ST. MICHAEL'S COLLEGE
WISDOM THROUGH GROWTH

ST MICHAEL'S COLLEGE P&F ASSOCIATION INC.

MEETING MINUTES

1. MEETING DETAILS

Date	*Location*	*Start Time*	*End Time*
28/04/2025	SMC Boardroom and Online	7:29pm	8:53pm

Attendees – in person

Chris Allom, Sister Anne, Chloe Strickland, Michelle Hendry, Robyn Ingham, Jessica Trainor

Attendees – virtual

Rebecca Arnold, Tim Ingham, Ben Taylor, Melody Jonckheere, Shannon Lawlor, Lizzy Timms

Apologies

Jessica Hales, Emily Beard, Jenna Fernley, Nadia Cunningham, Seona Pradella, Luci Wilmington

Minutes Taken By

Chloe Strickland – Secretary

Acknowledgment to Country, Welcome and Opening Prayer

Acknowledgement to Country was read by Robyn, who also welcomed everyone and opened the meeting in prayer

2. PREVIOUS MEEETING REVIEW

A summary of discussions and action items from the previous meeting. Include status updates on action items from the previous meeting.

I. Minutes from Previous Meeting
• Minutes from previous meeting were distributed to those attending in person

3. AGENDA

A brief outline of the topics or agenda items for the meeting.

Agenda Items	Presented By

1.	Review Previous Action Items	Chloe Strickland
2.	Correspondence	Chloe Strickland
3.	Treasurer's Report and Financial Statement	Tim Ingham
4.	Principal's Report	Chris Allom
5.	Deputy Principal's Report	Chrissy Wellwood
6.	Board Representative Report	Kaylee Vass
7.	Fundraising Report	Melody Jonckheere
8.	SMC Fair	Robyn Ingham
9.	General Business	All Members

4. DISCUSSION POINTS

Include a detailed discussion of each agenda item. Include key points, decisions, and information shared during the discussion. Include any presentations or visuals shared during the meeting.

I. Correspondence

- Incoming
  - Correspondence from IMKND Movement re: community food drive with request for P&F to promote
    - Previous discussion that this is not the role of the P&F, though at the discretion of the school
- Outgoing
  - Nil

Business arising from Correspondence

- Robyn will refer Emily Lovell (IMKND Movement) back to Chrissy to discuss further

II. Treasurer's Report

- The Treasurer's Report and Financial Statement are attached for reference
- Total bank balance as at 28/04/2025 is $118,270
  - Cash Reserve ($74,173) – *of which $13,788 needs to be sent to the Colour Run company*
  - Cheque Account ($13,557)
  - Debit Card ($540)

- Term Deposit ($30,000)
- Continuing to liaise with BANTACS to complete 2025 Audit
  - Tim will report back when audit has been finalised (likely mid-May)

Business arising from Treasurer's Report discussion

- Tim will report back when audit has been finalised (likely mid-May)

III. Principal's Report

- The Principal's Report is attached for reference
- Chris will share sections of the College strategic risk register over the next few meetings
- Chris asks members of the P&F to:
  - Refer other parents who raise concerns to the relevant staff member to discuss further (i.e. uniform policy)
  - Remind other College families to remain up to date with events etc. occurring by reading correspondence
  - In the upcoming election, consider all parties policies on education and the impact to independent schools (Chris will distribute information via email)
- Mrs Zmuda has returned to the College in a reduced capacity – please be mindful, kind and courteous in welcoming Renee back

Business arising from Principal's Report discussion

- Nil

IV. Deputy Principal's Report

- Chrissy was unavailable to attend the meeting
- Robyn will invite Chrissy to attend the next meeting

Business arising from Deputy Principal's Report discussion

- Robyn will invite Chrissy to attend the next meeting

V. Board Representative Report

- Chris notes feedback from the Board – if the P&F requires anything for the Fair, they are open to assisting and are looking forward to receiving feedback following the Fair
- Robyn has spoken to Kaylee who has advised her interest in continuing on in the role of Board Representative
- Discussion regarding the purpose of the role and what is required
  - Requirement to attend no more than three meetings per year, not necessary to attend each meeting

- Currently a three year term though Chris acknowledges that the Board has advised it can be amended – Ben notes that this would require further investigation as to amending it in the Constitution etc.
- Robyn raised the query as to whether different members of the P&F would be able to attend to provide updates about different matters throughout the year (i.e. fundraising team, fair coordinator etc.)

