

P&F General & Executive Meeting MINUTES

**Meeting held at St Paul's Lutheran Primary School on
Tuesday 16 March 2021.**

1. Opening of General & Executive Meeting

3:51pm.

2. Opening Devotion & Prayer

Undertaken by Anton Prinsloo on behalf of Lyndel Miles during the AGM.

3. Attendees

Elizabeth Wilson, Alisha Robinson, Rose Mailau, Vickki Lamb, Judy Crawford-Roby, Rebekah Payne, Kalon Payne, Emma Duggan, Michelle Cox, Mike Neldner, Jenna Poetschka, Maria Shofay, Tanya Robinson, Tenielle Kirby, Angela Hannant, Sam Hammond, Anton Prinsloo, Sam Beaman, Ian Bloxham.

4. Apologies

Alicia Smith, Lyndel Miles, Damien McAndrew.

5. Minutes from Previous General & Executive Meeting

That the minutes be accepted: moved Sam Hammond, seconded Michelle Cox.

6. Business Arising from Previous General & Executive Meeting

Chocolates for the P&F chocolate drive were delivered to students on Wednesday 17 February and money raised is due back Thursday 18 March.

Sam Hammond, on behalf of P&F acknowledged and gave thanks to Elizabeth Wilson and Lyndel Miles for their service as secretary and President respectively. They were presented with a gift for all their hard work.

7. Reports

a) President's Report

This was the same as what was presented at AGM – See attached.

b) Principal's Report

The lifting of restrictions surrounding COVID has meant that 2021 has seen the return of incursions and excursions for the students.

The Prep 2022 Come and Play Day held on Saturday 13 March was a great success.

Thursday 18 March will see the school take part in the campaign 'National Day Against Bullying' by students wearing orange accessories for the day.

Preparations are underway for the School Cross Country to be held on Friday 19 March.

The year 5's are preparing for the first school Sunday of the year which is scheduled to be held on Sunday 21 March.

The teachers are preparing for Parent/Teacher Conversations to be held at the end of Week 10 (31 March and 1 April). They will discuss how students have settled into term 1.

c) Treasurer's Report

No funds have left the account since the last meeting.

\$14,777.65 currently in the bank.

Funds Committed – 2021

Year 6 Camp 2021 - \$2,000

Year 5 Camp 2021 - \$1,000

Year 4 Camp 2021 - \$500

Year 3 Camp 2021 - \$500

Nature Playground - \$7,500

TOTAL - \$11,500

d) Correspondence Report

No correspondence in or out.

8. **General Business**

a) Spring Fair

Spring Fair is scheduled for the 4 September 2021. Planning has begun and an 'International' theme has been decided.

The P&F has 2 ideas to put forward for the fair

- Photobooth
- A Passport which will given to children at the start of the fair and can be stamped at various countries throughout the fair ground.

Anton Prinsloo called for two volunteers to represent the P&F at the Spring Fair meetings.

Sam Hammond and Rose Mailau to be members of the Spring Fair Committee.

b) Mothers Day stall

Next P&F meeting occurs after the Mothers Day stall. Everything has already been purchased in preparation for the stall.

Jenna Poetschka to book the Multi Purpose Room for the Mothers Day Stall.

Sam Hammond and Jenna Poetschka to call for volunteers for the Mothers Day Stall through the Newsletter and Facebook page. Help required for setting up and assisting with serving on the day of stall.

Sam Hammond put the callout for any donations of little items (things that don't cost much) for students who only bring a couple of dollars to spend.

Jenna Poetschka brought up a potential donation of shot glasses. **Jenna to let Vickki Lamb know how many shot glasses there could potentially be, as she may be able to help with succulents for them.**

c) Hot Cross Bun Day – Wednesday 31 March.

No tuckshop available on this day.

Order forms have been sent out to students – it was noted that Prep and Year 5 have not received their forms. **Anton Prinsloo to follow up with teachers.**

Volunteers will be needed to serve students.

Feedback from Elizabeth Wilson regarding having no gluten free option available. **Jenna Poetschka and Sam Hammond to investigate whether this is possible to include for this year.**

Discussions also underway regarding what to use to package and serve Hot Cross Buns and Pizza in. **Jenna Poetschka and Sam Hammond to organise and speak to Ian Bloxham.**

It should be noted that the Hot Cross Buns will come from Costco. It was brought up as to why a local bakery could not supply them. Sam Hammond confirmed local bakeries were approached but were not able to support the fundraiser.

d) Toilet Beautification project

Meeting scheduled for Monday 22 March at 3:30pm. Sub committee to include; Lyndel Miles, Jenna Poetschka, Emma Duggan and Rebekah Payne.

e) Cost of school camps

Vickki Lamb brought up that the cost of camps, especially year 6 Canberra excursion could be out of reach for some students. The cost for Canberra is \$1200. IT was asked if more fundraising could be directed towards this. Anton advised that the grades have to apply to fundraise and that himself and Ian would be working closely with families who might potentially have trouble attending the camps.

f) Mothers and Daughters Event

Anton Prinsloo noted that the Mothers and Daughters event will be held in Term 2. Information will be disseminated at the start of Term 2 by the office.

