

FRIENDS OF ST FRANCIS MEETING MINUTES

Date	Monday 19 February 2018	
Timing and Venue	Pt Chev Bowling Club, 7.30 – 9.00 pm	
Attendees	Kelly Brown, Sarah Knight, Kellie Brown, Christine Luke, Paula Whitfield, Sarah Skinner, Cara Cox, Veronika Jaggard, Amy Malone, Mrs Booth, Sarah Talaic, Frances Edmonds, Jo Joyce, Claire Bugg, Lucinda Barton, Marissa Johnstone, James Murphy, Andrea Wilkie, Natalie Mihaljevic	
Apologies	Carla Sheldon, Sue Glamuzina, Sonja Low, Kelly Rasch	
Agenda Items	Notes/Minutes	Action
Actions from last meeting	<ul style="list-style-type: none"> • Kelly to ask Pip whether licence application fee needs to be expensed. – <u>Closed, not submitting</u> • Sarah D to submit seafood invoice – <u>closed, submitted</u> • Kelly to finalise wine and food and total 2017 activities profit with Janet and communicate – <u>closed \$30,051</u> • Carla plan for disco end of term one – <u>in progress</u> • Sarah K to investigate options for tea towels / card / calendars / diaries – <u>closed, presented</u> • Kelly to speak to Mrs Booth about possible name change – <u>closed, name changed</u> • Sarah K to organise flyers and distribution – <u>closed, complete</u> • Chris L to update welcome book – <u>closed, Janet has updated and distributed.</u> • Kelly to book bowling club, draft agenda and extend invite – <u>closed, done.</u> • Kelly to ask Mrs B about shed and agree to greenhouse – <u>closed, greenhouse has been delivered and will be installed by Mr Wright's father in law in next month.</u> • Mrs Wilkie to confirm what areas we can use for bike / scooter storage – <u>open, Mrs Booth to confirm options.</u> 	Mrs Booth and Jo Joyce to confirm options for space for bike and scooter racks.
Purpose of Friends of St Francis	To support the school through fundraising and initiatives that build relationships in our community.	

<p>2018 goals and 2017 projects</p>	<p>Move from having one year fundraising / one year not, we should split the target and fundraise (less) each year. This would mean doing raffle one year and wine and food festival alternate years. We agreed to start this from 2019 and have a lower financial target to focus on community building in 2018.</p> <ul style="list-style-type: none"> • Fundraising target = \$10,000, including sausage sizzle (\$1,000), cross country (\$500). Others could include chocolates and a parents social evening (casino or disco). • Community target = change events to reflect changing profile of parents – ie more working. <p>2017 projects completed:</p> <ul style="list-style-type: none"> • Greenhouse delivered this month. • Shade sail outside room 12 • Per newsletter <p>Mrs Booth raised a suggestion this year's fundraising or part thereof could go to other schools – to help promote community spirit, giving and thinking about others. This will involve kids writing to chosen schools to ask what they are in need of. Schools chosen: St Joseph's Grey Lynn, St Marys Avondale and Christ the King.</p>	<p>Mrs Booth to communicate back at next meeting outcome of school's needs.</p> <p>Mrs Booth to recommend how much and for what we should donate to which schools or other causes</p>
<p>Financial Update</p>	<p>Profits from 2017 activities:</p> <ul style="list-style-type: none"> • Raffle: \$20K • Wine and Food: \$30K • Cross Country: \$783 • Sausage Sizzle: \$815 • Second Hand Uniform: \$305 <p>Balance: \$82K less shade sails and greenhouse (approx. \$4K)</p> <p>Agreed to spend \$72K and keep a \$10k buffer.</p> <p>2018 Target is to complete one or two large / significant projects to demonstrate value to parents who have fundraised.</p>	<p>Mrs B to ask Janet to journal wine and food profit, and resend to Kelly</p>
<p>Events and activity</p>	<p>Social / Fundraising activity:</p> <ul style="list-style-type: none"> • School Disco – Carla Sheldon. Similar to previous one – Agreed a gold coin donation entry, sell sausages, drinks, and glow sticks. Investigate 	<p>Carla to update at next meeting.</p>

