

# AGENDA P&F General Meeting

Date: Monday 17 October 2016  
Venue: Lorien Novalis College  
Time: 7.40-9.00pm  
Present: Arthur Sannen (Chair), Artemiss Keyhani (Minutes),  
Stuart Rushton, Cheryl Watkins, Angela Cice

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1. Fair results article with thank yous printed school newsletter 23.09.16
2. School newsletter sectioned off P&F info to create more visibility
3. Drink pricing for all events:
  - a. barista made coffee ~ cup \$3 / mug \$4
  - b. instant self serve coffee \$2
  - c. tea bags \$2
  - d. hot choc satchels \$3
  - e. water bottle \$2
4. Letter of support from school in newsletter  
**ACTION:** Stuart to discuss with Norm with view to publishing in newsletter
5. P&F money box purchased & placed in HS storage  
**ACTION:** Arthur to reimburse Artemiss
6. Fair funds transferred for climbing frame purchase - approved by Board & funds transferred.
7. Fair items (eg left over prizes and materials reimbursed by school) - anything purchased or reimbursed by the school (ie so is owned by the school) to be kept in storage in school grounds and not with individual parents. Use HS storage space for now until room under primary toilet area is ready.  
**ACTION:** Stuart to advise when new room is ready for use.
8. Table cloths - 19 items completed by Karen Dogan. Use and care for fabric to be monitored.  
**ACTION:** Arthur to reimburse Angela  
**ACTION:** Angela to items into box into HS storage
9. "Big high five" as farewell ritual on last day of school, threading up the central pathway  
**ACTION:** Stuart to propose to CoT  
**ACTION:** Cheryl to follow up with Stuart week of Monday Oct 31
10. Upcoming events :
  - a. Open Day 2016: coordinated by Cheryl Watkins
  - b. Summer Sessions 2016: coordinated by Angela Cice
  - c. Big Hi-5 2016 (farewell) - Cheryl Watkins
  - d. Parent Education (morning & evening) Talks 2017: coordinated by Tara Darlington
  - e. Fair 2017: Artemiss
11. Use of plastic water bottles during school functions: need someone to spearhead this
12. Coffee Machine for P F functions  
**ACTION:** Arthur to oversee research into options

13. Parent Directory - to be completed during summer break for roll out term 1  
**ACTION:** Artemiss to stay in touch with Melissah over term 4 and summer break
14. Fundraising folder  
**ACTION:** Cheryl to hand in to front office and ask Janine to put notice in newsletter
15. P&F end of year celebration: if small group, P&F will pay; if large group, P&F will subsidise  
**ACTION:** Artemiss get list of names  
**ACTION:** who to organise function?
16. Dates for 2017 P&F Meetings: 2nd Monday of term ~ February 6, May 1, July 24, October 16