



## P&F Rosary Park - Agenda - General Meeting

	Details	Person Responsible & time
Date	16/10/2019	
Time	Meeting opened 6.25pm meeting closed 7.00pm	
Venue	Rosary Park Catholic School - Staff Room	
Welcome	By Natalie	Chair - 1min
Apologies	KATHERINE GECZY; AMANDA DRAGE; JAMES LUNAN	Chair - 1min
Attendees	ELISHA AYTON; MEL OCONNOR; SALLYANNE STANBRIDGE; PRU KILLICK; JUANA THOMPSON; KELLIE HEGGART; NATALIE SAMARAS	Chair - 1min
Conflicts	Declaration of any conflicts.	All - 1min
Acknowledgement of Country	"I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, the Wonnarua people, and pay my respects to Elders past, present and future. I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside in this area, and who are present here today."	Chair - 1min
Prayer	Lord Jesus help us to understand our importance in educating our children. Bless our partners -the teachers. Guide us in our decisions and open our hearts in friendship to each other. May we show particular care to those who are most in need. May we welcome, especially, those who are shy and uncomfortable. May this meeting of ours result in many benefits for the children on whose behalf we gather. Amen .	Chair - 2min
Previous Minutes	"I move that the minutes be confirmed as a true and an exact record of the last meeting." Last minutes from meeting on the 18th September 2019 moved by Mel O'Connor seconded by Natalie Samaras	Chair - 2mins
Principal's report	<b><u>Principal's report for P &amp; F October 2019</u></b>  I hope everyone had a restful break and took some time to spend as a family  We are gearing up for a very busy term 4!  Welcome back to Elisha, it's good to have you back as our canteen co-ordinator. Thank you again to Mel O'Connor for filling in and doing such a good job in Elisha's absence during term 3.	Principal - 5 mins

Thanks for the P and F's fundraising efforts last term, especially the colour run which was a great community event!

Building Works: After a very long wait, it was announced yesterday that construction on our stage 2 works (8 classrooms) will start late next week. The 2 blocks of 4 classrooms will be built concurrently with completion expected at the end of term 1 2020. Norths are the building contractors engaged (Central Coast based).

There is no space to place another demountable for the extra class in 2020 (and the large amount of money it would cost would affect the building budget), so one of our 5/6 classes will be in the library for term 1 until our new buildings are ready.

We will look at options to utilise playground space (including use of parish land across the road) for children's playground space during building.

Works carried out in the holidays: The canteen refurbishment is complete so that access to the canteen is now through the far door at the back of the building (near student toilets). This area has been cleared out to be used as storage for the canteen. In coming weeks, we will have further work done to the steel benches in the canteen and installation of a new oven.

This has now freed up the office space at the back of the canteen for the counsellor to have a more private work space and for staff to utilise for RFF time.

The other smaller storage area at the back of the canteen has had carpet and A/C installed to be used by music tutors etc.

We have had some minor adjustments to the year 1 verandah to allow better access to outdoor learning for the children. All these works were funded by the school.

And of course, the wonderful mural which we are just thrilled with, it really brightens up the COLA space. Thanks again to the generous donation of P and F for this.

We have also ordered the OT resources and readers that P and F gave us funds for in term 3- thank you!

All gutters of buildings have been cleaned out as per our maintenance schedule.

We are also going ahead with levelling out the two spaces at the end of the netball courts and putting artificial grass there as it is impossible for grass to grow there. Installation on 26 October.

Job advertisements: At this stage we have 2 permanent positions and 2 temporary positions for 2020. Advertisements for these have now closed. In addition to this, Melanie Flynn our Teacher/Librarian has decided not to return for 2020 as she continues her recovery from breast cancer and now Tiffany Nolan who will take maternity leave from week 5 term 1 2020.

School uniform addition: As I mentioned in our last P and F meeting, the Catholic Schools Office has recently updated their Uniform Policy and all Catholic Schools in our Diocese are now required to offer shorts/pant options for all uniforms regardless of gender. As we already have this with pants for girls in Winter, we need to do the same for Summer.

The option for Rosary Park to add to its suite of uniforms for Summer is:

-As with Winter, we will have a white shirt with a round 'Peter Pan' collar with the school emblem on the left chest pocket (\$29.95)

We need to decide tonight on navy button fly shorts with an elastic backed waistband, **or** skort in check of Rosary Park (\$39.95).

