



Parent Club Meeting

12/05/2023



Chair: Jess Brown (President)

Minutes: Fiona Carey (Secretary)

Attendees: Angela Cotter, Susan VH, Anja Ryan, Shannon Clarke, Mel Madrigali, Phoebe McMaugh, Manuela Zauder, Angela Murray, Jessica Hadfield, Charmaine Kedmenec, Kelly Williams, Jessica Brown, Fiona Carey

Apologies: Cassie Willis, Louise Walton, Rebecca Newham Roberts, Tammie Byrne, Claire Couper

Meeting opened: 3.45pm

Meeting closed: 4.55pm

Agenda Items	Discussion points	Actions
Acknowledgement of Country	I would like to acknowledge the Wurundjeri people of the Kulin Nation who are the Traditional Custodians of this Land. I pay respect to their Elders both past and present, and extend that respect to other Indigenous Australians present in our school community.	N/A
Welcome	Welcome and review of profit and loss statement. Profit of \$1200 from Easter Raffle Twilight Sports \$800 End of term lunch \$1100 approx Projection around \$27k for the year profit \$7000 unallocated from last year.	Jess
Previous Action Items	<ul style="list-style-type: none"> - All members to partake in the volunteer induction process ONGOING - Disco Bingo - new date to be determined DONE - Clothing Swap - Charmaine and Mel to follow up requirements to include alcohol at the event DONE - Toilet refurbishment - Susan to get message on FB asking for Tiler and Jess B to follow up on toilet seats DONE - Toilet Cleanliness - Fi and Jess B to raise issue of cleaning contract at Council March 2023 DONE - Winter Market - Renee and Jess to schedule meeting with Bret and Dan to flesh out date DONE - Fundraising goals - Mel A to put together a picture on results so far to get out to the community DONE - Bunnings BBQ - Jess to create SignUp for the event targeting those who work during the week DONE - Disco - New date to be decided (Mel A) DONE - End of term lunch - Jess will follow up with office for Sentral ordering of sausages and enquire about 	All

	option of cheese for burgers, Jess to create SignUp for end of term lunch DONE	
Garden Club	<ul style="list-style-type: none"> - Update on recent activity - No current leader - There is a list of current Garden Club members (Dan has the list) - Be good to have a plan of attack to manage the school gardens. - \$1000 grant applied and won from Resource Smart Schools to be applied to garden resources (edible food garden) - ACTION: Follow up with Dan about bringing the group together 	Jess
Fundraising goals	<ul style="list-style-type: none"> - Results of feedback from the community - Handout given to attendees outlining supported items - Review of supported items by Council - Toilets discussed - not looking to use PC funds for repairs to toilets - Can look at installing automatic deodorisers 	Jess
Winter Market	<ul style="list-style-type: none"> - Date set for 4th August - Renee Coordinating - Jess H is Market Stall leader - Angela C will be leader for heart biscuits - Mel M will lead lantern parade - Grounds leader - Kelly W - Christmas Tree Alley - Nathan Hadfield will lead - Food Hall - Jess B will lead - Books leader will be Angela Murray - Next steps - Meeting for leaders - Breakdown of tasks - Making bookings - Advertising - ACTION: Renee to update V to a W on the poster 	Jess H
Disco	<ul style="list-style-type: none"> - Date set Friday 16th June - Lighting and equipment already here to use - Mel A borrowing speakers from Whitefriars to use - Ashleigh mabe being DJ - TBC - Sign up is done - Jess will order Glow Gear - \$6 per child - ACTION: Jess to confirm Ashleigh's availability - ACTION: Set up quiet room in Mr Campbell's office - ACTION: Shannon to iron out logistics 	Jess
Disco Bingo	<ul style="list-style-type: none"> - Date set for 14th October T4 - Play a song - cross it off your card - Held at Templar Society - Susan has started working on letters to reach out 	Jess

	<ul style="list-style-type: none"> - for donations for Silent Auction - Suggestion for themes and dress up 	
Clothing Swap	<ul style="list-style-type: none"> - Date set for 25th August - Hiring Templar Society Hall <p>ACTION: Mel M to confirm logistic for ticket pricing and inclusion or not of alcohol</p>	
Constitution	<ul style="list-style-type: none"> - For discussion - Highlighted Point 4 and 12 have changed - Office bearers wording has changed to include Treasurer 	Fiona
General Business	<ul style="list-style-type: none"> - WWC checks / Induction / checking in for events - Volunteer induction and Working with Children checks must be done and refreshed to keep up to date. - All volunteers must have these up to date to enable participation. 	Jess
Next meeting	<ul style="list-style-type: none"> - TBD 	