# Roberts McCubbin Primary School PFA 2014
## Annual General Meeting

Minutes of the meeting held on Tuesday 25 March 2014 at 7.30 pm in the Roberts McCubbin School Staff Room

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Action By</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Andrea Belmonte, Ellen Swansson, Marg Pickburn, Jo Townsend, Chris Rosicka, Matoula Romeo, Janelle Pandit, Sue Stone</td>
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<thead>
<tr>
<th></th>
<th>Apologies</th>
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<tr>
<td>2.</td>
<td>Lisa Hanna, Karen Dearden</td>
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cc: Copy of minutes goes to Marg Pickburn, Ash Van Hattum (webmaster), Suzie Markopoulous (for School Council agenda)

<table>
<thead>
<tr>
<th></th>
<th>Confirmation of Minutes of the Previous Meeting</th>
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<tr>
<td>3.</td>
<td>Move and second that last year's AGM minutes are an accurate report of events. Confirmed by Matoula, seconded by Janelle.</td>
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<thead>
<tr>
<th></th>
<th>Membership Status</th>
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<tbody>
<tr>
<td>4.</td>
<td>Confirmed that quorum has been attained with paid up members – 300 families paid up. Database of members to be discussed at agenda item 9 below</td>
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<thead>
<tr>
<th></th>
<th>Treasurer's Report</th>
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<td>5.</td>
<td>Chris presented report. Total funds raised by the PFA were $28,344, which paid for the cost of the Mathletics License, Parenting Ideas School Membership, Air Conditioning for the Art and Performing Arts rooms and contributed towards the cost of the replacing the blue playground and new shade.</td>
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<table>
<thead>
<tr>
<th></th>
<th>Constitution</th>
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<td>6.</td>
<td>Approved and valid as of tonight.</td>
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<th></th>
<th>President’s Report</th>
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<tr>
<td>7.</td>
<td>Matoula presented report – attached below. Thank you to Matoula for her leadership of and commitment to the PFA. Marg thanked Matoula and the committee in general for their hard work and support of the school.</td>
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8. **Election of Office Bearers for 2014/15**

Outgoing Committee members thanked.

Marg Pickburn declared all positions vacant and called for nominations:

<table>
<thead>
<tr>
<th>Position</th>
<th>Nominated by</th>
<th>Seconded by</th>
<th>Vote Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Secretary</td>
<td>Ellen</td>
<td>Andrea Rosicka</td>
<td>voted &amp; passed</td>
</tr>
<tr>
<td>Co-Secretary</td>
<td>Andrea</td>
<td>Ellen Swansson</td>
<td>voted &amp; passed</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Chris Rosicka</td>
<td>Joanne Townsend</td>
<td>voted &amp; passed</td>
</tr>
<tr>
<td>Assistant Treasurer</td>
<td>Joanne Townsend</td>
<td>Sue Truscott</td>
<td>voted &amp; passed</td>
</tr>
<tr>
<td>Co-Vice President</td>
<td>Lisa Hanna</td>
<td>Andrea Swansson</td>
<td>voted &amp; passed</td>
</tr>
<tr>
<td>Co-Vice President</td>
<td>Robin Fripp</td>
<td>Janelle Pandit</td>
<td>voted &amp; passed</td>
</tr>
<tr>
<td>President</td>
<td>Matoula Romeo</td>
<td>Janelle Pandit</td>
<td>voted &amp; passed</td>
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9. **Membership dues**

- Confirmed that having membership as part of the general school fee form has resulted in the majority of families paying the $5 fee.

10. **Membership and volunteer form**

- Membership status & volunteers for key positions for 2014 – forms are now all back in. Ellen and Andrea to add information to database asap.

   Ellen & Andrea
11. **Proposed fundraising events for 2014/15 year**

PFA to present to and seek approval from School Council the following fund raising/social activity proposals for the reminder of this year and for the full term of the current committee.

**March:**
- Hot Cross Buns
- PFA AGM Tuesday 25th March

**April:**
- Book Swap

**May**
- Mother’s Day Stall Friday 9th May
- Women’s Night Friday 30th May

**June**
- Rolf’s Pies Fundraising Drive or Bandaids for 2014
- Vision Portraits fundraiser: June 21st Sunday (booked in for 2015)

**July**
- Winter solstice: Kids movie night? Need to confirm with Marg.

**August**
- Market night or men's night

**September**
- Fathers Day Stall Wednesday 3rd
- Pancake Breakfast Friday 5th
- Walkathon - last Wednesday of term 3 (to be confirmed with PE teachers)

**October**
- Mango Drive
- World Teachers Day acknowledgments and morning tea (Ellen to check date)

**November**
- Trivia Night - 8th November booked
- Prep transition morning teas
- Election Cake Stall / Sausage Sizzle 29th

**December**
- School disco – Friday. Date to be confirmed with School

12. **Mother’s Day stall**

- There will be a choice of four different flowers – chrysanthemums, cyclamens, violets and one other.
- Voted that any funds raised from stall would like to go towards a replacement tree for the oak that was poisoned.
13. **Newsletter**

- Need to advertise re possible men’s night – ask in newsletter if a dad is willing to organise a men’s night. If they don’t respond then presume that the demand is not there and event will not run.

- Helping Hands needs a co-co-ordinator – advertise in newsletter. And also for general Helping Hands volunteers.

- Advertise upcoming Book Swap on Wednesday 2\textsuperscript{nd} April.

- Ask if anyone has a skill or something they would like to share for Monday mornings after assembly. Will discuss further at next meeting – possibly yoga, gym stick, one other.