-These would be worn with white socks and black school shoes.

These items will be stocked at Flanagan's with stock expected to be available within 4 weeks.

When adding items to a uniform as with this Summer uniform shorts and shirt for girls, there is no need for a change over period as they are additional options that families may or may not choose to purchase.

This uniform is an option for girls, it is not compulsory.

#### Year 6 End of year gift

On Saturday 26 October some year 6 parents and children will hold a working bee at school to construct a garden seat in memory of Mr Lott. This will be their end of year gift to the school.

Thank you to Natalie for organising a plaque for Ben Lott to be placed on our remembrance wall at the front of the school.

#### Kinder 2020 orientation

The first of the 4 sessions start next Thursday 24 October. The other 3 sessions will be held across the next 3 Thursdays. Thank you to P & F for supporting this first session by manning a stall and helping to answer any queries the new parents might have.

#### Book Buddy program

From next Wednesday (and every 2<sup>nd</sup> Wednesday in term 4) Year 4 children will walk to Branxton preschool to read with the children to encourage literacy and the importance of reading. This is a fabulous way for us to continue building links with our early education settings.

#### Annual General Meeting

	Please encourage other parents to join us at our November meeting (13 <sup>th</sup> ) as this will be our AGM	
Presidents report	<p><b>OCTOBER PRESIDENT REPORT.</b> Welcome to Term 4.</p> <p>The colour run was quite successful raising \$4700 for the school. Thank you to all of the amazing parents that helped colour the school during the event. The students had a wonderful time and it was a great community event that brought everyone together as a school for some laughs and have great fun to end the Term. Thank you to the teachers that also joined in the laps with the students.</p> <p>The P &amp; F successfully raised \$13380 for the 2019 fundraising. A massive thank you to the entire school community and the families that have supported all the causes throughout the year.. Please be sun safe on the day.</p> <p>Kinder 2020 Orientation; please support the new families and help on the morning at the hall Thursday 24<sup>th</sup> October and Thursday 31<sup>st</sup> October. Including taking orders for the RPCS bags; Canteen Volunteer encouragement; 2<sup>nd</sup> Hand uniforms etc.</p> <p>As the year starts to finish up; Our AGM will be hosted on WEDNESDAY 13<sup>th</sup> NOVEMBER; please make the effort to come and be part of the voting system. You will not be given a position on the spot I promise. We are also hopeful to have two representatives from each Year so they can facilitate volunteers for upcoming events and communicate any P &amp; F agendas.</p> <p>Friendly reminder regarding the recent face book activity.</p>	P&F President - 5 mins

### Points of Contact

The Parents and Friends Association (P&F) work with the school to fundraise for agreed items to improve the school environment and support new families attending the school.

P&F Meetings are held throughout the term and are open to all to attend. The more the merrier. An AGM is held every year, all positions are vacant and new members voted in.

The P&F facebook page is to facilitate the sale of second hand uniforms minor parent questions. The facebook page is not a forum for open discussion on school or P&F topics. Please contact the school or attend a P&F meeting if you wish to discuss a topic.

#### Contact details

**EMAIL: [rpcs\\_pf@outlook.com.au](mailto:rpcs_pf@outlook.com.au)**

- P&F agenda items for P&F meetings,
- Apologies for P&F meetings
- Volunteering or fundraising support

**EMAIL: [rpcs\\_treasurer@yahoo.com](mailto:rpcs_treasurer@yahoo.com)**

- Any concerns with financial transactions to the P&F account

**EMAIL: [admin@branxton.catholic.edu.au](mailto:admin@branxton.catholic.edu.au)**

- All concerns for school issues, children, teachers ect need to be handled in accordance with the diocesan guidelines. Please email above to contact the school.
- All fundraisers, school events not run by the P&F

