

**MINUTES****St James' Parents Association Minutes****Thursday July 29, 7.30pm****EXECUTIVE COMMITTEE:**

PRESIDENTS: Kate Korber &amp; Kat Cheshire

TREASURER: Lee Hemingway

SECRETARY: Candice Murray-Beckman

ATTENDEES: Brendan Flanagan, Carmelina Corio, Cindy Donoghue, Kate Korber, Kat Cheshire, Toby Simmons (Dads rep) Lee Hemingway (Y2), Candice Murray-Beckman (Y3), Katrina Rigby (Y4), Paula Ince (Y6), Belinda Chapman (Y5), Paige Harrington (Prep), Jess Turton (Y1)

APOLOGIES: Liesl Hodgens, Adele Poulus, Michelle Rowse, Mel Storer, Adriana Verdini, Tina McKenzie, Donette Simmons, Marissa Crinis, Kylie Martin

**Meeting opened : 7:30pm**

<b>Agenda Item</b>	<b>OWNER</b>
<p><b>Acknowledgement of Country :</b></p> <p><i>We would like to acknowledge the Wurundjeri people who are the Traditional Custodians of this Land. We would also like to pay respect to the Elders both past and present of the Kulin Nation and extend that respect to other Indigenous Australians present.</i></p> <p><b>Followed by prayer (Brendan):</b></p> <p><i>We are already ONE, but we imagine we are not. What we have to recover is our original UNITY. What we have to be, is what WE ARE.</i> Thomas Merton</p>	
<p>Previous minutes from June 23 2021:  <a href="https://docs.google.com/document/d/1tJ4fqYq2u_pSi6S8Uj7ISyQIBEQsv06RGzsv8eNfofQ/edit">https://docs.google.com/document/d/1tJ4fqYq2u_pSi6S8Uj7ISyQIBEQsv06RGzsv8eNfofQ/edit</a> </p>	
<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>Finance questions tabled by the Parent Association - Cindy O'Donohue - MACs / St James Business Manager Procedures for payment / reimbursement from PA to be given to volunteers and reviewed by school annually (when new exec come into effect)  <a href="https://docs.google.com/document/d/1Gtbj5j7T6KhzpLu11b5hOz8ufEnPK-5W_2aeDMKGbC8/edit">https://docs.google.com/document/d/1Gtbj5j7T6KhzpLu11b5hOz8ufEnPK-5W_2aeDMKGbC8/edit</a> </li> <li>Summary document created by Kate Korber can be distributed to the school group / parents</li> <li>CDF pay will provide EFTPOS machines - 3-4 days notice is required</li> <li>EFTPOS machines can be used for upcoming Main Event fundraising / Auction item sales</li> <li>Trybooking can still be used as a money collection tool</li> <li>We can request that CDF helpdesk assist us with account/shop set up - <b>Cindy can provide relevant contacts</b></li> <li><b>Return to school</b> <ul style="list-style-type: none"> <li>There has been a great energy from the kids and parents upon returning to school</li> <li>The kids are tired, that has been noticeable towards the end of this week</li> <li>Next week we will be able to establish a better rhythm and get back into the learning schedule</li> <li>The mums and dads did an amazing job with homeschooling and It's good to be back!</li> </ul> </li> <li><b>Learning Walks</b> <ul style="list-style-type: none"> <li>We completed our 3rd learning walk before lockdown and the feedback has been great</li> <li>We had to postpone the walks, but we hope to recommence and complete another 2 walks before the end of Term 3</li> </ul> </li> </ul>	Brendan Flanagan