- Discussed possibility of committee sharing the task of writing the PFA section of newsletter each week to reduce load on Matoula. Agreed to trial this – Ellen will compile a roster, to start from next term.

13. **Next meeting**

Upcoming meetings for 2014 (all at 7.30pm unless otherwise stated):

- Tuesday 29\textsuperscript{th} April
- Tuesday 27\textsuperscript{th} May
- Tuesday 24\textsuperscript{th} June
- Tuesday 29\textsuperscript{th} July
- Tuesday 26\textsuperscript{th} August
- Tuesday 16\textsuperscript{th} September
- Tuesday 28\textsuperscript{th} October
- Tuesday 25\textsuperscript{th} November

**Location to be confirmed** – alternate staffroom and Robyn’s house.
Parents & Friends Association
2014 AGM Tuesday March 25th - President’s Report

The Roberts McCubbin PFA’s aim is to provide opportunities for parents to be involved with the life of the school, get to know each other, and help out with school events, to provide support to the teachers with various activities and events, and to build a sense of community and belonging.

The PFA has achieved a wonderful result this year again in 2013 with a strong sense of community spirit and parent involvement with many of our social, community and fundraising events.

Our welcome morning tea for our beginners and new families at our school in 2013 was once again a successful morning - thank you Alison McIntosh for organising. We had a very successful Aldi Sausage sizzle and continued on with a well-attended School Picnic. Our Welcome Social Night was attended by many new parents who enjoyed the opportunity to meet other new families in our community.

Our most popular events include our now famous Women’s Night and ever famous Trivia Night and of course the Mother’s/Father’s Day stall were a hit with the children. Our healthy footy day walkathon – not only was it well attended by many parents as well as our student population, it also raised well over $11,500 for our school!

The lunch time sausage sizzle was a great hit with the students, it was a nice treat during the cooler weather. The sizzle was so successful we had one for the school disco too - thank you Izzy for donating leftover sausages from the Fair – we had a real party atmosphere!

The PFA Helping Hands Christmas Tree was a new initiative and was well supported and will be a regular feature in our calendar to support the families in need at this special time of the year. And I must thank Alison McIntosh for her continued management of the Helping Hands service which had been rather busy in 2013, and to all her helpers for their support of dinners and lunches for our families in need.

Many activities were undertaken by the PFA during the course of the year that many in our school community became involved with. We have an amazing and very supportive community here at Roberts McCubbin Primary School, the PFA finds parents and carers are willing to support our events throughout the year.

Our activities included:

1. Beginners 1st Day Morning Tea
2. Monthly morning teas (incl fundraising for the World Biggest Tea)
3. Aldi Sausage Sizzle
4. School Picnic
5. Hot Cross Buns Drive
6. Mother’s Day Stall
7. Women’s Night
8. Trivia Night
9. Father’s Day Stall
10. Father’s Day Pancake Breakfast
11. Vision Portraits Fundraiser
12. Rolf Pies Drive  
13. Lunchtime Sausage Sizzle  
14. Walkathon and Subway Lunch Day  
15. Election Day Sausage Sizzle and Cake Stall – Robocup Fundraiser  
16. Mango Fundraising Drive  
17. World Teachers Day Morning Tea  
18. Transition Morning Teas  
19. School Disco  
20. Woolworths Earn and Learn program/Forest Hill Run Around Australia/Athletes Foot Money Back promotion and Forest Hill Toy World School Benefit Program.  
21. Helping Hands  
22. Teachers Support Activities: Art Room/Performing Arts helpers  
23. Craft Group and Gourmet Goodies Sessions  
24. Weekly newsletter contributions covering events and parent involvement  
25. Christmas Cookie Activity for the Juniors  
26. Helping Hands Christmas Tree  
27. Updating of the PFA Constitution (as per Department Guidelines)

I would like to take the opportunity to thank all our parents and carers who organised these events and who were involved in various aspects throughout. Your time is valuable and it is hugely appreciated by all in our community, without your support and involvement these events simply would not have been as successful.

I would also like to thank the school community for their continued support and contributions by attending our meetings, our events and being involved - especially Robin Fripp for hosting our evening meetings in her home. Our school community’s donations of valuable time, goods and services have not gone unnoticed – thank you to all. And thank you to all parents, carers and their families for contributing to our fundraising opportunities.

The PFA raised $28,344 for the school in 2013. An amazing result!

The PFA fundraising contributions are guided be the school and school council. Raised funds paid for the cost of the Mathletics License for the whole school, Parenting Ideas School Membership, Air Conditioning for the Art and Performing Arts rooms and contributed towards the cost of the replacing the blue playground and shade. Just over 28,000 points raised from the Earn and Learn Woolworths program contributed learning equipment and goods for the children and classrooms, and the Athletes Foot vouchers were used as prizes for the walkathon winners.

I would like to sincerely thank the 2013 PFA Committee Members; Vice President - Karen Dearden, Co Secretaries - Andrea Belmonte and Ellen Swansson, Treasurer - Chris Rosicka, and Assistant Treasurer - Jo Townsend. Many of you have been involved with every single one of our events in some way or another – I truly appreciate your enthusiasm. We have had many discussions and new ideas - it has been exciting to have new parents to the school be a part of the PFA Committee and provide a new perspective. A huge thank you to all the teachers for making sure all our notices get home, and to all the office staff that are in the background whenever we organise an event. Lastly I would like to thank Marg Pickburn our School Principal for her support and guidance, Amanda Wigg and School Council who also have been supportive of all our work.

As I bid farewell our outgoing committee member Karen Dearden, I would like to welcome our new committee members for 2014 and I look forward to another successful year of the Roberts McCubbin PFA.

Matoula Romeo  
2013 /14 PFA President