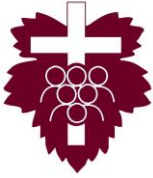


Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

<b>Date</b>	<b>Monday 21<sup>st</sup> October 2019</b>
<b>Time</b>	7:00pm
<b>Location</b>	Staff Admin Building
<b>Attendees</b>	Shane Patterson, Stephen Tiller, Claire Rathjen, Georgia Burden, Peta Albrecht, Angus McKay, Michelle Parcell,
<b>Apologies</b>	Karen McKinnon, Shelbe McGregor, Kylie Chinca, Jen May, Jo Rogers
<b>No</b>	<b>Agenda</b>
1	<b>Opening:</b> <ul style="list-style-type: none"> <li>Welcome</li> <li>Devotion &amp; Prayer</li> </ul>
2	<b>Attendance &amp; Apologies</b>
3	<b>Minutes from Previous Meeting</b> Stephen asked if the minutes of the previous meeting as sent via email on 18 <sup>th</sup> October 2019 are true and correct. Moved: Michelle Parcell , Seconded: Peta Albrecht – All agreed.
4	<b>Upcoming Events</b> <ul style="list-style-type: none"> <li> <b>MOT – 13<sup>th</sup> November 2019</b> – Shane asked if we could do bacon and egg muffins again as they were popular even though we did them last term.            Claire advised that she had been discussing it with Kylie and thought we could do cut up fruit and a scone or a savory muffin for something different. After some discussion it was decided that we would have Muffins (cake) Savory and Sweet fruit base.            200 Sweet fruit i.e. blueberry /apple cinnamon            100 Savory            12 Gluten Free option            Claire to ask Aimee to prepare Flyer for MOT to go home with students. Peta Suggested to advise that there are Gluten Free Option's available on the flyer.            Claire to email Rob Mill's re MOT date for staffing for the Café         </li> <li> <b>P &amp; F AGM – 25<sup>th</sup> November</b>            Stephen suggested we do steak sandwiches like we have done in previous years for the AGM.            Shane suggested that we do something different this year and do a Wine and Cheese supper after the meeting – with the meeting still starting at 7pm – All agreed.         </li> </ul>



Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

Stephen will organise the platters, Shane advised that we have alcohol – Stephen will organise some other non-alcoholic drinks.

Claire to send email regarding Nomination for Positions on the 2020 committee and the Notice of AGM to Tanya/Elaine for week 5 newsletter and cluster newsletters.

- **Carols Event 29<sup>th</sup> November**

### *Amusements*

Shelbe advised that the amusements for have been booked from Jump Easy. Michelle confirmed that the climbing wall had been booked with a 20% deposit due ASAP, invoice has been sent to Graeme. All amusements will be set up ready to go by 3.30pm

### *Cost:*

- Jump Easy (3 Activities) \$1850
- Climbing Wall \$880

### *Food*

Shelbe confirmed the following regarding Food options for the Christmas Party

- Bec is doing Paella
- Coffee Van has been booked
- BBQ has been organised
- Ice Cream Van has been booked
- Still trying to find a Hot Chip Van or something similar

There was general discussion regarding a drinks stall along side Bec's Paella, it was agreed that Stephen will check with Shelbe if the BBQ group would be okay as Angus felt that we needed another option for families. Claire will purchase drinks and price match with the BBQ group. Shane will organise a roster of the year 5/6's to sell the drinks – Angus to provide a float.

### *Carols*

Stephen advised that he is yet to meet with Pastor Greg regarding our proposal for this year's Carols part of the Christmas Party – our idea that the carols will tell the Christmas story and a short message from Pastor Greg (5 minutes max) – want to get everyone involved to keep the talking and noise to a minimum

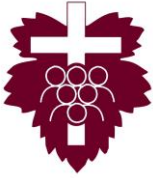
Georgia advised that she has picked out and put together a booklet each cluster has 2 songs to sing with year 5/6 finishing of the night.

There was some discussion about printing the booklets however it was decided that we would use PowerPoint. – Children will sing first verse and then everyone will join in and sing with them.

Santa has been confirmed – we will need to organise a gift. Staff Room toilets will be available for him to get changed.

Everyone will sing jingle bells for Santa to come and give a lolly stocking to the children.

