

MINUTES P&F General Meeting



Date: Monday 13 February 2017

Venue: Lorien Novalis College – Hexagon Room

Time: 7.30pm

Present: Angela Cice (Chair), Arthur Sannen (Treasurer), Melissa Twyford (Minutes until 9.15), Artemiss Keyhani (Minutes 9.15 to close), Vivien Sievers, Norman Sievers, Santina Sannen, Sarah Coogans, Catherine Ward, Katerina Hagerty, Amanda Rademaker.

1. P&F purpose and scope; support from teachers and school leadership. (Brief limited discussion).

a. Coordinate social / community events

Angela: Important to support new families. This is something the P&F could do. Norman: Friday morning 'parent education' events are the current opportunity to welcome new parents.

General Discussion: consensus that one on one greeting and welcome gives good first impression and sincere personalised welcome.

Santina: recently hand-wrote a welcome letter to a new family. Feedback from new family, very appreciative.

Mandy: Good to have social event to welcome/include new families. This could be part of P&F Class Rep role.

General discussion (see item 14 'P&F Class Reps'.)

b. Fundraise for school approved expenditure

2. Lorien Community Facebook - purpose and scope (brief limited discussion).

a. Admin

Artemiss: brief discussion re two previous situations which she (as administrator) had to remove. She would like to clarify her role and suggest future management of similar issues is done by school staff according to their own guidelines as she felt uncomfortable enforcing rules (as a parent onto other parents).

Angela: Asked Artemiss to explain the different Facebook pages to the meeting.

Artemiss:

- Alumni (graduates of Lorien);
- Sales: to buy, swap & give away; (open to the public) and;
- Community: for current parents and staff to share information and events (Closed school community group). Only 2 issues in 2 years.

Sarah: Sea Shepherd experience: in her communications role, she messages the person contacting her over issues and clarifies straight away. Prior to joining the page, participants agree that 'offending material will be removed' if they 'do not adhere to SS policy'.

ACTION: Sarah to show policies to Artemiss /Vivien to see if application for Lorien.

Vivien: happy to be the person representing the school who can be approached.

Artemiss: regarding the recent incident (discussed vaguely at this meeting), deleted the offending post at 5.30am. Messaged the 3 people involved directly.

ACTION: Vivien to take on role of 2nd administrator as school contact going forward to relieve Artemiss of this potential confrontation. As administrator, Vivien will remove posts deemed inappropriate and contact parents involved to arrange meeting with Norman to discuss posts.

Melissa: can we clarify objective of the Facebook site?

Artemiss: Lorient Community page, not hugely active.

Sarah: noticed previously there were animals advertised for sale on Lorient Sell page. She was offended by this as motives and origin of the animals not known. She subsequently contacted Artemiss who discussed this with school and subsequently notations made on site about welfare of animals.

3. P&F positions

- a. Treasurer – Arthur (renominated)
- b. Coordinator – Artemiss (renominated)
- c. Mallorn Tree - Kirsten Saddlon
- d. Craft Group - Donna Sherman

4. Fair

Artemiss: Who will head it from school (in Stuart's place after he leaves Lorient)?

Norman: Do not know. We will have to wait and see.

Angela: Someone with vision.

Artemiss: P&F now has experience for a full 12 months of what to expect and how to prepare. This should help expedite processes/organisation for fair organisation going forward.

Artemiss: What is process/expectation from P&F compared to last year? Same?

Vivien: Same.

Norman: Wants P&F to 'step up' ie to have more responsibility in running of fair.

Angela: Planning needs to start end of Term 1. Separate meetings. Mondays. First 2017

ACTION: Fair meeting is week 7 of Term 1, Monday.

5. P&F events dates coordinator

- a. Parent Education – morning

Norman: this is specifically for new parents.

ACTION: Angela: need to confirm that Tara is still doing this job. If not, need another parent to take on this role.

General Discussion about how important it is perceived to be, by P&F parents present tonight, to welcome new families (see Item 1 above).

- b. Parent education – evening

Norman: is arranging for speakers on a termly basis. Lisa Romero is one of these speakers. Time of event will be 7.30pm. Topics and dates are to be advised.

ACTION: Norman to advise dates and speakers for Parent Education events for 2017.

- c. Lorien Fair
- d. Open Day
- e. Summer Sessions
- f. P&F meeting dates

Artemiss /Angela: noted this was discussed at the previous P&F meeting that termly meetings were to occur. If extra business and extra meetings required, these would be individually organised.

- g. Lorien Fair (first) meeting date Monday March 13th at 7.30pm in the Novalis College Room.
- h. Community events (if any)

Norman: Lorien Festival of the Arts nominated date afternoon/evening of Lorien Fair. General Discussion on viability of this date. Norman: showcase individual talent of children/fashion/art etc Only 150/200 seats available, so ticketed, not general admission. Idea contributed by a secondary teacher. Norman doesn't see it as a 'drag on resources', but as a separate event.

Artemiss: parent resources too stretched last year to accommodate further event.

Angela/Mandy: More time to consider idea as limited pool of P&F resources (people) to help last year. Would need to increase P&F's numbers prior. Clash with focus & energy of those working on Lorien Fair who were already too stretched.

ACTION: P&F to further consider 'Festival of Arts' combined with existing Lorien Fair commitments and determine if practicable.

6. Lorien Fair purchases (AS)

Arthur: Items to be retrospectively funded?

Artemiss: If P&F don't pay for it, who will?

Arthur: Postpone payment.

Artemiss: Fundraising account on balance sheet? ie previous revenue currently in P&F account?

Arthur: \$6K.

Arthur & General Discussion: P&F need to agree to Purchases from Spring Fair Takings (document attached to back page of this meeting's agenda). This document outlines purchases from 30.06.15 to 17.10.16, including two proposed items (Grand Slam Equipment & Softfall & Landscaping Upgrade), totalling \$109,293.96. P&F asked [by board?] to agree retrospectively, at tonight's meeting, that the items listed on this document are to be paid for by P&F. The items have already been purchased by general school monies, but had previously been agreed to by P&F, but for accounting purposes, the P&F needs to be seen to have been financially responsible for their purchases.

Arthur: **move to pass a motion:** That the P&F agree to pay from previous takings, and that the items can be accounted for as suggested. Objections? No objections. Motion accepted and passed.

Katerina: **[commenting on these minutes]** There was no motion passed as there was no seconder to this motion. Given that it is about large sums of money and taking into consideration the strict financial standards regarding NFPs in Australia, the correct procedure would be that this item is resubmitted to the P&F, and those who are attending are provided with the figures and background to the motion. There were several of us who were not regular attendees last year and had no prior knowledge of this matter. We were not adequately briefed and could not possibly make an informed decision.

ACTION: Item be resubmitted to next P&F & further information be provided for consideration

Further general discussion re: what is the teacher's wish list for items to purchase for the school which currently do not fall under other areas? Also discussion re how to communicate to school community what funding goals are ie large pictorial symbol representing existing versus anticipated funding etc. Objective of this would be to help make funding goals more visible and thus more relevant/specific to current Lorient parent community.

Vivien: Lower teachers want similar equipment for the lower primary (similar to the large climbing frame recently built for upper primary). The younger primary are too young to use recently installed climbing frame freely. They need supervision. C3 and down need something smaller scale more suitable for their physical aptitude and also a permanent quality sandpit shade structure.

Norman: looking at specific ideas now and looking at building now.

Angela/Melissa: what about the upper school?

Norman: The Student Council have been asked to contribute ideas on this. A pagoda on the edge of the field is one idea. Construction for this has already started.

ACTION: Secondary School Student Council to submit list of ideas to P&F for funding consideration.

ACTION: Vivien to go back to primary teachers and ask them for their specific 'wish list'.

