



## Prouille School

### Parents and Friends Association

## P&F Meeting Minutes – Term 1, 2023 Meeting

<b>Date:</b>	<b>Monday 6 March 2023</b>
<b>Venue:</b>	<b>School library and Online via Zoom</b>
<b>Meeting Opened:</b>	<b>7:00pm</b>
<b>In person attendees:</b>	<b>Colleen Haigh, Ana Murray, Michelle Lee, Fleur Ronald, Nadean Richards, Louise Kerr.</b>
<b>Online attendees:</b>	<b>Libby Ringrose, Laura Munce, Sam Abbasi, Chris Nardi, Kev Chenney, Annabelle Jonstone, June Ahearn, Lucy Chavycelora, Jem Ramli, Mina, Jacqueline McMaster, Sina</b>
<b>Executive Committee:</b>	<b>Colleen Haigh, Ana Murray, Libby Ringrose, Michelle Lee, Louise Kerr</b>
<b>Apologies:</b>	<b>Sarah Ward, Emma Coupland</b>

---

### **Opening Prayer and Acknowledgement of Country : Ana Murray and Colleen Haigh**

### **Confirmation of Previous Minutes & apologies from those who could not attend: Louise Kerr**

Minutes of the P&F Annual General Meeting of 14 November 2022 were confirmed.

Apologies from Sarah Ward and Emma Coupland were noted.

---

### **Co-Presidents' Welcome: Colleen Haigh and Ana Murray**

Welcome to parents and staff members at Prouille particularly those new to the school.

A newsletter from the P&F was sent on 3 March 2023. A newsletter from the P&F will be issued each term.

An email was sent to the 'class parents' on Friday 3 March which asked for distribution of the class contact list. A Class Parent Role and Responsibilities information sheet has been prepared. It sets out the role of a class parent, key responsibilities, information on communication, social events, and key contacts.

The Class Parent Role and Responsibilities Information Sheet for 2023 is attached to the minutes.

The Diocese of Broken Bay Parents and Friends Constitution was discussed. There is a draft constitution however the 2013 version is the current adopted Constitution. A copy of the 2013 Constitution is

---

attached to the minutes.

A Prouille Parents and Friends Association Action Plan for 2023 has been prepared. The Diocese document has been used as a guide. The Action Plan sets out what the P&F does, its aims/objectives, what role each member plays, how to build relationships, fundraising activities. The Action Plan aligns with the Diocese Constitution.

The 2023 P&F Action Plan is attached to the minutes.

It was advised that the Social Co-Ordinator role remains vacant and there was a call out for someone to fill the position. The role works with the stage coordinator's to plan events throughout the year. If anyone may be interested in filling this important role please send your expression of interest via email to the P&F email [Prouille.p&f@gmail.com](mailto:Prouille.p&f@gmail.com) If no expressions of interest are received a call out for the role will be issued separately.

Until the role is filled the Co-presidents (Colleen and Ana) will fill this role.

The Friday iceblock and chip sales have been really successful.

An update on planned events for 2023

#### End of Term Lunch

The P&F will again organise 3 end of term lunches in 2023 for the students. Pizza Hut Hornsby will be catering these events, given their efficient processes for ordering and delivery.

Dates for the end of term lunches are:

Term 1 – 31 March (organised by K-2 stage coordinators)

Term 2 – 23 June (organised by 5-6 stage coordinators)

Term 3 – 15 September (organised by 3-4 stage coordinators)

#### Welcome Event – Friday 17 March

Thankyou to Genevieve Smith for making the school grounds available for the welcome event. It will be a children friendly event with lots of activities planned to include hair braiding, animal petting zoo, face painting, colouring competition- Koko the Quokka. There will be a free sausage sizzle, ice blocks and drinks.

To date there are 178 people registered to attend the event. Thank you to a school family who will be donating the sausages. Parent volunteers are required on the day. A separate email will be issued seeking volunteers for the following activities: BBQ, canteen, Supervision of the colouring competition and cleaning up after the event.

#### Mother's Day Breakfast – Friday 12 May

The Stage 3-4 coordinators (Fleur and Nadean) are planning the event but will require the P&F members and other volunteers to assist and participate on the day. A separate call out for volunteers will be issued closer to the event by the Stage 3-4 coordinators. Manly Freezers will be the lead supplier for the event.

#### Mother's Day Stall – Wednesday 10 May

Arrangements are being made for the Mother's Day stall where students will be able to purchase a gift for their mothers/grandmothers. Parent helpers will once again be required for this event.

#### Year 5 and 6 Cake Stall – Wednesday 8 March

Invitation regarding the Year 5 and 6 Cake Stall will be issued again. Parents of year 5 and 6 students have been asked to supply food for the event. Items are to be individually wrapped however paper bags and serviettes will be available on the day to take food home in. Assistance from parents is welcome from 1.30pm on the day. Cost of food available on the day of the cake stall will be between \$1 and \$5. Any food

leftover will be sold the next few days (Thursday and Friday) for a gold coin donation.

#### Trivia Night – Friday 28 April

This will be a parent only event and parents are encouraged to put it in the diary and lock in a babysitter. Genevieve Smith has kindly made the school hall available for this event. More details will come closer to the date of the event.