It was also noted that the Fathers and Sons event will be held later in Term 3.

9. Confirmation of Next Scheduled Meeting

11 May 2021 (Week 4)

10. Meeting Closed

4:20pm.

President's report for 2019/2020

2019 was a fun and rewarding year for the P & F group and it was a pleasure to serve as the President for another year. I am so grateful for the support from the P & F Executive, P & F members, school executive, office staff and teachers over the course of the year, but also to the parents who continue to support the P & F initiatives by making purchases or volunteering their time when they can. It is encouraging to see the sense of community spirit in our school continue to grow.

In 2019 we held the following events:

- Chocolate drive
- Mother's Day stall
- Father's Day stall
- Gifts of appreciation for World Teacher's Day, Learning assistant's day and school administrator's day.
- Ninja Run



In 2019 we were able to purchase some items for P & F Events such as a P & F banner and some coloured Balinese flags to decorate at events with. We have also been able to have a designated P & F storage area in the store-room near the Year 2 classrooms and this has greatly assisted in the organisation of our resources and preparation for events.

Without a doubt, the highlight of the calendar in 2019 was our 'Ninja Run' event which was held on Friday 8th November 2019. Students from Kindy through to Year 6 were all involved in this event. The Ninja Run was very well supported by the school community and despite it being an incredibly hot day, the staff and parent helpers all pulled together to make modifications to make the course work. The students had a wonderful afternoon and we were able to raise \$7 500 which will be put towards developing some 'Nature Play' areas in the junior and senior school.



Overall, the P & F group raised \$23 500 in 2019. At the conclusion of the year these funds are allocated to:

- \$7 500 to go towards the development of Nature play areas in the school in 2020.
- \$4 000 that has been allocated to reduce the costs for families for Yr. 3 – 6 camps in 2020.
- \$9 800 on items from the teacher's wish list which will benefit students from all year levels.
- \$2 200 held in reserve to be allocated towards a 'toilet beautification' project with positive sayings and growth mindset quotes (project to be considered in 2020).

As we all know, 2020 was a year different from any other! We started the year with a “Picture Plate” fundraiser, in which students designed their own plates, cups, mugs and bags. Whilst this event was well supported by many families, it was not as successful as the chocolate drive in terms of money raised due to the higher cost of the items. Unfortunately, due to COVID restrictions the P & F were unable to meet for the 2020 AGM, so after some online discussions it was decided that the 2019 Executive would remain serving in their positions until we could meet again and conduct an AGM. The next and final meeting for 2020 was held November, so the serving executive members remained in their roles until the AGM in 2021.



Throughout 2020, the remainder of the P & F and community events in the school needed to be cancelled due to COVID restrictions which meant there was no chance for fundraising. Consequently the ‘Teacher’s Wish list’ process for allocating funds to different projects in the school was unable to occur in 2020. The P & F have still made the commitment to provide funds to the different year level camps in 2021, plus the funds that had previously been allocated to the toilet beautification project which will be completed in 2021.



The P & F Facebook group continues to be an excellent avenue for communications with the parent body with around 200 members, many parents comment that they find the reminders in that group very useful and new parents appreciate the opportunity to make connections with other parents (especially if they work longer hours and cannot pick up and drop off). This method of communication between parents and members of the school community was particularly important during COVID and the period of at home learning during lockdown.

Once again, I would like to recognise the efforts of the P & F Executive and members, as well as the general parent body for their willingness to volunteer their time at events over the course of 2019. Without your assistance and commitment, we would not be able to achieve so much and ultimately donate the funds back into the school to benefit our students and help them learn effectively.

As I have now served as P & F president for 3 consecutive years, I will be stepping out of this role in 2021 as per the requirements of the constitution. It has been an honour and a privilege to serve the school community in this way over the past three years and I have valued the time spent getting to know staff and other parents through my involvement in the P & F group. I wish the incoming P & F executive all the best for 2021 and beyond!

Lyndel Miles

P & F President 2018 – 2020

