.5 Market Day – 15 March 2020 – Melissa to call out for Volunteers
    - Nic Jupp has list of class stalls.
    - Geraldton Coffee Van said they would come. Jodi has messaged them and sent application form details. Jodi going to get in touch with offer of \$50 fee plus 10% on profits over \$500.
    - Everyone voted NO to the Pony
    - Nic Jupp will email a list of stalls.
    - CleanPak Trays – Jodi will collect to distribute with a little letter. Put on account.
    - Leah to update flyer for distribution to advertise the event to the general community – schools, Facebook Groups , Noticeboard etc... Everything Geraldton, Leah to send to Nic B to put up at Geraldton Visitors Centre.
    - Melissa to ask St Francis if we can put sign on the fence
    - Melissa to put announcement in the Parish Bulletin and ask Father to make special mention.
    - Leah to send Flyer to Melissa who will send to schools to put in their newsletter
    - EFTPOS machine to be used for burgers and food. Tamara to ask Bendigo if we can use their community machine.
    - Sell Easter Raffle Tickets.
    - Choir to do item. Melissa to check.
    - Nicole Jupp to check layout with Nic B.
    - Tamara to send through quantities of cool drink etc.... from Bunnings to get idea of quantities.
  - 5.6 Cyber Safety Event – Date (*keep on agenda*) – invite to Mother's Day again and discuss opportunities at that time with them
  - 5.7 2020 P & F Conference Perth – 5 & 6 June 2020 (*keep on agenda*) - Accommodation and Travel Costs covered for 2-3 people. P & F to fund costs of the conference. Check price and people wishing to attend for next meeting.
6. Correspondence – invoice from Crazy Camel and CSPWA Affiliation Fee handed to Tamara. School pays the Invoice and then invoices P & F. Invoice handed to Melissa.

Leah has updated the Office Bearers Form for 2020 P & F Executive

## 7. Reports

- 7.1 President
- 7.2 Treasurer
- 7.3 Principal
- 7.4 Board Representative

## 8. General Business

- 8.1 Coordinator for Mother's Day Morning Tea – Nic B and Katie C. Year 5s and 6s to help with letters to businesses asking for donations. Melissa happy to have students write letters and Nic B and Katie C provide guide letter. Streamline who is doing the pickups and when. Do up spreadsheet of suppliers with pick ups and drop offs etc....
- 8.2 Meeting Day and Time – discuss at next meeting. Melissa going to put a poll out for expressions of interest/best time
- 8.3 Easter Raffle Update – get boxes out today. Tickets have gone out. Yr 6s collect Easter eggs from classrooms and put in Melissa's office or hall. Melissa will work out the best system for this.
- 8.4 PPFWA Affiliation – now CSPWA. Office Bearers online. Password is **CSPWA1954**. Governance Tab – is where the help sheets will be.
- 8.5 Fundraiser idea instead of Crazy Camel – time to dismiss this fundraising project. Nic B had an idea to have a Daddy Drop Off Day with light breakfast and classrooms open. Showcase Art in Term 4. End of Year Catch Up with the parents. With Choir, Music, Indonesia etc... showcase the art/performance and bring the school together. Friday of Week 2 Art on the Piazza.
- 8.6 Colour Fun Run – Invite families and friends to come along and make a gold coin donation to join in.
- 8.7 Nic Jupp has organised money board for swimming carnival – Tamara is going to attend earlier.
- 8.8

## 9. Closing

- 9.1 Next meeting Date
- 9.3 Close