1. **Present**
   Matoula Romeo (President), Jo Townsend (Assistant Treasurer), Ellen Swansson (Co-Secretary), Andrea Belmonte (Co-Secretary), Janelle Pandit (School Council liaison)
   - Members – Robyn Fripp, Narelle McGeehan, Kerrie Murphy, Clara Rubera

2. **Apologies**
   Karen Dearden (Vice President), Cathy Jones
   cc: Copy of minutes goes to Marg Pickburn, Ash Van Hattum (webmaster), Suzie Markopoulous (for School Council agenda), Janelle Pandit (School Council liaison), Rachel Fleetwood, Gianna Chaffey, Mel McLeon

3. **Confirmation of Minutes of the Previous Meeting**
   Minutes of Tuesday 12th November 2013: confirmed by Matoula, seconded by Janelle.

4. **Treasurer’s report**
   - See report attached

5. **Committee roles and descriptions**
   - Templates for events – want to start developing these. Decided to send templates to all co-ordinators (Matoula will check headings first) and ask them to fill them in by a deadline. Ongoing.
   - Agreed that we need to add into the templates the details of money counting and all finance-related matters for each template. **Ongoing**

6. **Athletes Foot Cashback program has finished for this year.**
   - The cash back was used for winner gifts for walk-a-thorn as to boost prize class.
   The $25 left over is to be used as prize at disco.

7. **Christmas Tree: Helping hands with the help of PFA to organise**
   - Alison has received numerous requests to help out with buying presents.
   - Nine gifts are available for the families who need them.
   - PFA also have some art and toddler gifts that can be donated for the tree.
   - Look next year at extending the idea to a chosen organisation within the locality.
   - Other idea to have a 'community chest' that families in the school can access throughout the year (or at Christmas) if they are in financial need.
   - Possibly can use funds from a sausage sizzle each term to use for this.
### 8. Class Representatives to work with PFA:
- It has been communicated to the PFA that the role of a class rep is unclear. Meeting suggested that there should be a list of guidelines for class reps consisting of the following:
  - Foster sense of community in class group through regular get-togethers
  - First term catch-up – needs to be before picnic, send flyers home in bags
  - Introduce yourself – eg notice on door or in classroom, email etc
  - Awareness of school events and encourage participation
  - Role the reps play for the fair
  - Connection with teachers, support & communication
  - Optional eg organise card for teacher’s birthday, world teacher’s day
  - Some concerns expressed at requesting money for birthday/Christmas presents – not compulsory.
  - Organise meeting point for class at picnic
  - Email reminders for school events
  - Guide new parents on first day to morning tea in the hall

### 9. Mango Drive
- Apx $1200 profit
- Thank you Ruth Kernerbone for co-ordinating. Cathy Hayes has offered to take on mangoes for next year.
- Discussed possibility of providing fruit for classrooms once a term or ask local businesses to donate fruit, or aussie farmers direct.
- Need to investigate details to present proposal to Council.

### 10. Transition morning teas
- Three morning teas: Wednesday 13\textsuperscript{th}, 20\textsuperscript{th}, 27\textsuperscript{th} November. Held in the school hall.
- Morning teas went very well with lots of extra help from people. Thanks to Andrea, Ellen and Robyn for co-ordinating, Mrs Pace and Mrs McNamara appreciated the effort from the PFA.

### 11. PFA Welcome sheet to go home with the beginners
- Committee read the sheet and made comments; generally very happy. Thank you so much Matoula.
- Will go out to all families at beginning of next year.

### 12. School disco
- Free dress gold coin donation to go the Philippines disaster
- Sandy McGiver to co-ordinate. Being held on Friday 13\textsuperscript{th} December so theme is summer days, classes have been making decorations, beach balls etc will be there.
- DJ’s have been contacted – Pepe DJ at $500 approved and booked.
- Sandy will suggest some theme ideas to be approved by PFA and Marg
- Will provide icy-poles with no artificial flavours & colours again this year, buying from Coles.
- Sausage sizzle being provided. Need to purchase more bread, have enough sausages. Possibly Bakers delight for bread (donation or cheap price). Need to check sauce supplies.
- Roster will be out on junior deck (If rain stops)
- Oscar’s dad offered to DJ next time.

### 13. Rotary Box Hill:
- A possibility for Roberts McCubbin to raise money through a sausage sizzle run by the Box Hill Rotary Club arose in November – it was too short notice, couldn’t get enough parent helpers but managed to do it. Council would like to establish relationship with Rotary, PFA to assist.
### 14. Planning ahead

#### December
School disco – Friday 13th December

#### February
Prep orientation and welcome morning tea (Friday 31st Jan) (Matoula to communicate to current parents asking for ambassadors to help new parents get to the hall)

#### March
6th School Picnic
Matoula to ask if teachers can be in class areas so new people know somebody. PFA to possibly run the sausage sizzle (or dads). Would like there to be some activities – will look into ‘Life be in it’ and also talk to Mr F for activities/games that promote teamwork.

Welcome Social Night? – combine with info night or a guest speaker or comedian. Deferred

#### April
Chocolate Easter Egg Raffle – TBC

### 15. Farmers Market (In Season Farmers Markets)
- Andrea followed up with the farmers market after they approached us about potentially holding a market at the school. Discovered that their contact with us was part of a general canvas of all schools and they were not targeting us specifically. However, the meeting keen on the idea of a local farmers market and we may like to discuss with Council the possibility of pursuing the idea with In Season Farmers Market.

### 16. PFA to support with inquiry units
- To benefit the school in a holistic manner, PFA would like to offer support with events linked to school curriculum. Eg:
  - Unit of inquiry: healthy eating: PFA to provide fruit etc
  - Unit of inquiry: sustainability; PFA to help compost/worm farm
  - Unit of inquiry: earn and learn: PFA to provide a mini shopping town

- Matoula will speak will the teacher group to find possible links.

#### Matoula

### 17. Graham Watt chocolates
Free raffle at assembly next week.

#### Matoula

### 18. Fundraising with Box Hill South Chemist
- Pearly Loh owner and manager of Box Hill South Pharmacy has offered a fundraising opportunity with the school with quality Cheeki brand aluminium wattle bottles. 20% returned to school from every purchase.
  - A form to be discussed with Marg: a quiet fundraiser to put the newsletter

#### Matoula

### 19. Date of next meeting
- Monday 10th Feb after assembly. AGM date poss 25th March