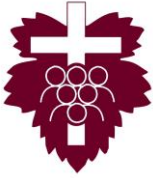
After a short discussion it was decided that Stephen will order 325 Stocking as we ran out last year. Stephen to ask Shelbe to prepare 25 Gluten Free Lolly stocking's



Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

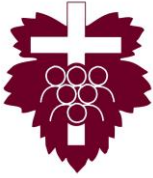
	<p>using the empty bags left over from last year.</p> <p>3-4 Rows of chairs will be set up in the worship centre for those that need them particularly the grandparents. Children will sit with parents.</p> <p><i>General Planning</i></p> <p>Stephen to send a map of oval layout using google maps to confirm Shanes idea of the set up on the oval.</p> <p>Timing of event:</p> <ul style="list-style-type: none"><li>○ 2.30 arrival and set up</li><li>○ 3.30-6.30 Christmas Party on the oval – at 6.20pm Shane to ring the school bell to signal the end of outside activities.</li><li>○ 6.45 Carols in the worship centre</li><li>○ 7.45 Santa's arrival</li></ul> <p>Claire to organise flyer to go home with students and to be put in School newsletter, cluster newsletter and on the School Notice Board.</p> <p>Shane to advise the church that the café isn't to be open on the night as we have booked a coffee van.</p> <ul style="list-style-type: none"><li>● <b>Quiz Night – 29<sup>th</sup> February</b></li></ul> <p>Michelle advised that due to low numbers it was rescheduled to the 29<sup>th</sup> February 2020 – also wanted to note that if P&amp;F had a table, School Council had a table and the Canteen as they did at the previous event it would have gone ahead.</p> <p>Michelle advised that most of the raffle prizes don't have an expiry date however there are two prizes that had to be used. It was decided to donate the Holey Moley vouchers to the Church fate as they expire at the end of November 2019. The 5 Family water world passes that expire at the end of the season (April) would be given away to students at the Christmas Event- one per cluster group and must be present at the Carols to receive the prize maximum of one winner per family. Winners to be drawn at the beginning of the carols event.</p> <p>Michele has updated all social media and send home flyers to families to promote change of date – will send home flyer closer to the end of the school year.</p>
3	<p><b>Action Items from previous meeting</b></p> <ul style="list-style-type: none"><li>● <b>Feedback</b><ul style="list-style-type: none"><li>○ <b>SPA 14<sup>th</sup> September</b> - Afternoon tea went quite well – still a little bit too much cream – however the option of savory and sweet received positive feedback.</li></ul></li></ul> <p>Qty ordered was good – however next year purchase smaller plates so that people can't load up their plate as it didn't take long for the food to be consumed in each session.</p> <p>There was some discussion regarding the order and why we have the split and people missing out – next year afternoon tea will be at a certain time and held in the Worship Centre as it is a larger space – that way those who</p>



Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

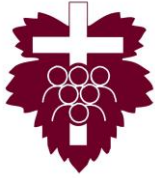
	<p style="text-align: center;">have multiple students to visit don't miss out on afternoon tea.</p> <ul style="list-style-type: none"> <li>• <b>Business Directory</b> – Stephen advised that he tried to catch up with Tanya on his day off however Tanya doesn't work on Monday. Stephen will try to catch up with Tanya before the next meeting so that we can work out how to get our concept to work to get it up and running in Term 1 of next year.</li> <li>• <b>Children's First Aid</b> – Shane confirmed he will organise the First Aid course for the children before the end of the school year.</li> <li>• <b>P&amp;F Umbrellas</b> – Stephen advised that he will need to look into it further and get back to the committee as the previous supplier was unknown – Shelbe has given him a contact that she uses for promotional items so will find out a minimum and cost and get back to us at the next meeting – there was some discussion regarding a more compact umbrella as the kids might use them and be able to put them in their school bag – Stephen advised that he would get a few options to present at the next meeting</li> <li>• <b>P&amp;F Survey Action Items</b> <ul style="list-style-type: none"> <li>○ 2017 P&amp;F Survey items (items discussed per attached list)           <ol style="list-style-type: none"> <li>1. Lunch Time Activities – Shane advised that there is a lot the kids can do at lunch and didn't think we needed to purchase new equipment – there was general discussion about repainting/updating the lines on the courts – Shane will follow up – Angus advised that he knows people that do line markings if Shane can't find someone.</li> </ol> </li> </ul> </li> </ul> <p>Stephen advised that he will forward the 2019 survey questions for the executive to review and approve so that we can get it out to the school community via survey monkey as soon as possible – there was general discussion to involve the students and asking them a few question to get their point of view – Shane thought it would be a great idea and will follow up how that will be done.</p> <ul style="list-style-type: none"> <li>• <b>P&amp;F Funding Request - 5/6 Classrooms</b> <p>Shane advised that there were not special functions to the cupboard – however it was the best price for what they wanted – Shane advised that the school will pay the balance of what P&amp;F don't fund. Stephen put forward that P&amp;F pay \$2,000 towards the cupboards – All agreed.</p> <p>Georgia advised that Adele McClusker had asked for another set of basket balls for a new team Size 5 – Cost \$75 – All agreed – Shane will liaise with Tim to organise.</p> </li> <li>• <b>Mural Chill-out Zone Wall</b> – Michelle advised that she has organised a meeting with the artist to get more information tomorrow at 2pm. He will look at the wall and timing of when we can get the project completed. – Michelle will report back to the committee the outcome at the next meeting.</li> </ul>
5	<p><b>Principal's Report –</b></p> <p>Shane reported that the students have been very busy with their Celebrations of learning evenings over the last couple of weeks and the Year 6 Students are currently working towards the exhibition showcasing what they have learnt at primary school.</p> <p>Year 1's have had their sleep over and the turnout at the Fate yesterday was</p>



Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

	<p>fantastic.</p> <p>School has received a \$50,000 infrastructure grant and this will be used to develop an outdoor learning space outside the year 5/6 classrooms – which includes doors in the year 5/6 classrooms, so they have external access to the space.</p> <p>Shane advised there has been a few Staff members resign/announce leave over the last few weeks currently he is interviewing for new staff required for 2020 school year to fill those positions.</p>
6	<b>Treasurer's Report</b> – Please see attached report
7	<b>School Council Update</b> – Shane advised that the main focus of school council this year is the strategic plan and the changes to the Constitution now that the LCA have put out a new proforma of what the Churches constitution should look like.  Claire to email Gen Freund to invite her to the AGM
8	<b>General Business</b> <ul style="list-style-type: none"><li>• <b>Communication</b> – Committee updated Shane as he was absent from last meeting – Shane advised that he agrees that a Term Calendar is printed and sent home at the start of each term with important dates - he will get it actioned.</li><li>• <b>Uniform</b> – Michelle commented that the new sports shorts are quite a small fit and the sizing is all over the place – Shane advised that we won't be changing supplier.</li><li>• <b>School Photos</b> – Michelle asked is it possible to get your photo's taken if your where absent on photo day – tried to contact the number but it is interstate. Shane will follow up with the company that took the photo's regarding is it possible to get photo's taken for those that where absent on the day.</li></ul> <p><b>Meeting Closed at 9.05 pm</b></p>
9	Next Meeting – <b>Monday 25<sup>th</sup> November 2018</b>

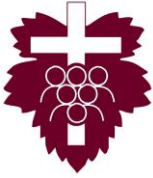


Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

### Action Items

No	Description	Responsible	Date
1	MOT – Contact Baker Boy's re Size and Cost of Muffins and report back to Executive	Kylie	ASAP
2	MOT – Order Muffins for MOT	Kylie	ASAP
3	MOT – Flyer sent home to parents	Claire	ASAP
4	AGM – Purchase Cheese Platter and Drinks	Stephen	25 <sup>th</sup> Nov
5	AGM – Notice for newsletter re AGM and Nominations	Claire	1 <sup>st</sup> Nov
6	AGM – Invite School Council Chair to meeting	Claire	ASAP
7	Carols Event – Finalise Carols with Pastor Greg	Stephen	1 <sup>st</sup> Nov
8	Carols Event – Email Shelbe re drinks for Sale for BBQ	Stephen	ASAP
9	Carols Event – Purchase Drinks to sell if okay from action item 8	Claire	ASAP
10	Carols Event – Organise year 5/6 to run stall if yes to action item 8	Shane	ASAP
11	Carols Event – