



St Matthew's School
Parents and Friend's Association
Date: 24.05.2024
Meeting 3

1.0 Meeting Opened at 9:51am

2.0 Present: Kylie Turton, Alex Wray, Gayelle Quartermaine, Antonio Muto, Mel Noakes, Helen Sewell, Lauren Blight, Sheree Shaddick, Jess Overington, Jody Mathews

Teams: Claire Cunningham, Jamila Raphael

3.0 Apologies: Zeta O'Rourke, Catherine Thornton, Jane Davis, Tracey Campbell, Caroline van Onselen, Maria Lee and Carmel McKenzie

4.0 Opening Prayer read by K Turton

5.0 Acknowledgement of Country by K Turton

6.0 Acceptance of previous minutes

Moved: M Noakes	Seconded: K Turton	Carried
Minutes of meeting dates 22 April 2024 accepted as true and correct.		

7.0 Business Arising

7.1 Mother's Day Morning Tea

There was a wonderful turn out for the morning tea. The feedback was that parents appreciated the effort. It was great that it was catered for, so there was no pressure on mums. Thank you to Sister Sahaya and the Mini Vinnies for helping and cleaning up.

Additional feedback:

- Not all Mini Vinnie's were there to help.
- Next year, look to having all students present.
- Make same allowances for working mums as we do for dads with the time.
- Possibly alternate between Mother's Day and Father's Day breakfast.

Sister Sahaya paid for tablecloths that were used. S Shaddick was happy to pay for it, but the school will reimburse the cost.

7.2 Confirm date for Christmas Movie Night

Preferred date was Friday 6 December. Christmas in Narrogin is 13th December so events will not clash.

Date is confirmed as Friday 6 December 2024. G Quartermaine to book screen with Shire of Narrogin.

7.3 Online meeting options

Teams is being trialed for today's meeting. A microphone may also be needed. The P&F will assess after this meeting. Please provide feedback to A Wray.

7.4 Friendship Day

The date is the 30 July, not June. K Turton to provide more information to teachers and families.

8.0 Correspondence

8.1 In

Crazy Camel Fundraiser – Pack will soon be sent to the school.

8.2 Out

None

9.0 Reports

9.1 President's Report – Presented by K Turton

The Mother's Day Morning Tea went well and was easy from a committee perspective.

This term we have the Cross Country Carnival. The other event this term is helping Mrs Ong with the Book Fair in June. She has been asking parents to help. If you know of anyone that wants to help, please let us know.

It's National Volunteers Week and K Turton would like to thank everyone for their ongoing contribution. Anything we can do to engage other parents to participate would be great as some parents are shy and need encouraging.

Thank you especially to the committee for the work behind the scenes. We are very lucky to have an amazing, dedicated committee. Thank you to the class reps as that also takes up a lot of your time.

9.2 Treasurer's Report – Presented by A Wray

As of 30 April, \$16,693
\$150 in cash float

Money out since last meeting:
Kindy / Preprimary donation of \$10,000
Xero software for \$180

9.3 Principal's Report - Presented by A Muto.

Play Café

Play Café is full this term. Due to its popularity, another program will run in Term 4.

Kindy 2025

Enrolments are very positive. Interviews will commence later this year.

Play Area

The Kindy / Pre-primary area is complete! The Sensory Path is done. Thanks to everyone, especially the Ag College and parent volunteers.

School arrival

Supervision of students does not commence until 8:30am. Children are to enter through school gates, not administration. A reminder will be included in the next newsletter.

J Mathews raised that buses arrive earlier than this. A Muto to follow up with bus drivers and if necessary, will contact bus providers.

9.4 Class Reps

J Mathews – Thanked Class Reps for reminding parents about events. This is especially important when students have been away.

9.5 School Advisory Update

None

10.0 General Business

10.1 Canteen days while Narrogin PS not open

Narrogin PS are now up and running. This has not been communicated to parents. Class reps to communicate to parents.

10.2 Perpetual Calendars

Tracey Campbell has requested that the P&F look at a perpetual calendar. The executive has a planner for this year that can be shared with parents. Perpetual calendar can be looked at in more detail at the next meeting.

10.3 Cross Country Carnival

Morning tea and volunteers will be needed from the school community. Year 3 will be coordinating this event.

10am arrival, for 10:30am start at Thomas Hogg. 12:30pm finish.

13 schools will be attending.

Z O'Rourke is looking into borrowing the hockey club coffee machine.

Thank you to the Ag College for sending six volunteers to assist with marshalling.

10.4 Social Media

G Quartermaine raised the lack of social media presence and lack of communication about investigation into options since the February P&F meeting.

L Blight raised that the school needs to focus on social media as a marketing tool, not just communication.

K Turton would like a meeting with the P&F, SAC and school administration to discuss community engagement.

J Raphael asked who would be responsible for the Facebook page. It would be the school. Social media would need clear direction and for someone to have it as part of their role.

A Muto suggested starting a new Facebook page would most likely be the best option. A Muto to discuss with leadership team.

10.5 CSPWA 70th Anniversary Conference

With the theme of 'Communication for Connection' this looks to be a relevant and interesting conference.

At this stage, St Mathew's will not be sending delegates as the executive committee are unavailable to attend. It is now open to all P&F families with the P&F to pay for the dinner and CSPWA to pay for travel and accommodation. If anyone is keen, please speak to the executive immediately.

K Turton will request information from the conference from CSPWA to discuss with P&F.

10.6 Terms of Reference Review

The Terms of Reference were meant to be sent out in the last newsletter and feedback sent to K Turton. Terms of Reference were not sent out with newsletter.

K Turton to action.

10.7 School Handbook

The School Handbook in the enrolment package is out of date.

Requested to be reviewed by school. P&F are also happy to review and give feedback.

It was noted that the school website it also out of date.

A Muto to action with leadership team.

10.8 Library Furniture

P&F happy to contribute to the cost of furniture. A Wray to discuss with J D'Arcy. Sum to be approved at next meeting.

J Mathews and H Sewell left meeting at 10:40am.

10.9 Access to Meeting Minutes

A Wray raised that there is limited access to P&F minutes as most parents do not have access to DropBox and the school website is not regularly updated.

Discussed that minutes could be uploaded to the app, but it was felt that this would be too much information.

P&F Minutes to be emailed to leadership team to be uploaded to website.

11.0 Next meeting is Monday 22 July at 7pm

Meeting Closed 10:49am