Business arising from Board Representative Report discussion

- Tim and Ben will research and provide feedback as to whether it is possible to amend the Constitution to reflect a one-year term for the Board Representative position

VI. Fundraising Report

- Colour Run
  - Students have raised a total of 34,500 (40% back to the organisation – leaving a profit of approx. $20,000)
  - There are still 48 students who have not yet placed orders for their prizes
    - Melody unable to finalise order until all processed, will try to contact otherwise will select prizes on their behalf
    - Kerrie will send out email reminder re: ordering prizes
    - Prizes should arrive by the end of Term 2
- Mother's Day Stall
  - Mother's Day stall will be held on Tuesday 6th, Wednesday 7th, Thursday 8th May
  - Kerrie to send email asking for volunteers for the stall
- 2025 College Fair
  - Sponsorship
    - $21,250 received ($4,500 in kind, approx. $6,750 in cash)
    - 56 prizes donated – still looking for smaller prizes and Michelle is yet to organise some donations which have been donated
    - Monster Raffle tickets are slowly being returned + more raffle tickets required – Michelle to purchase
  - Wristband Roster
    - Wristband orders are slowly being made though expected to pick up in the next few weeks
    - Selling wrist bands at the entrance to the PAC in weeks 3-4 between 8 – 8.45am and 2.15 and 3pm
    - The roster is half full, still require some volunteers
  - Fireworks
    - It has been identified that the area the fireworks will be set up in is usually used for parking, cars parked in the exclusion zone will not be covered by insurance in

the event of an incident and the fireworks provider is not willing to move the display
    - Chris is liaising with Brother Edward re: slashing additional space to allow for extra parking
  - Bake Stall
    - Decision made for the P&F to allocate money for groceries to make bake stall bags – Bec to advise of final cost
  - Money Management
    - A quote has been received from the usual company though Michelle is planning to contact two additional companies to compare pricing
  - Rosters / Volunteering
    - Will be followed up by Michelle / Chris after Cross Country
    - Still requiring convenors – Michelle and Sister Anne will contact individuals
  - Advertising
    - Due to council regulations, advertising via corflutes and banners can begin 04/05
    - Michelle to finalise and distribute printed versions of the Fair poster
    - Michelle will share a direct link to the Eventbrite page to assist with wristband purchase
  - Business Directory Bags
    - Students will be asked to assist with putting the bags together
  - Flutter the Fairy
    - 2 x 30 minute interactive shows in the Wonderland area
    - A portable stage will be provided by the school
    - Koby to communicate to Michelle re: times for her performances
    - Koby to provide fliers so that we can promote her business and will include Flutter the Fairy in the business directory
    - Robyn to ask how much money is required for her outlay for ribbons – individual vendors cannot sell items themselves
  - Michelle has made order for food to use across different stalls today
  - Pizzas will be being made on 06/05
  - Michelle will liaise with Lizzy as to weekly Facebook posts in lead up to the fair (i.e. this week – request for ingredients for bake sale)
- Justin Coulson Presentation
  - To be held on Tuesday 13/05 – the week of the Fair
  - Discussion as to whether we can sell tickets externally though the decision was made not to this time as it will be held in the PAC and there will be limited space due to storage of Fair items
- Sarah Templeton Presentation
  - Positive feedback received about the presentation
  - Liaise with Angie re: invoice for catering for ADHD Presentation

- Second-Hand Uniforms
  - There are multiple second-hand uniforms in the P&F shed and Lizzy's office
  - A query has been made as to whether an 'honesty system wardrobe' can be set up at the school for families to take what they need if they require any items – Lizzy notes this already occurs on a less formal basis, if students come to the office requesting certain uniform pieces (i.e. jumper), they are provided if available
  - Complete an inventory after the Fair when we know how many items are remaining after the Treasure Trove – put it on the second hand uniforms page for $5 a piece
- Trivia Night
  - To be held in Term 3
  - Shannon to liaise with Kerrie re: specific date and will report back as to progress with organisation
- Medieval Tournament
  - Will discuss after the Fair
- Raffle ticket system for recording volunteer hours – one ticket per three hour slot
- Query re: a shorter distance for Cross Country for those students not wanting to qualify for districts