	<p>options for parents for either drinking on site, or a Nomad/school deal for parents while they wait.</p> <ul style="list-style-type: none"> • Individual School photos. Potential fundraising idea, although agreed to do it for a community initiative anyway. Mrs Booth to get prices / options from our current school photographer • Tea towels / bags – Sarah K presented options for end of year fundraiser. Agreed to proceed with shopping bags option. • Adult event: Mrs Booth has free band. Cara to look at RSA venue. Non fundraising, social activity, buy own drinks, possibly theme. • Class get togethers should be more regular (one / term) rather than one off. Can be combined with other classes if not enough interest. • Should we do Easter Egg hunt this year? The parish did it last year. <p>The school has organised the following social events:</p> <ul style="list-style-type: none"> • Meet the teachers and picnic - 22 Feb: Class reps to attend where possible, and discuss options for class get togethers. • Fathers and children/Mothers and children breakfasts for senior school – possibly middle school (yet to confirm) Dates : 11th May and 7th Sept. 	<p>Mrs Booth report back on School photo info.</p> <p>Sarah K to update timeline and info Bag Fundraiser</p> <p>Cara to report back on Adult event</p> <p>Class reps to organise one get together per term – get dates for first one.</p> <p>Mrs Booth to confirm if we should do easter egg hunt and if so, date.</p>
Spend Projects	<p>Our goal is to complete one or two major projects this year. The following options are to be investigated / costed, after which time we'll seek feedback from parents, teachers, board:</p> <ul style="list-style-type: none"> • Bike and Scooter racks previously agreed, subject to budget. Jo Joyce to sort out areas and costs. • Secret Garden/ Side of Field landscaping. Andrea to take on – get costs and ideas to update the side of the field. Ask for what's possible at various budgets - \$25K, \$50K, \$70K • Heat pumps / air con for classrooms: Need to consult the diocese and board, especially considering ongoing maintenance and running costs 	<p>Jo Joyce to report back costs and areas for bike and Scooter racks.</p> <p>Andrea to report of costs and deigns next meeting</p> <p>Mrs Booth to discuss feasibility of air con project with diocese and board.</p>

Roles	<p>Many roles filled (thanks everyone!) as per the updated roles doc.</p> <p>Pastoral Care (Sonja Low): Suggested change for Pastoral care to freeze meals and baking for when it's needed rather than text chain every time. Look into freezer in FSF cupboard to see about space. Mrs Booth feels that the current process is working well.</p> <p>Secretary (Cara – subject to approval to convert dropbox to google docs): Amy will be back up when Cara can't attend.</p> <p>Review of communication emails from class reps – Can reps email directly to classes, it's much more effective</p> <p>New Entrant Welcome Rep. We need a rep to go to our New parents' evenings and talk about what we do.</p> <p>Sausage sizzle, 2nd hand uniform and morning teas – not sure if the volunteers from last year intend to continue.</p> <p>Need dates confirmed for Cross Country, Second Hand Uniform sale and netball fundraiser.</p>	<p>Sonja discuss with Mrs Booth whether any changes are needed.</p> <p>Cara to set up google docs and convert dropbox. Give everyone access.</p> <p>Kelly to agree with Mrs Hira, best way to give email addresses to class reps and keep them up to date</p> <p>Mrs Booth to confirm meeting dates</p> <p>Kelly to ask Krishanie and Carla.</p> <p>Mrs Booth to confirm dates for all except 2nd hand uniform.</p> <p>Kelly to ask Carla for 2nd hand uniform date.</p>
Any other matters	<p>Suggested that the bowling club is a good venue for the meeting and possibly we should consider holding our regular meeting there.</p>	<p>Kelly to ask the bowling club whether we could regularly hold meetings there and what minimum spend / if any they'd require.</p>
Next Meeting	<p>Meeting closed 9.00pm</p>	