

ST BERNADETTE'S PARENTS AND FRIENDS ASSOCIATION

MINUTES FOR GENERAL MEETING AND 2018 AGM

Date: 21st November 2018 Time: 7:30pm Meeting Venue: Library

1. Welcome & Opening Prayer, Mrs. Nettleton

2. Apologies & Attendance

- Apologies
 - Laurence Pratt, Jeff Younis, Therese Younis, Karen De Souza, Mark Haj, Jeanette Barone
- Attendees
 - Mark Lean-Fore, Brett Johnson, Kelly Pulvirenti, Julie Hawkes, Nick Gooley, Naffa Arrat, Amanda Baker, Belisa Papandrea, Nancey Abouhamad, Natalie Coghlan, Antonina Scotti, Amanda Egan, Denny Allan, Brett Allan, Mathew Kaufmann, Dianna Zaiter, Claudia Azzi, Sonia Kassis, Laura Syman, Debbie Kalina, Amia Puleo, Robert Taggart, Steve Lavis, Anne-Marie O'Byrne, Leanne Nettleton, Melissa Beggs

3. Passing of previous minutes

- 2018 Term 3 **Moved by** Denny Allan **Seconded by** Sonia Kassis
- 2017 AGM **Moved by** Naffa Arrat **Seconded by** Nancey Abouhamad

4. Correspondence In and Out

- Hills Shire Council, letter dated 16 October 2018

5. Reports (see below)

- President
- Principal
- Treasurer
- Uniform Shop
- Hospitality
- Maintenance
- Parent Representative Council
- Grade Parent
- Book Club
- School Banking
- Social Media
- Stalls

6. Items for Discussion

- New business
 - Year 2, 2019 class arrangements (Leanne) – Communications sent to parents and further discussions Friday 23 November. 75 needed for 3 classes and limits set by Diocese. Not uncommon for 30 with the Diocese,

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classes can get to 31-32 with exception approval. Committed to a 30 per class max in 2019. All other grades will have 3 classes in 2019... On track for 76-80 for 2019 Kindergarten.

- P&F Christian Leadership Award – Committee agreed on the proposed Citation. Will involve Perpetual shield and keepsake. P&F committee member will present to award winner
- Kindy Welcome BBQ, 8 February 2019 @ 530pm, to be hosted by 2018 Kindergarten
- Confirming Fun Fair dates for 2019, TBC as early as possible

Reports

President Steve Lavis	<ul style="list-style-type: none"> * Pleasure being President this year * Support from School community was most appreciated, one or two people can't do everything and everyone plays a part * Family fun night was a highlight * Appreciated the help for the working bee and orientation day * Thank you to Julie Hawkes for her work in the Uniform shop. This is the first impression for many new families to the school * Stalls and open classroom again were successful * Will be asking for people to support and put their hand up to support into 2019 * A big thank you to the 2018 Exec Committee, the Hospitality Team, Julie Hawkes and Nick Gooley
Principal Leanne Nettleton	<ul style="list-style-type: none"> * Thank you to the P&F for their on-going collaboration * The turn-out for small events was noticeable * Regular challenges with parking and enrolments * recently lots of enrolments + queries, largely driven by parent feedback and messaging on the activities within the school * Excited that the gardening club now has more than 70 students involved * Robotics and coding club very popular * Thanks Hospitality team for their fantastic work and Julie Hawkes for her dedication to the Uniform shop
Treasurer Rob Taggart	See separate attachment
Uniform shop Julie Hawkes	<p>The bags purchased for kindy orientation are working very well. The size is great and the bags were kindly designed and decorated by Year 5 students Angelina Zaiter and Sienna Symin along with a small group of friends.</p> <p>Kindy uniform fittings commenced Wednesday 7th November. We are using trybooking for all our appointments. Thanks to Nick for loading all these appointment times and to Amanda, Jo and Glenda for helping me with appointments so we could offer two appointments at the same time. The uptake of the appointments has been positive with a reminder email sent Thursday 15th November. The uniform shop is open each Tuesday and Wednesday during school hours for the month of November. This gives families 8 separate dates to come in and have a personal fitting.</p> <p>This year we introduced a checklist to be used in the shop and this was also sent to families. This has been well received as it highlights the basic starter pack along with suggested quantities.</p> <p>Shop layout has been reconfigured to maximise storage space and to help with locating stock more quickly.</p> <p>Inventory system remains outstanding. Will liaise with treasurer and president early 2019.</p>