<p><b>Deputy Principal Report</b></p> <ul style="list-style-type: none"> <li>● <b>Colour explosion - social media / posters / sponsorship booklets</b> The kids are really excited about this event and there is much talk and buzz about the prizes available and fundraising</li> <li>● <b>R U Ok Day?</b> <ul style="list-style-type: none"> <li>- This day falls on Thursday 9th September, the day before the colour explosion event</li> <li>- We will hold the RUOK day activities on the morning of the Friday 10th September, then we will then walk down to the Park for the Colour explosion event</li> <li>- It will be a big day, but a fun day!</li> </ul> </li> <li>● <b>Italian Day - Thursday 9th September</b></li> <li>● <b>Green and Gold day</b> <ul style="list-style-type: none"> <li>- We are holding our Green and Gold day on Friday 30th July to recognise our Australian Athletes currently competing in the Tokyo Olympics</li> </ul> </li> <li>● <b>Potato Olympics</b> <ul style="list-style-type: none"> <li>- Wonderful to see the year 1&amp;2 students creating an Olympic Village and the other years levels participating in the Potato Olympics. We have many fun activities planned, it's an amazing time and there is a real spirit of the Olympics within the school and amongst the children.</li> </ul> </li> <li>● <b>Shrek parent meeting</b> <ul style="list-style-type: none"> <li>- All running on schedule for this production!</li> <li>- We had our first Shrek Production Parent helper meeting (29/7). Jess is sending around a google doc to collate helper details and also year level reps for the production</li> <li>- Next meeting is 1.30pm Thursday 5th August</li> </ul> </li> <li>● <b>Australian Maths Comp</b> <ul style="list-style-type: none"> <li>- Year 3&amp;4 will participate on Thursday 5th Aug and Year 5&amp;6 will participate on Friday 6th Aug</li> <li>- The children will use their devices for this competition and an Operoo form has been distributed about this event</li> </ul> </li> </ul>	<p>Carmelina Corio</p>
<p><b>Presidents Report</b></p> <p><b>New process for STJPA volunteers who need reimbursement / paying of invoices etc</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Link to procedures for purchases made by PA members</a></li> </ul> <p><b>Bunnings BBQ Update</b></p> <ul style="list-style-type: none"> <li>● Warrigal Road, Moorabin: Sat August 7: 9-4pm (set up from 7.30am, pack down until 5.30)</li> <li>● Daniel Korber attended training @ Bunnings Warragul Rd.</li> <li>● Remote payment facility set up</li> <li>● Sausages, onions, drinks to be purchased. Bread organised through Bakers Delight Elwood (thanks to Michelle Thomas)</li> <li>● Roster - still need three people for final shift</li> <li>● <a href="https://docs.google.com/spreadsheets/d/19xLdu1Q43p08gJNuJ2xUjoUw3gMXxrM-akucD-OJhOg/edit#gid=0">https://docs.google.com/spreadsheets/d/19xLdu1Q43p08gJNuJ2xUjoUw3gMXxrM-akucD-OJhOg/edit#gid=0</a></li> <li>● All volunteers will be emailed the week of with information about health and safety requirements etc.</li> <li>● Trying to leave ordering to last minute in case of cancellation due to restrictions</li> </ul> <p><b>Colour Explosion Run Update</b></p> <ul style="list-style-type: none"> <li>● Kate caught up with Georgia Macnamara during remote learning to discuss plan</li> <li>● Kick off comms sent out to families week 2: <a href="https://docs.google.com/document/d/1fp4N56QB5f9e2rxxbvbKVE-xgeVZTrkSyKjAti4hfmU/edit">https://docs.google.com/document/d/1fp4N56QB5f9e2rxxbvbKVE-xgeVZTrkSyKjAti4hfmU/edit</a></li> <li>● Fundraising booklet with information for parents sent home via hard copy <a href="https://australianfundraising.com.au/flipbook/2021funrun/">https://australianfundraising.com.au/flipbook/2021funrun/</a></li> </ul>	<p>Kate and Kat</p>

- Since fundraising opened we have 15 students set up with a profile, 7 children have raised at least \$1 with a total of \$730 raised. We hope that most of our children set up profiles in the coming week.
- Volunteers will be needed on the day, more information TBA

#### ACTIONS:

- Families to set up children with fundraising profile - reps to please reinforce this with year level communities.
- Posters created and to be put up in all classrooms and around the school by Ange
- Kate to investigate the additional points for schools and individuals - what is the process



ITEM	APPROVED	DUE
<b>2 x Quality BBQs for use at school activities and events</b>	<b>PURCHASED</b>	<b>Arrived - need to be set up</b>
Large scale mobility play equipment (e.g. giant chess, naughts and crosses etc) <ul style="list-style-type: none"> <li>- These items are still being review by the school - updates at next meeting</li> <li>- Also looking into quotes for resurfacing courts</li> </ul>	YES	Semester 2, 2021
Stage 4 – Heritage Garden Project	Ongoing	Semester 2, 2021
New playground / equipment (down the side space)	Ongoing	Semester 2 2021 / Semester 1, 2022
Resurfacing the basketball courts – for use as a multipurpose area (multiple sports / possible new fencing and flood lights (similar to Star of the Sea)	Ongoing	2022 / 2023