Thanks Natalie

Treasures  
report

P&F Treasurer - 5 mins



**ROSARY PARK CATHOLIC SCHOOL P&F  
ASSOCIATION**

OCTOBER 2019 GENERAL MEETING FINANCIAL REPORT

EXPRESS STATEMENT FUNDS AS AT 16/09/2019 \$ 11,946.69

**EXPRESS STATEMENT ACCOUNT**

EXPRESS STATEMENT FUNDS AS AT 16/09/2019 \$ 30,519.74

**INCOME**

Date	Description	Amount
		\$ -
		\$ -
		\$ -
	<b>TOTAL INCOME</b>	<b>\$ -</b>

Sub-Total after Income \$ 30,519.74

**EXPENDITURE**

Cheque No	Payee	Amount
15.09.19	Procter Finance - inv 1428	\$ 160.00
20.09.19	Natalie Samaras - Reimbursement	\$ 282.90
20.09.19	Dream Tribe Co - Colour Run Balloons	\$ 105.00
30.09.19	BLC International - inv 28816	\$ 1,000.00
01.10.19	BLC International - inv 28816	\$ 1,000.00
02.10.19	BLC International - inv 28816	\$ 1,000.00
03.10.19	BLC International - inv 28816	\$ 654.72
		\$ -
		\$ -
	<b>TOTAL EXPENDITURE</b>	<b>\$ 4,202.62</b>

\* - cheque presented at time of reporting

Sub-Total after Expenditure \$ 6,317.12

EXPRESS STATEMENT FUNDS AS AT 11/10/2019 \$ 6,317.12

**INTERNET BUSINESS SAVER**

INTERNET STATEMENT FUNDS AS AT 30/09/2019 \$ 525.91

Date	Description	Amount
17.09.19	Go Fundraise	\$ 1,816.47
25.09.19	Lewis Chard - Colour Run Money	\$ 80.00
01.10.19	Go Fundraise	\$ 235.13
		\$ -
		\$ -
	<b>TOTAL INCOME</b>	<b>\$ 2,169.60</b>

Date	Payee	Amount
		\$ -
		\$ -
		\$ -
	<b>TOTAL EXPENDITURE</b>	<b>\$ -</b>

INTERNET STATEMENT FUNDS AS AT 11/10/2019 \$ 2,695.51

**TOTAL P&F FUNDS AVAILABLE AS AT 11/10/2019** **\$ 9,012.63**

Canteen report

**Canteen report P and F Meeting wed 16<sup>TH</sup> Oct 2019**

Elisha - 5 mins

**Financials**

Canteen account balance \$7651.65 with all current invoices paid in full end term 3

lunch order bags order arrived, include kindy 2020 purchase.

**Canteen issues/Fundraising/Upcoming events**

Big thank you to Mrs Mel O'Connor and Mrs Natalie Samaras for holding fort in the canteen during my leave in Term 3. Thanks to the school community and every single person who has shown support in the last few months.

Meal deal for colour run great success, will continue this for future colour run events

Transition to Summer menu Week 1 Term 4, no price changes.

Canteen renovations, signage put up to label new entry/exits.

**Healthy Canteen Strategy**

Working on photos and nutritional panels, will have a document done for 2019. This is nearly complete just formatting photos etc.

It is a requirement as of 2019 that a hard copy of nutritional panels of all items sold to be available in canteen for viewing.

Phasing out of unsuitable ice blocks complete

	<p style="text-align: center;"><b>CANTEEN MENU TERM 4 and 1 Summer Rosary F</b></p> <p><b>Salads \$3.50</b> Garden Salad: choice egg, chicken, -Or ham, with mixed salad Caesar salad with chicken</p> <p><b>Hot Lunch Special ( choice skew/bag app) \$4.00</b></p> <p><b>Salad roll/Wrap/sandwiches \$4.50</b> Egg, chicken or ham and salad</p> <p><b>Summer Items</b> Chicken California sushi Roll \$4.00</p> <p><b>Pies and Sausage Rolls</b> Large pie \$4.00 Small party pie \$2.50 Sausage roll \$4.00</p> <p><b>Tuesdays \$2.50</b> Cheese, ham, tomato, pineapple, chicken</p> <p><b>Paper lunch bag 30c</b> Sauces NDW 50 c</p> <p><b>Burgers \$4.50</b> Chicken breast, lettuce mayo Chicken breast salad and mayo Cheese burger- beef patty, cheese sauce Hamburger- patty, cheese, sauce</p> <p><b>Drinks \$2.50</b> Flavoured milk (chocolate, strawberry) Fruit Juice (apple, orange, apple) Water 600ml \$2.00 Hot Chocolate (sauce and nuts)</p> <p><b>Ice Treats (please do not order)</b> Juicy Squares \$3.00 Mooles \$2.00 Aldies tubes \$2.00 Ice cream tub \$1.50 Bermoooper doper \$0c Frozen Yoghurt \$2.00 Fruity and Punch \$2.00</p> <p><b>Snacks</b> Jumpin' snack/Popcorn \$1.00 Sea salt, honey soy Chips \$1.50 Grain Waves \$1.00</p> <p><b>Daily snacks 50c-\$3.00</b> Daily fruit presses 20c</p>	
<p><b>Fundraising Report</b></p>	<p>Colour Run 2019</p> <p>Date. Friday 20th Septemeber week 9 Term 3.</p> <p>Total sponsorship: 161 students  51% fundraising  98% Participation</p> <p>Total funds raised: \$8 306.17</p> <p>Takeaway deduction 40% to the company: \$3 654.72</p> <p>P&amp;F Fundraising total: \$4 651. 45</p> <p>Suggestion to have an a \$10 fee for all participants.</p>	

