

<p><b>P&amp;F Meeting</b></p>	<p><b>Date</b> <b>Time</b> <b>Location</b> <b>Mtg Nbr</b></p>	<p><b>18<sup>th</sup> May 2009</b> <b>7:00 – 8.30 pm</b> <b>Library</b> <b>2/09</b></p>
<p><b>Attendees:</b> Ross Weber, Michael Carrick, Connie Paglianiti, John Paterson, Francesca Mercuri, Anna Epifanio, Neil Gemmill, Kerry Stevenson, Liz Mascia, George Liberopoulos, Frank Vescio, Michael Pasqual, Charlie Rico, Samantha Cimati, Cathy Filardo, Philip Cachia, Rosa Scroggie</p>		
<p><b>Apologies:</b> Marianne Mazzocca</p>		

<b>Draft Minutes of Meeting 18 May 2009</b>		
1.	<p style="text-align: center;"><b>Acceptance of Previous Minutes</b></p> <p>The Treasurer moved acceptance of the minutes of the previous meeting, these were seconded by the President and accepted as confirmed.</p>	
2.	<p style="text-align: center;"><b>Introduction of Board Members</b></p> <p>The President introduced new Board members to the meeting. The new Board members are:                      President – Rosa Scroggie                      Vice-President – Connie Paglianiti                      Treasurer – Ross Weber                      Secretary – Michael Carrick</p>	
3.	<p style="text-align: center;"><b>Treasurer’s report</b></p> <ul style="list-style-type: none"> <li>• The Treasurer reported that the current bank balance is \$11,143.22.</li> <li>• The Treasurer tabled the procedure for refunding petty cash expenses and noted that the procedure was the same as that used last year. In summary, the Treasurer requires original receipts to be submitted to him no less than 10 days from the date on which the expense was incurred. (Attachment A)</li> </ul> <p>The Treasurer moved that the procedure be accepted and Connie Paglianiti seconded the motion which was approved by the meeting.</p>	RW
4.	<p style="text-align: center;"><b>New Business</b></p> <p style="text-align: center;"><b>1. Lunches to Grow presentation</b></p> <p>Ms Toni Cavalieri, Director, Lunches to Grow explained to the meeting the manner in which her lunch pre-order service operates. (“LTG”). Ms Cavalieri said LTG collects lunch orders only one day per week and was set up to provide healthy primary school lunches. LTG does not use volunteers because of the difficulty of ensuring volunteers are available. LTG has been in existence in the northern suburbs for 2 years and operates at schools in Thornbury,</p>	RS

**Draft Minutes of Meeting 18 May 2009**

Northcote and at 9 other schools. In explaining the process by which the service functions, Ms Cavalieri indicated that a pouch was provided for each class with pre-orders for lunch provided by the children or parents prior to the relevant lunch day. Orders would be made from the LTG menu commencing term 2 of 2009. Prices and additional information are available on the PDF document provided by LTG.

LTG would be willing to trial the service at Our Lady's. After Ms Cavalieri's presentation the meeting discussed the following:

1. the school does not have a nut policy on the basis that this could cause complacency and was difficult to police in any event.
2. the meeting agreed that a trial period of 4 weeks should proceed and that the lunch day for LTG should be Wednesday.

**2. Clarity around the role of Parent reps ; general members**

Clarification was requested of the role of parent representatives. Clarification was sought as to the pastoral, communications, social and connectedness aspects of parent representatives. The meeting discussed a number of formal and informal roles including:

1. looking out for families in each particular year level
2. Organising social gatherings for particular year levels including potential one off Saturday play in the parks or dinners
3. helping out at fundraising events and getting support for volunteers.

The President confirmed that the concept of pastoral care does not include entering into teaching issues. The meeting confirmed that parent representatives would be listed in the newsletter and the relevant parent representative would be identified on each class door.

**3. Constitution**

The Constitution as drafted over the past few months was discussed by the meeting and clarification sought as to the votes of general members. Six general members are entitled to vote. An inquiry was made as to the leeway available to parents and students to have a say on how money raised by the P & F Association could be spent. After some discussion the Principal indicated that the approach taken at our Lady's should be consistent with the Catholic Parish Schools Handbook and that he did not wish to alter the direction provided in that publication. He indicated that he would be happy to receive any ideas from parents and teachers in relation to the appropriate items on which fundraising efforts should be spent and would include these in the guiding principles. The Principal indicated that he would be happy to discuss the priorities and would present the P & F Association with a list of particular priorities (by way of example replacement of primary teaching aids or some other items) but he stressed the need to maintain flexibility. He also indicated that once a series of priority items were identified, the P & F Association would be informed so that it could work out what it could fund and the funding goals to be set in any calendar year.

**4. Fund raising initiatives re-visited (February)**

The results of recent fundraising were circulated to the meeting and a number of fund raising events outlined by the President including:

- Mothers Day and Fathers Day gifts;
- The OLHC Walkathon (3 more volunteers required)
- Disco (set for Friday 23 October)
- School Concert, 1 September
- Bunnings Sausage Sizzle at Gaffney Street (date to be announced)
- Trivia night based on catholic religion, adults only fee is \$2000 for comedienne who dresses as a nun in order to raise an appropriate amount at least 100 people would need to attend and bring in addition to the entry fee gold coins for a variety of fundraising activities.

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	<p>Other options discussed in relation to fundraising events including:</p> <ul style="list-style-type: none"> <li>• opening a bushdance to the whole parish;</li> <li>• the P &amp; F Association preparing and presenting its own trivia night charging a \$20 entry fee and additional revenue earned from catering from the sale of food and beverages</li> <li>• it was proposed that parishioners at St Ambrose should be invited to the OLHC fundraisers</li> <li>• a coffee making service at fundraising events</li> <li>• sale of herbs</li> <li>• entertainment books.</li> </ul> <p>The President to set a date for the trivia night in consultation with the Principal.</p> <p style="text-align: center;"><b>5. Other</b></p> <p>The meeting also discussed sponsorship of school events and newsletter costs.</p>	
5.	<p><b>Election of six General members</b></p> <p>The election of six general members took place. The new general members are:</p> <p>Liz Mascia Kerry Stevenson Maggie Evans-Galea Cathy Filardo Anna Epifanio Sam Cimati</p>	All
6.	<p><b>Close of Meeting</b></p> <p>The meeting concluded at 8.30 pm</p>	
7.	<p><b>Next Meeting</b></p> <p>The next meeting will be held on Monday 22 June at 7.00 pm.</p>	

**ACTION SHEET  
MEETING 2/09  
18 MAY 2009**

Ref	Actions	Owner	Due
1	LTG – Secretary to contact Tony Cavaliere to ascertain whether LTG would be prepared to commence a 4 week trial and to ascertain what contractual documents were required to be entered into by the School	Michael Carrick	Next meeting
2	Sam Cimati will obtain details of the Aussie Farmers Direct fundraising schemes available	Sam Cimati	Next meeting
3	Rosa Scroggie to ascertain possible dates for religion comedy trivia night	Rosa Scroggie	Next meeting