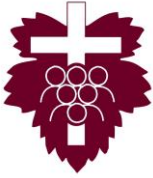


Jesus said, "I am the vine,
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John 15.5

Golden Grove Lutheran Primary School
**Parents & Friends
Meeting Minutes**

Date	Monday 9th September 2019
Time	7:00pm
Location	Staff Admin Building
Attendees	Stephen Tiller, Claire Rathjen, Tim Kreiwalt, Shelbe McGregor, Georgia Papini, Peta Albrecht, Angus McKay, Michelle Parcell,
Apologies	Shane Patterson, Karen McKinnon, Jen May, Esther Brodie, Jo Rogers, Kylie Chinca
No	Agenda
1	Opening: <ul style="list-style-type: none"> • Welcome • Devotion & Prayer
2	Attendance & Apologies
3	Minutes from Previous Meeting <p>Stephen asked if the minutes of the previous meeting as sent via email on 4th September 2019 are true and correct.</p> <p>Moved: Michelle Parcell, Seconded: Stephen Tiller – All agreed.</p>
4	Upcoming Events <ul style="list-style-type: none"> ○ SPA – 14th September – Stephen advised that final numbers had not been advised by Elaine – Tim advised that the numbers should be like previous years. Claire advised that Stephen had found an email with details from 2017 SPA order, Stephen to review including changing the amount of cream items and order 50:50 Sweet and Savory. Claire asked for Helpers: - Angus said he can help set up, Stephen, Peta, Karen and Claire will help prepare and serve afternoon tea – Claire to put a call out in Facebook Group for further helpers and advise of start time. Claire asked Peta if she could make a gluten free cake again this year – Peta said that she would. Stephen to purchase items required for SPA including Kabana, Cheese, Celery Sticks, paper plates, cups and serviettes. Tim said that he had organised signage to help Special Persons find their child's classroom, with a Map and Class list. Claire asked if Tim in his welcome speech could advise that students are not to be served afternoon tea. Stephen advised a 2nd earn is required to set up two stations – Stephen to ask Elaine to bring in hers as per previous years.



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- **Quiz Night - 21st September** – Michelle advised that current numbers for the quiz night was low with 67 tickets sold with 2 teachers tables already included.

The quiz night committee would like a minimum of 100 people/10 Tables and are thinking that it should be postponed to a later date. The reason behind this decision is that originally, we selected Term 3 as it was a quiet term however it has been very busy, and the night selected there are a lot of local sports presentation nights. So, the subcommittee suggested Middle of Term 1 2020 Feb/March.

Angus asked about the expiry dates on the Raffle Prizes – Michelle advised that most had a 12 Month expiry or no end date except Holey Moley and Water world Family passes.

There was a general discussion about changing the date to another later in the year with some committee wanting it to be held before the end of the current school year.

It was decided that Michele confirm with the executive regarding holding the Quiz Night in Term 4 sometime in November as she needed to check with Ben (Quiz Master) regarding work commitments.

- **Carols Event 29th November**

Children's activities

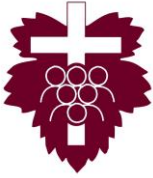
- Climbing Wall – Michelle had costs of an 8m climbing wall and a 10m climbing wall – after some discussion Michelle was to book the 8m climbing wall with 2 instructors – Cost \$880 +GST.
- Shelbe asked what other things we wanted to organise for the kids – just the 2 obstacle/bouncy castle type this like we did last year. She had been in contact with Jump Easy and we they are able to package something up other options are:
 - Go Karts which come with their own track
 - Another obstacle course etc

Committee spent some time looking at what is available on the website. Shelbe to check with Angus on the cost last year and then book 2 obstacle courses like last year with an additional activity with most in favour of the Go Karts and track.

Food – Shelbe has organised:

- Bec to do paella
- coffee van - booked
- Icecream Van – waiting on availability
- Chip Van – still looking at options
- BBQ

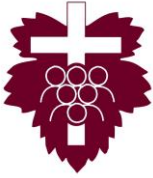
Shade – there was some discussion about Marquees and that should we buy some Gazebo's online as they are not that expensive. Georgia advised that she can provide a Gazebo – and that families can bring their own – Claire to include this in the information that is sent home to parents.



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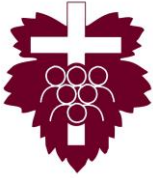
	<p>There was a general discussion regarding the Carols – Stephen will contact Pastor Greg regarding the format of the carols part of the evening – trying to get more participation in singing the carols and the use of the church band with Santa arriving at the end to give lolly bags to the children.</p>
3	<p>Action Items from previous meeting</p> <ul style="list-style-type: none">• Feedback<ul style="list-style-type: none">○ Date Night 23rd August – 30 children where registered for date-night there ended up being 43 Children attending on the night. There was some discussion that this could be because the Qkr! App was down that week. Vicki has advised that this is not ideal and perhaps we could use there booking system in future – Claire to check with Tania re the issues regarding booking the event.○ MOT – 22nd August – Father's Day MOT was well attended with many Dad's bringing their children to school and with some then spending some time in the classroom before heading off to work. Only issue was that the BBQ ran out of GAS but other than that it went well was not a lot of food left over therefore was a good Qty.• P&F Survey Action Items<ul style="list-style-type: none">○ Stephen advised the committee that we will send out a new survey at the beginning of term 4.○ Tim advised that the Bike Rack is finished and is being used. Shelbe asked if we should notify parents that we now have a bike/scooter rack for Students to use – Tim will facilitate and get it included in the cluster and school newsletter.○ 2017 P&F Survey items (items discussion as per attached list):<ol style="list-style-type: none">1. Lunch Time Activities – Shane is still to follow up with the SRC2. Heaters in the Courtyard – There was some discussion including the need for siblings waiting to catch the Endeavor Bus however the committee decided that it was not economical for heaters to be in the area.3. Robotics – P&F has funded before, however is there anything new that the school would like to purchase – Tim to review and get back to the committee.4. Mural On Chill Out Zone Wall – Michelle advised that the Mural at Fairview Park Primary was done by artist Sam Brooks cost \$5,500 and took 3 ½ Weeks to complete he was really good with the students while painting it. They had a Small Art committee that conversed with him, but he also spoke to the students to see what they wanted on the wall to represent their school and community.