<p><b>Agenda Item</b></p>	<p><b>Discussion, Relevant documents</b></p> <ol style="list-style-type: none"> <li>1. <b>KINDER 2020 Orientation- P&amp;F to host. 8 PARENT HELPERS.</b> Bag sales; 2<sup>nd</sup> hand uniforms; canteen volunteers; PF and volunteers</li> <li>2. <b>Difference between P&amp;F and School</b></li> <li>3. <b>List of P&amp;F Fundraising Events for 2020</b></li> <li>4. <b>Action Account for final 2019 transfer of funds to school.</b></li> <li>5. <b>AGM details- Library if required</b></li> </ol>
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**6. BAGS ORDERING PROCESS AND ORDERING REQUIREMENTS.**

P&F meetings for 2019

**Term 4**  
 Wednesday 13th November AGM  
 Wednesday 4th December @ Pub for Christmas dinner.

Proposed Fundraising Events 2020

ROSARY PARK FUNDRAISING FORECAST 2020				
DATE	DRAWN	FUNDRAISER	DETAILS	HELPERS
<b>Term 1</b>				
MONDAY 16TH MARCH	THURSDAY 9TH APRIL	P&F Annual Easter Raffle.	Donation of \$2-\$5 Egg & \$10 tickets sent home to sell/family	Year 4 parents
FRIDAY FEBRUARY	na	Year 6 Athletic. Cake Stall.	Year 6 parents to send in baked goods to sell.	Year 6 Parents
THURSDAY 9TH APRIL	na	Last day Out of uniform day.	Funds to Year 6 goodbye gift.	School Project
			Charity of school choice	
<b>Term 2</b>				
FRIDAY 8TH MAY	na	P&F Annual Mothers Day Stall. Gifts \$5ea		Year 3 Parents
MONDAY 27th APRIL	FRIDAY 8th MAY	P&F Annual Mothers Day Raffle.	\$10 ticket book sent home per family	YEAR 2 Parents
SATURDAY 30th MAY	na	P&F Annual Disco	Tickets \$10/child 5pm start with sausage sizzle/disco at 6pm-7:30pm.	Year 1 & Kinder Parents
3rd JUNE 2019	Due Back 1st JUNE	P & F ANNUAL PIE DRIVE	PICK UP WEDNESDAY 1st JULY	P & F committee
OPTIONAL		of Term Beanie Day Gold Coin Donation funds to Mark Hughes Brain Cancer		School Project
<b>Term 3</b>				
Friday 5th September		P&F Annual Fathers Day Stall	Gifts \$5ea	Year 5 Parents
Friday 5th September		Fathers Day Raffle	Charity/School project	School Project
Friday 18th September		COLOUR RUN		ALL
<b>Term 4</b>				
<b>No P&amp;F events.</b>				
<small>Please Note. Sometimes due to unforeseeable circumstances the fundraising dates may change.</small>				

PROPOSED MEETING DATES FOR 2020

## P & F Meeting Dates 2020

### 6pm-7pm

- Wednesday 12th February
- Wednesday 11th March
- Wednesday 8th April
- Wednesday 13th May
- Wednesday 10th June
- Wednesday 1st July (due the to holidays)
- Wednesday 12th August
- Wednesday 9th September
- Wednesday 14th October
- Wednesday 11th November
- Wednesday 9th December

Attached