*The Parents and Friends Association exists for the benefit and general good of the school. The Principal's evidence approval is required for the Parents Association to be officially associated with the school, to utilise school premises and to raise funds for the school. The Parents Association do not have an absolute right to the school funds raised nor to the final determination of projects on which the funds will be spent.*

(Ref. Finance and Procedures manual - Parents and Friends account) .

#### Treasurer Report

- See below

Lee  
Hemingway

<p><b>Dad's Rep Report</b></p> <p>The Dads Peninsula Pro Am golf trip managed to get away at the end of last term 25th-26th June. 16 dads were able to play 13th Beach and Barwon Heads golf courses, with a night spent at the latter. A great comp, with David Picking captaining his team to glory and Jarrod Harrington collecting the individual trophy.</p> <p>The Dads movie night was set to go and we were within 24hours of taking over the Dendy Palace Cinema, however the latest lockdown thwarted us. We intend to reschedule as soon as restrictions ease.</p>	<p>Toby Simmons</p>
<p><b>Parish Liaison Report</b></p> <p>Please accept apologies for me not being at tonight's meeting.</p> <p>As I now officially have the role of 'family liaison' here is an update.</p> <p>Sadly in the past month we had 3 families experience losses. They were;</p> <ul style="list-style-type: none"> <li>• Fiona Patterson (year 5 Octavia) lost her mother</li> <li>• Eloise Fox (year 1 Dolly) lost her mother</li> <li>• Pete Hodgson (year 5 Jack and year 6 Jamie) lost his mother.</li> </ul> <p>All families were sent flowers and a card from the school community. Eloise will receive hers tomorrow as had been away in Perth as I was unsure when she was back.</p> <p>All parent reps in these year levels were also contacted so they could offer support to the families.</p> <p>Susan xxx</p>	<p>Susan Conterno</p>
<p><b>2021 EVENTS UPDATE - <a href="#">See spreadsheet</a></b></p> <p><b>Events underway: volunteers to report</b></p> <ul style="list-style-type: none"> <li>• <b>STJ Parent Night Out</b> : Paige and Melanie to Report <ul style="list-style-type: none"> <li>- Holding the event at the Grosvenor hotel - deposit has been paid. Deposit and tickets are all refundable in the event of cancelation</li> <li>- 30 tickets have been sold - 100 more to go! Early bird pricing ends 1st August</li> <li>- We have received a few donations to date including a holiday house stay in Noosa, Thanks to the Korbers</li> <li>- We also have a 6month Gym membership and passes for Brighton Baths, left over from the Mother's day lunch</li> <li>- Paige will provide an announcement for Ange re. Seeking Donations/ticket sales. Ange to share over email and in the newsletter</li> </ul> </li> <li>• <b>Colour Run</b> : Kate to report</li> <li>• <b>Bunnings</b> : Daniel Korber to report</li> <li>• <b>Grandparents Day - Friday Oct 22</b> <ul style="list-style-type: none"> <li>- Year 1 families hosting morning tea</li> <li>- Jess Turton managing this event with the Year 1 families - Jess to email Brendan her queries</li> </ul> </li> <li>• <b>End of year Parent function - Elsternwick Tennis club - Friday Dec 3</b></li> <li>• <b>Picture products fundraiser (plates, mugs etc)</b> - Adelle and Katrina coordinating</li> </ul>	