Business arising from Fundraising Report discussion

- Melody to liaise with families yet to order Colour Run prizes – will try to contact otherwise will select prizes on their behalf
- Kerrie to send out email reminder re: ordering prizes
- Kerrie to send out email asking for volunteers for the Mother's Day stall
- Michelle to purchase additional raffle tickets
- Chris to liaise with Brother Edward re: additional space to allow for extra parking for the Fair
- P&F to allocate money for groceries to make bake stall bag – Bec to advise of final cost
- Michelle to contact two additional money management companies to compare pricing
- Michelle / Chris to review fair roster to determine areas requiring more volunteers
- Michelle and Sister Anne will contact individuals to ask whether they would like to convene certain stalls
- Corflutes and banners to be distributed from 04/05
- Michelle to finalise and distribute printed versions of the Fair poster
- Michelle will share a direct link to the Eventbrite page to assist with wristband purchase
- Students will be asked to assist with putting the business directory bags together
- A portable stage will be provided to Koby by the school
- Koby to communicate to Michelle re: times for her performance

- Koby to provide fliers so that we can promote her business and will include Flutter the Fairy in the business directory
- Robyn to ask how much money is required for her outlay for ribbons
- Robyn to liaise with Angie re: invoice for catering for ADHD Presentation
- Complete an inventory after the Fair when we know how many items are remaining after the Treasure Trove – put it on the second hand uniforms page for $5 a piece
- Shannon to liaise with Kerrie re: specific date and will report back as to progress with organisation
- Query re: a shorter distance for Cross Country for those students not wanting to qualify for districts (similar to swimming carnival; students wanting to participate but not run the whole distance)

VII. General Business

- Nil

Business arising from General Business discussion

- N/A

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10.ACTION ITEMS

List action items and identified during the meeting. Include responsible parties assigned to each item, due dates for each item, and note action items carried forward from previous meetings.

Action Item	Owner	Due Date	Status	Outcome
Previous Action Items				
P&F to discuss incentives for individuals/classes raising most amount of money	P&F	Ongoing	Complete	Finalised
Ascertain whether Sandstone Bakehouse invoice has been paid and will pay it if not	Tim Ingham	28/04/2025	Complete	The invoice hadn't been paid – Tim has now paid it
Liaise with Angie to provide wrap/sandwich platter for ADHD presentation	Robyn Ingham	20/03/2025	Complete	
Ask Sister V to make a batch of scones for ADHD presentation	Sister Anne	20/03/2025	Complete	
Discuss Fair wrist band price and inclusions	P&F Committee	Ongoing	Complete	
Follow up on Fair risk assessment approval	Michelle Hendry	24/03/2025	Complete	

Distribute emails to list of potential sponsors / donors	Jessica Trainor	20/03/2025	Complete	
Distribute roster for Fair stalls	Michelle Hendry and Kerrie Bevis	21/03/2025	Complete	
Liaise with BANTACS to arrange for audit to be undertaken	Tim Ingham	19/05/2025	Ongoing	Audit planned to be finalised by mid-May
Follow up on timeframe for speed signs being delivered	Chris Allom	-	Ongoing	Have contacted a second supplier
The P&F is required to develop a policy/procedure as to money management (counting and handling etc.)	Tim Ingham & Sister Anne	-	Ongoing	Sister Anne is in discussion with Jodie (Director of Finance)
Liaise with Abbey whether P&F can have a second stall for drinks	Sister Anne	17/03/2025	Ongoing	Sister Anne to follow up – will be confirmed closer to the date
Liaise with Wellbeing Team as to how the IMKND movement can align with the College curriculum	Chris Allom	17/03/2025	Ongoing	Discussions are ongoing
Raise topic of extending the family school fee discount with the College finance department, followed by the Board	Chris Allom	Ongoing	Ongoing	

