

**MINUTES OF MEETING OF  
PARENTS AND FRIENDS ASSOCIATION (PAFA)**

**Date:** The 14th of October 2020

**Venue:** Senior Library

**Chair:** Signe Hoff Price

**Apologies:** Natalie Greenaway, Natalie Griffin

**Present:**

Signe Hoff Price – President	Ingrid Singleton
Paul Cansdale – Secretary	Ellesha Wenzel
Minako Anderson	Julie Oakham
Jared Hyams	Jo Calder
Angie Barclay	

Dr Mark Sly  
Greg Golder  
Karin Spriggs

Lisa Kraft  
Amiee Bartlett  
Lee Webb

**Guests** None

**Meeting opened by the chair at:** 7:02 PM

**1. Welcome**

**2. Minutes of previous meeting**

- Minutes tabled

Accepted: Angie Barclay 2<sup>nd</sup> Julie Oakham

**3. Correspondence**

1. Nil

**4. Action Items**

Minute Item Number	Description	Who	Completed
5.1.iii	Provide a contact for the Church regarding Storyfest books to Ingrid.	Karin Spriggs	Carried over.
5.1.iv	Provide information on the CAC Parent Bookclub to Amiee	Ingrid Singleton	Completed
10.iii	Contact Reverend Mary-Anne for details of charities for possible raffle proceeds.	Karin Spriggs	Carried over.
13.viii	Post details on uniform changes again on the Hive.	Amiee Bartlett	Completed

8.5	Pass on financial details for school banking to the Treasurer.	Greenaway	Completed
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## 5. Business Arising

### 1. Fathers Day Stall

- i. Just over \$1000 raised
- ii. Volunteers sourced from the CAC Volunteers Facebook page was very successful.
- iii. There were enough volunteers to split them into a morning and afternoon group.

### 2. Tea Towels

- i. Primary school are ready to be sent. Early Learning is still in progress.
- ii. Order to be placed next week.
- iii. Hope to distribute them in the second last week of the term.

### 3. Important Dates

- i. Principal Morning Tea is not going ahead.
- ii. World Teachers day is on the 30<sup>th</sup> of October 2020.

### 4. ~~Fathers Day Stall~~ – Duplicate agenda item.

### 5. Christmas Raffle

- i. Prizes from the Trivia night were not used.
- ii. Some items have expired.
- iii. Dr Sly suggested giving some of the prizes to parents who had volunteered at events as a thank you.

### 6. Organisation Chart

- i. The structure has been trimmed based on learnings throughout the year.
- ii. The organisation structure will be discussed at the next meeting.
- iii. Signe to email a copy of the current chart.

### 7. CAC Family

- i. Signe suggested that the page be under PAFA's control.
- ii. There was a discussion on the various pages in use and the level of information, not always correct that they provide.
- iii. Aimee suggested that most pages should be shut down now that the Hive is up and running.
- iv. It was noted that there is nowhere in the Hive to ask questions.
  - v. It was agreed that PAFA would take over the CAC Family page. A mission statement and protocols identical to the one on the CAC Family page are to be listed on the Year Level Facebook pages.

### 8. Business Directory

- i. Lee suggested that businesses should be able to advertise their products on the CAC Family page.
- ii. Aimee indicated that the business directory of the past had not been well supported. There was no take-up at the start of the year for it.
- iii. A discussion took place on how we could support businesses, including a set time to advertise products.

- iv. Lee and Ingrid to meet to discuss the options.

#### **9. School Communication to Parents**

- i. Ingrid mentioned that parents are constantly getting emails from the Hive. Often just telling them that something has been added to the Hive.
- ii. Aimee stated that there are mixed messages from parents about getting the emails.
- iii. Aimee stated that she and Karin are happy to show parents how they can configure the notifications in the Hive.

#### **10. Event Calendar**

- i. Ingrid raised the need to start to put together a calendar for 2021.
- ii. Aimee and Karin will put together a draft calendar.
- iii. Angie, Ingrid, Julie, Ellesha to meet and prepare a draft event calendar for 2021.

#### **11. Co-Curricular Activities Update**

- i. Parents had asked Signe for an update.
- ii. Lisa stated that there would be some changes for next year, but the activities would still be going ahead.

#### **12. Bylaws Update**

- i. The bylaws are being reviewed by the Business Manager and CFO.
- ii. They are still a work in progress.

#### **13. Tuck shop food and Meal choices**

- i. This was raised at the request of parents.
- ii. Some parents are asking for healthier food being made available at the tuck shop.
- iii. Dr Sly noted that the canteen is outsourced; however, the college will take up the request with the Canteen provider.
- iv. Lisa confirmed that teachers are not supposed to be using sweets as a reward in the classroom.

#### **14. Multicultural Worship and BBQ.**

- i. Angelina Cheung and Reverend Mary-Anne have asked that PAFA host the event.
- ii. To be held before Christmas.
- iii. Greg indicated that it would be hard to get a date at such a late stage.
- iv. Dr Sly stated he was unaware of the request and would raise with the staff.

#### **6. Treasurer's Report**

- 1. The Father's day stall raised just over \$1000.
- 2. There have been lower-income and expenses during the year due to a lack of events.
- 3. A coffee machine is being purchased for PAFA events.
- 4. The World Teacher's day is the last PAFA event for the year.

#### **7. Principal's Report**

- 1. Dr Sly held his report over to the AGM.

## 8. School Banking Report

1. Students who made a deposit in term 1 are to receive a prize from the CBA.

## 9. Year Co-ordinator's Report

1. Ingrid noted that there was no list of new parents supplied at the start of the term.

## 10. New Business

1. Celebration Events.
  - i. There was a discussion on the streaming of the events. There was a misconception that the events would be live-streamed. This is incorrect. The events are being recorded to be streamed at a later time.
  - ii. The quality of the past videos was too low in some cases to make out students. Dr Sly informed the meeting that a professional videographer would be used at the end of year events.
2. Signe raised the requirement for parents and friends to be registered with the college for anyone working more than seven days a year. This is regardless of them holding a blue card.

### Action Items from the meeting

Minute Item Number	Description	Who
5.6.iii	Email a copy of the current organisation chart.	Signe HP
5.8.iv	Meet to discuss a way to support businesses advertising their products.	Lee, Ingrid
5.10.ii	Put together a draft calendar of events for 2021.	Aimee, Karin
5.13.iii	Raise the provision of healthier food options in the canteen.	Dr Sly
5.14.iv	Raise the request for a Multicultural Worship and BBQ with staff	Dr Sly

Meeting closed at: 8:13 PM

Next meeting: 3<sup>rd</sup> of February 2021