<ul style="list-style-type: none"> <li>- Will need to give 8-10 weeks lead time for items - Communication to be distributed shortly</li> <li>- Not a compulsory activity</li> </ul> <ul style="list-style-type: none"> <li>● <b>Oaks Day - Belinda and Donette</b></li> <li>- Planning will commence later in the term for this event - no update as yet</li> </ul> <p><b>Events that need co-ordinating:</b></p> <ul style="list-style-type: none"> <li>● <b>Fathers Day BBQ breakfast and kick to kick: Thursday September 2 (VOLUNTEERS NEEDED)</b></li> <li>- Belinda will gather a team to run this event - most likely an outdoor BBQ</li> <li>● <b>Grandparents morning tea</b> (Year 1 reps to liaise with Brendan / Carmelina)</li> <li>● <b>Mango Drive - Marina Spaulding</b></li> <li>- No update as yet</li> </ul>	
<p><u><b>Year Level Rep Reports / Updates :</b></u></p> <p><b>FOUNDATION - Liesl Hodgens, Jac Hancock &amp; Kim Howard, Paige Harrington, Melanie Bouros, Nina Wan</b></p> <ul style="list-style-type: none"> <li>- The preps will be celebrating their first 100 days of school on Friday. They will have a small celebration on Friday, but we have postponed the class party to Friday the 13th August. The plan is to have a disco and we will decorate the hall and bring some snacks.</li> <li>- Once again the prep teachers did an amazing job during remote learning. They brought so much energy and fun to remote learning. They received lots of thank you messages from the prep students and parents.</li> </ul> <p><b>YEAR 1 - Jess Turton &amp; Tina McKenzie</b></p> <ul style="list-style-type: none"> <li>- No update</li> </ul> <p><b>YEAR 2 - Donette Simmons, Marissa Crinis, Lee Hemingway, Kylie Martin</b></p> <ul style="list-style-type: none"> <li>- Year 2 doesn't have any updates. We did have a joint class party for all the kids to attend last Saturday but that had to be cancelled. Now that restrictions have eased, we'll put a coffee catch up in the diary.</li> </ul> <p><b>YEAR 3 - Candice Murray-Beckman, Mel Storer &amp; Michelle Rowse</b></p> <ul style="list-style-type: none"> <li>- No notable updates. We planned a Year 3 parents drinks on Sunday 1st August - postponed due to lockdown</li> </ul> <p><b>YEAR 4 - Katrina Rigby &amp; Adele Poulus</b></p> <ul style="list-style-type: none"> <li>- No update</li> </ul> <p><b>YEAR 5 - Louisa Molfese &amp; Belinda Chapman</b></p> <ul style="list-style-type: none"> <li>- No updates - Belinda managing the Rep duties for Year 5 going forward</li> </ul> <p><b>YEAR 6 - Tania Wallace, Adriana Verdini, Paula Ince &amp; Kate Tunney</b></p> <ul style="list-style-type: none"> <li>- End of Term BBQ ( postponed twice due to Covid) this has been organised to raise money for grade 6 graduation. We will try again to organise this for the end of this term.</li> <li>- Reps confirming graduation details.</li> <li>- Colour run email</li> <li>- Parents Drinks night - was postponed and new details to be organised.</li> <li>- Reps to discuss details for confirmation in November.</li> <li>- Tania to talk to Emelda re. Reimbursement of Y6 Teddy purchases</li> </ul>	
<p><u><b>Action items before next meeting (to be added during meeting)</b></u></p>	

Click here to view:

[https://docs.google.com/spreadsheets/d/1Zxz5Z6V6J5n3PCoQQMrp\\_VfKShdS2FXZK3NCoVx--Hg/edit?usp=drive\\_web&oid=103435917153325696924](https://docs.google.com/spreadsheets/d/1Zxz5Z6V6J5n3PCoQQMrp_VfKShdS2FXZK3NCoVx--Hg/edit?usp=drive_web&oid=103435917153325696924)

**Dates for term 3 meetings:**

Wed August 18 (TBC)

**Meeting close - 8.54pm**

**St James Parent's Association**

**Treasurer's Report**

**23 June 2021**

**PARENT ASSOCIATION MEETING**

**A. Financials**

Bank Balance, Bank Balance, June 1 2021	60,276.16
Bank Balance, June 30 2021	72,595.41

**Funds raised**

· Mother's Day Lunch funds	13,930.25
· <b>TOTAL</b>	<b>13,930.25</b>

**Funds spent**

· NAB fees	35.00
· BBQs	1,576.00
· <b>TOTAL</b>	<b>1,611.00</b>

**B. Key Activities**

- Events in progress through CDF Pay/TryBooking
- Parents' Night out

**Lee Hemingway**

**St James PA Treasurer**