Liaise with ELC as to whether a path be installed at the end of the atrium at the ELC to OSCH rather than having to exit	Chris Allom	Ongoing	Ongoing	
Consider whether the fence next to the 1B classroom can be opened for people to exit that way to the infant carpark in the afternoon	Chris Allom	Ongoing	Ongoing	
Ask for teacher volunteers to be slimed during the Colour Run	Chris Allom	04/04/2025	Carried over to October	
Ask for parent volunteers for the Colour Run	Fundraising Team	04/04/2025	Carried over to October	
Compile a run sheet for the day of the Colour Run	Fundraising Team	04/04/2025	Carried over to October	
Decide who is going to run the Colour Run – Chris will ask Mr Orchard	Chris Allom	04/04/2025	Carried over to October	
Develop a risk assessment for the Colour Run	Chris Allom and Robyn Ingham	04/04/2025	Carried over to October	
New Action Items				
Refer Emily Lovell (IMKND Movement) back to Chrissy to discuss community food drive	Robyn Ingham	19/05/2025		

Report back when audit has been finalised (likely mid-May)	Tim Ingham	19/05/2025		
Chrissy to attend the next P&F meeting	Robyn Ingham	19/05/2025		
Research and provide feedback as to whether it is possible to amend the Constitution to reflect a one-year term for the Board Representative position	Tim Ingham & Ben Taylor	June / July		
Contact those yet to place Colour Run prize orders otherwise select prizes on their behalf	Fundraising Team	01/05/2025		
Distribute email reminder re: ordering Colour Run prizes	Kerrie Bevis	01/05/2025		
Distribute email asking for volunteers for the Mother's Day stall	Kerrie Bevis	01/05/2025		
Purchase additional raffle tickets	Michelle Hendry	05/04/2025		
Distribute email asking for volunteers to sell wristbands	Kerrie Bevis	01/05/2025		
Liaise with Brother Edward re: slashing additional space to allow for extra parking	Chris Allom	19/05/2025		

P&F to allocate money for groceries to make bake stall bag – Bec to advise of final cost	Rebecca Arnold & Tim Ingham	05/04/2025		
Contact two additional money management companies to compare pricing	Michelle Hendry	05/04/2025		
Review fair roster to determine areas requiring more volunteers	Michelle Hendry & Chris Allom	05/04/2025		
Contact individuals to ask whether they would like to convene certain stalls	Michelle Hendry & Sister Anne	05/04/2025		
Corflutes and banners to be distributed from 04/05	Michelle Hendry & Jessica Trainor	04/05/2025		
Finalise and distribute printed versions of the Fair poster	Michelle Hendry	05/04/2025		
Share a direct link to the Eventbrite page to assist with wristband purchase	Michelle Hendry	05/04/2025		
Students will be asked to assist with putting the business directory bags together	Michelle Hendry & Chris Allom	05/04/2025		
A portable stage will be provided to Koby by the school	Robyn Ingham & Chris Allom	17/05/2025		

Koby to communicate to Michelle re: times for her performance	Michelle Hendry & Robyn Ingham	05/04/2025		
Koby to provide fliers so that we can promote her business and will include Flutter the Fairy in the business directory	Michelle Hendry & Robyn Ingham	17/05/2025		
Ascertain how much money is required for her outlay for ribbons	Robyn Ingham	05/04/2025		
Liaise with Angie re: invoice for catering for ADHD Presentation	Robyn Ingham & Tim Ingham	05/04/2025		
Complete an inventory after the Fair when we know how many items are remaining after the Treasure Trove – put it on the second hand uniforms page for $5 a piece	Robyn Ingham & volunteers	From 19/05/2025		
Liaise with Kerrie re: specific date and will report back as to progress with organisation	Shannon Lawlor	19/05/2025		
Query re: a shorter distance for Cross Country for those students not wanting to qualify for districts	Chris Allom	19/05/2025		

11.MEETING CONCLUSION

Confirm the date, time, and location of the next meeting.

Community Event Meeting

Date	Time	Location
19/05/2025	7:00pm	Boardroom and Online

12. ATTACHMENTS / SUPPORTING MATERIAL

Link or attach relevant documents, presentations, or reports discussed during the meeting.

Materials
• Treasurer's Report and Financial Statement • Principal's Report