

P&F Meeting – Term 4

Date: Tuesday 14th November 2017

1. Welcome & Opening Prayer, Leanne Nettleton,
2. Apologies: Belisa Papandrea, Lisa Oliver, Paula Yacoub, Michelle Towner, Karen D'Souza, Davina Pratt, Stacey Daly

Attendees: Mark Lean-Fore, Amanda Baker, Leanne Nettleton, Therese Younis, Ann Hishion, Julie Hawkes, Steve Lavis, Jeanette Barone, Antonina Scotti, Jeff Younis, Naffa Arraf, Denny Allan, Laurence Pratt, Nancey Abouhamad, Bernadine Nazareth, Pete Visser, Nick Gooley, Amanda Egan, Melissa Younan, Diana Zaiter, Sonia Kassis, Bec Joukhadar

3. Passing of previous minutes – Moved by Denny Allan. 2nd by Naffa Arraf.
4. **Correspondence in/out** – General fun fair correspondence, otherwise nil
5. **Reports**

President Report – Nick Gooley

- Nick passed on his thanks to the core Fun Fair Committee and the numerous volunteers who made the event so successful. The kids, many families and the school community had a great time which was the first objective.
- Funds will be re-directed back to the school
- There will be quite a few roles available at the AGM later this evening.
- Finally, Nick wanted to pass on his general thanks to everyone for the support he has been given in his 2.5 years in the role as P&F President

Principals Report – Mrs. Nettleton

- The generosity of the school community led to a spectacular Fun Fair
- Preceding the Fun Fair was the maintenance day. It was noted how many families attended and how many of the kids had a great time
- Attended the Principals Framework Meeting in week 2
- Open days have been held for 2018 and 2019, with numerous posters on display in the community
- There is still some uncertainty around school numbers, the Castle Hill demographic is changing, the impact of the forthcoming railway line is yet to be seen
- Transition program for new kindergarten parents, topics have included Literacy, Mathematics and access to an Occupational Therapist to assist with fine motor skills and writing.
- During the holidays there will be building modifications:
 - A lift at the bottom of the school to assist with disable accessibility, will also be of assistance on Grandparents day
 - Time permitting work might also commence on the awning near blue wall

Treasurer's report – As per attachment. Also noted that the P&F funded the concreting on top court and the tree removals during the year.

The P&F will be making a donation to the school of \$70,000.

Uniform shop –

- Approximately 75% of Kindergarten orders processed (Collected or booked)
- Last day will be 12/12/17, followed by Stock take and Handover
- Email has been setup
- Michelle and Ann wanted to note their thanks to the office staff, Leanne, Colin, The P&F for all of the help provided to them while running the Uniform shop

Hospitality

- Grandparents World Teacher's Day was catered for and very well received
- Plans for Christmas Carols, will include free sausages, \$1 drinks and the remaining stock from the Fun Fair will be available for purchase

Maintenance – The major activity has been mentioned earlier tonight, agreed it was a successful maintenance day. Naffa wanted to note his thanks to the school community for all the help provided on the day

Parent Representative Council – No update.

Grade Parent Coordinator – Letters and correspondence to new families

Book Club – On-line booking has been successful

School banking – As of 30/9/17 a \$780 profit had been obtained, with 35 new kids registered in 2017. Looking forward to a handover to a new lead in 2018

Social media – A little quieter after a hectic lead up to Fun Fair. Thanks to Jeff for all his help. A question was put out to ask for content the school community would like published, Laurence can be contacted directly for events or get togethers parents would like published on the P&F Facebook page

Mothers & Father's Day stalls – At this point, we are well stocked for 2018, there will be a minimal extra spend for Mothers Day

6. Items for discussion

Fun Fair 2017 Overview – Jeff

- Big thanks to Amanda Baker
- Overall profit of about \$155 per family
- **Positives**
 - Try Booking for wrist bands
 - WhatsApp
 - Sign-up for stall helpers
 - Bus between school and Oakhill
- **Observations/Opportunities for improvement**
 - Raffle tickets and rides were both down a little, need to track raffle ticket returns
 - Need 1-2 rides for older children/teenagers
 - Pre-sales were on par with previous years
 - Timing, needs to be week 3 or later
 - Food, 80% of stalls made more than 2015
 - Pasta stall became too labor intensive & time consuming, consider external operator in 2019

- Consider appointing both a Food & Stall Coordinator in 2019
 - Consider returning to cake boxes in future
- Jeff will finalise the review notes and store on the Google drive for use with planning the 2019 Fun Fair

Next meeting

Term 1 2018, Date/Time TBC

Meeting closed @ 7.50pm