#### Athletics Carnival – Friday 16 June

The K-2 stage coordinators will be running the cake stall, the 3-4 stage coordinators will run the sausage sizzle and the 5-6 stage coordinators will run the canteen. P&F are exploring a different coffee cart this year. Volunteers are required to assist at this event.

#### Movie Night – Friday 28 July

A family movie night is being planned. It will be a fun event. A movie will be chosen closer to the date.

#### Father's Day events

A Father's Day Breakfast is being planned, as is a Father's Day stall. Details of these events will be released closer to the date.

Annual General Meeting of the P&F will be held on Monday 13 November.

#### Christmas/end of year Disco – Friday 15 December

This successful event will be held again this year. Glow products will be available for sale for the students.

Year 6 Graduation - date to be confirmed.

It was also noted that the Friday iceblock and chip sales have been successful.

June was asked to provide an update on the recent second-hand uniform sale held on 17 February. There was a very good turnout. Special thanks to Michelle and Colleen for sorting through the uniforms and Ana for washing the clothes. It is expected that a second-hand uniform sale will take place each term. It appears that holding the stall on a Friday immediately after school drop off works for a lot of families.

---

### **Principals Report: Genevieve Smith**

---

It has been a busy start to Term 1 and a big thanks goes to all the wonderful parents for a smooth start to the year.

There is a commitment for 2 open classrooms to be held each term - one open classroom would be held in the morning and the other sessions would be held in the afternoon/evening to enable as many parents as possible to attend the open classrooms.

The school would like to celebrate grandparents' day with a high tea and co-ordinate this celebration with St Joachim's Day.

The school chapel is to be refurbished – new paint and carpet being installed. Father Kelvin will be involved in the renovation project.

A new paid, part time role has been established and will be known as the Parent Engagement Coordinator (PEC). The person who holds the position will be required to work 2 days a week – one in the school and the other on the weekend. The position will be advertised shortly.

Olivia who works in the Prouille School office will be retiring at the end of Term 1. Recruitment to find a

replacement has begun.

The P&F will be asked to help design the trophy cabinet in the hallway to make it spectacular. The decorative panelling was damaged in past rain events and requires replacement as well as the lighting. It is likely that brushed aluminium will be used in the refurbishment.

The Prouille Open Day will be held on 29 March and the P&F are invited to have a stand at the event.

Music teacher Emma Jones is restarting the Prouille Choir – the students will practice weekly, and it is expected that the Prouille Choir will participate in Eisteddfods.

A Garden Club is also proposed and looking at this being a collaboration between students and parents. A bush tucker garden is planned.

### **Treasurer Report: Michelle Lee**

---

A summary of the bank account balances as at 6 March 2023 are:

Cash Management Account (CMA)- \$22,040.05

P&F Cheque Account - \$1,695.18

Total - \$23,735.23

MYOB subscription per month - \$28.00

CMA interest earned - \$139.74

Cheque account interest earned - \$1.42

### **Summary of expenses from January 2023**

#### **Welcome event**

Entertainers - \$1,050

Animal Farm - \$990

Total - \$2,040.00

#### **P&F General Items**

Brooms, storage tubs - \$43.78

Tablecloths - \$50.15

Manly Freezers – ice block stock - \$440

#### **Year 6 2022 Graduation**

Balloon elegance - \$268

#### **Revenue**

Secondhand uniforms - \$715

Iceblocks - \$367.05

Total - \$1082.05

#### **December 2022 expenses**

Teachers breakfast and end of year gifts - \$361.65

Glow products – \$123.00

Glow products - \$56.00

Glow products - \$329.91

#### **Year 6 Graduation Expenses**

Cake - \$350.00

Lunch - \$527.50  
Total \$877.50 (\$1145.50 total spend)

Manly Freezers cakes for afternoon tea - \$173.68

#### **Revenue for December 2022**

Second hand uniforms - \$1,450.00  
Iceblocks - \$421.30  
Glow products - \$401.00  
Total - \$2,272.30

#### **Social activities update: Colleen Haigh/Ana Murray**

---

Discussed under the Co-presidents report.

#### **Diocesan Parent Co-ordinator: Kevin Chenney**

---

Kevin has requested information from the Diocese on the draft Action Plan and will provide a detailed update at the next P&F meeting. Genevieve said that she would provide other supporting information to Kevin on the new structure.

#### **General Business: All**

---

A question was asked on whether there was catering available for student lunches. Genevieve advised that she is trying to source a new provider who may be able to provide this service, following the closure of Lunchr, but she noted that it was hard to find suitable providers on the North Shore.

Laura Munce asked the group to think about a suitable Year 6 gift to the school. Colleen advised that a few ideas had been provided and these will go to a class vote.

Clarification was sought on the date of the school photos. Genevieve confirmed it was Monday 20 March and that further advice would be sent to parents.

---

The date for the next meeting of the P&F meeting is **Monday 1 May 2022**

There being no further business the Co-Presidents (Colleen and Ana) thanked all attendees for their time and contribution and closed the meeting.