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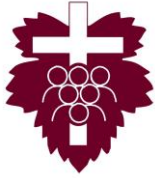
	<p>Michelle to follow up with Jamie for contact details and contact the artist.</p> <ul style="list-style-type: none"> • Business Directory – Moved to next meeting Stephen still needs to get in contact with Tanya re this • P&F Umbrella's – Stephen has made contact with Aimee to see if Frank completed them last time, however at that time of the meeting he had not had a response – Aimee responded and advised that Frank didn't do them last time. Shelbe advised that they use Payless Promotion at work and they have reasonable prices – Stephen to ask Graham if he has any records for the payment of the previous umbrellas. • P&F Funding Request – Stephen advised that he had a meeting with Shane regarding funding for cupboards in the "Greenroom" which is part of the new 5/6 Building – this room has a lack of storage. This was part of the plans for the new build, but the budget didn't go that far. Quote from the 24 May 2019 for 2 cupboards with doors and a bench is \$2,700 (includes freight) – this is an old quote so it may be a little more. There was a general discussion regarding the cupboard and its functionality as it seemed expensive for a standard cupboard – why did they specifically want this cupboard – Stephen to ask about the functionality of the cupboard and advise at next meeting. • Kids First Aid Course – Michelle asked if this had been organised by the school as she believed it was in her and Shane's ball court to organise for this year as it was a bi-annual initiative Michelle to check availability and liaise with Shane – Time advised not to do it in the first 4 weeks of and be mindful of swimming.
5	<p>Principal's Report – As Shane was absent from the meeting Tim gave an update on his behalf.</p> <p>It has been a very busy term with the highlight being the Junior Primary concert. There is a DVD available to purchase of the concert – a professional come in to film the concert.</p> <p>The year 6's have started working towards their end of primary school exhibition which is held next term.</p> <p>The year 3/4's have their celebration of learning week in the last week of term 3 and they are working towards that.</p> <p>Year 3, 4 5 & 6's have completed a survey on their teacher and it has provided them with some good feedback and areas that can be improved on.</p> <p>Marion Chan is currently unwell as she has brought back a bug from her travels to PNG.</p>
6	<p>Treasurer's Report – As per attached Report</p>
7	<p>School Council Update – Tim gave the committee a brief update:</p> <ul style="list-style-type: none"> • Strategic Initiative and the direction that the school wants to go.



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	<ul style="list-style-type: none">• Hearing the Student Voice• Looking at a 3-year project with Charlie Wellbeater focusing on what we are doing well and what we want to improve on
8	<p>General Business</p> <ul style="list-style-type: none">• Communication with Parents – Claire brought up the issue regarding information in the 3 cluster newsletters not being the same – last weeks cluster newsletters were given to Tim to follow up. Claire also produced a Term Calendar that is used at Michelle's nephew's school – Term 3 was such a busy term with so much going on that it would be good to have something like this that is given out at the start of each term. There was a general committee discussion regarding communication and information that gets home to parents. Tim to discuss with Shane.• Concert Donation/Cost – It was discussed about why there was a gold coin donation asked for at the door for the Junior Primary Concert. Is the cost that was associated with producing the concert something that the P&F could fund in the future. Georgia gave an explanation why – it was agreed that this is an extension of the teachers wish list and that the P&F are happy to fund costs associated with putting on a concert. <p>Meeting Closed at 9.05pm</p>
9	Next Meeting – Monday 21st October 2019

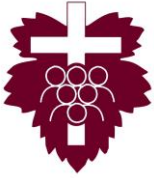


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Action Items

No	Description	Responsible	Date
1	SPA – Request for addition helpers via Facebook Group	Claire	14 th Sept
2	SPA – Peta to make Gluten Free Cake	Peta	14 th Sept
3	SPA – Supplies for afternoon	Stephen	14 th Sept
4	SPA – Two urns in fellowship	Stephen	14 th Sept
5	Quiz Night – reschedule and work out what to do with prizes that are close to expiry	Michelle	ASAP
6	Carols Even – Meet with Pastor Greg re Carols Service	Stephen	21 st Oct
7	Carols Event – Father Christmas	Karen	21 st Oct
8	Carols Event – Amusements – including booking of climbing wall	Shelbe/Michelle	21 st Oct
9	Carols Event – Gazebo for shade	Georgia	21 st Oct
10	Carols Event – Catering options	Shelbe	21 st Oct
11	P&F Umbrella's	Stephen	21 st Oct
12	Funding Request – Functionality of Cupboard	Stephen/Shane	21 st Oct
13	Business Directory	Stephen	21 st Oct
14	Mural Chill out Zone Wall – contact artist	Michelle	21 st Oct
14	P&F Survey - Lunchtime Activities and Robotics	Shane/Tim	21 st Oct
15	P&F Survey – Organise questions for 2019 Survey	Stephen/Claire	21 st Oct
16	Date Night – Check with Tanya about how to book future events	Claire	21 st Oct
17	Book date for First Aid for Students	Michelle/Shane	21 st Oct



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Meeting Attendees Email Addresses

No	Name	Email Address	Added
1			
2			
3			
4			
5			
6			
7			
8			
9			