Norman: Important to consider the 'bigger plan' or the 'master plan' of the school, so as one year something is not put up that is pulled down the following year'.

ACTION: Long Term School 'Expenditure' Plan needs reconciling with shorter term P&F funding goals. Need to determine how to do this.

7. De-brief on Open Day 2016 event

8. De-brief on Summer Sessions 2016 event

Brief General Discussion: Consensus re great enjoyment of event for parents and children.

Angela: What were the final numbers?

ACTION: how to determine these and report back next meeting?

Arthur: Not much raised for the large amount of work/expenses involved.

General discussion: how to decrease workload of relatively few individuals who did a lot of work.

Vivien: children not well controlled; not job of teachers who are off-duty yet felt responsible for children running wild; better planning for this needed going forward.

Discussion re possible solutions to children running around unsupervised after dark: roping off areas; story-telling tent for littlies; reminding parents of their responsibility to care for own children; nominated parent supervisors.

ACTION: consider options to avoid this in future.

Sarah: Best event of the year, from her parent perspective. Children enjoyed event and parents. Best atmosphere.

Mandy: Very special last night of the school year. Very successful. Great atmosphere.

Vivien: Lost 'the sharing' which is important for a final night/whole school get together.

General discussion.

9. Markets

a. Assistance from P&F

Katerina & Mandy: currently brainstorming many ideas which

ACTION: they expect to share with Stuart tomorrow. Now only two markets per year. This will be advised in newsletter.

b. Confirm last year's process for cafe - with P&F responsible unless a class steps forth 3 weeks prior.

10. Parent directory

Melissah Marr has taken on the job of creating a parent directory (accessed through school website).

ACTION: Progress to be reported on at next meeting.

11. Water supply for events

ACTION: Sarah & Angela: To look into using water station supplied by Council for events, people will bring their own bottles to fill.

Vivien: suggested using BPA-free plastic bottles branded with Lorien to sell (as P&F fundraiser) for those who don't have their own bottles.

12. Coffee supply for events ~ Arthur Sannen

ACTION: Arthur to look into buying an auto unit or portable barista unit (possibly second hand).

13. Fundraising folder in office - reference teachers to it

14. P&F Class Reps

General discussion regarding what this role requires.

Santina: need a formal job description so as consistency between classes and not reinventing wheel. Santina has always used the role to keep the contact list updated and circulated. She also uses the role to write to and welcome new families (see Item 1 above).

Artemiss: Class Reps can be used to improve communication between P&F and parents.

Santina: Did that work? Need to revisit P&F Rep/Fair Rep/Class Rep role as many classes were not represented last year which meant more work for teachers and more work for the relatively few P&F parents who stepped up to help.

Vivien: Some teachers have indicated they did not want a Class Rep due to difficulties in their individual classes.

ACTION: Santina: to research job description.

Discussion: who would fill the role for each class, as indicated below. Ideally, every class would have one active parent representative to attend P&F meetings or liaise with someone who has to pass on information to parents in their class.

ACTION: need to confirm all parents listed below available for this process. Santina to provide all participating P&F Class Reps with job description. Invite all P&F Class Reps to attend next P&F meeting so parent body can be more fully represented.

- Preschool - [Melissa to find pre-school parent];
- Little Kindy - Jennifer Pellizzon - TBC
- Big Kindy - Amanda Alderton - TBC
- Class 1 - Artemiss Keyhani - Confirmed
- Class 2 - Tara Darlington - TBC
- Class 3 - Cheryl Watkins - TBC
- Class 4 - Artemiss Keyhani – Confirmed
- Class 5 – Melissa Twyford - Confirmed
- Class 6 - Cheryl Watkins - TBC
- Class 7 - Tara Darlington - TBC
- Class 8 -
- Class 9 - Santina Sannen - TBC
- Class 10 - Angela Cice - Confirmed
- Class 11 -
- Class 12 - Angela Cice – Confirmed