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	<p>Massive thanks to Nick for helping me in the shop each week. Thanks also to Amanda, Jo and Glenda for their assistance.</p> <p>Final day for sales is Tuesday 18th December. The uniform shop will reopen Tuesday 29th January by appointment for new families to the school.</p>
Hospitality Di Zaiter	<ul style="list-style-type: none"> * Father's day successful * This year there has been a purchase of larger items (Hot Pots) to enable more food to be prepared and served * Teachers Day was very well received, and appreciated * Thanks to the team and all the helpers
Maintenance Naffa Arraf	<ul style="list-style-type: none"> * Limited recent activity * Thanks Di Zaiter, Nick Gooley, Steve Lavis and Brendan Mitchell for all their support during the year
PRC Denny Allan Dianna Zaiter Nancey Abouhamad	<ul style="list-style-type: none"> * Missed recent meeting due to scheduling error * Worthwhile opening the opportunity to more families next year as the sessions during the year were of much benefit
Grade Parent Antonina Scotti	<ul style="list-style-type: none"> * Plans for early 2019 Kindergarten * Is the current grade parent arrangement working.... How to select to right people and are class parents needed for all years. Prevailing view was to keep class parents for infants and only use grade parent's primary.... Continue to review this early 2019 * What are the alternate communications methods, School is moving to App called "Compass", this may have a parent communication component
Book Club Davina Pratt Jeanette Barone	<ul style="list-style-type: none"> * No formal report, new leaders needed for 2019 * Loved by the kids
Social Media Laurence Pratt	<ul style="list-style-type: none"> * No formal report
Stalls Covered by Hospitality team	<ul style="list-style-type: none"> • Successful year • \$4636 father's day profit • \$6145 mother's day profit
Parking	<ul style="list-style-type: none"> • No formal report, need planning for Mother's Day / Father's Day / Grandparents Day in 2019
Canteen	<ul style="list-style-type: none"> * No formal report * General discussion on the general service and the process for food not available. Reminder that substitutions are not acceptable. Refunds should be processed in event that a product is out of stock * Canteen owners can be contacted * 12 month lease goes through end of Term 2, 2019
Prayer Garden Denny Allan	<ul style="list-style-type: none"> * To be opened in 2019 with a gift from Year 6
Family Fun Night	<ul style="list-style-type: none"> * All agreed that it was a successful and well managed event – attended by approx. 500 people

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7. 2018 AGM – Election of 2019 Office Bearers

Melissa Beggs conducted as returning Officer

President	Nominated by	Seconded by	Accepted by
Steve Lavis	Belisa Papandrea	Amanda Egan	Steve Lavis
Vice President	Nominated by	Seconded by	Accepted by
Nick Gooley	Naffa Arrat	Amanda Baker	Nick Gooley
Secretary	Nominated by	Seconded by	Accepted by
Belisa Papandrea	Di Zaiter	Nancey Abouhamad	Belisa Papandrea
Treasurer	Nominated by	Seconded by	Accepted by
No nominations			
Additional Executive Members			
Amanda Baker	Di Zaiter	Mark Haj	Nancey Abouhamad

Sub-Committees and Functions

Fun Fair	Nancey Abouhamad, Anne-Marie O'Byrne, Denny Allan, Jeanette Barone, Antonina Scotti, Sonia Kassis, Laura Symin, Claudia Azzi, Mark Lean-Fore, Natalie Coghlan, Belisa Papandrea
Uniform Shop	Julie Hawkes
Hospitality	Di Zaiter, Sonia Kassis
Maintenance	Naffa Arrat
PRC	Mathew Kaufmann
Grade Parent	Antonina Scotti
Book Club	Claudia Azzi, Natalie Coghlan
Stalls	Laura Symin, Debbie Kalina, Avia Puleo
Social Media	Laurence Pratt
School Banking	TBC

Next meeting: TBC

Meeting closed: 9:47pm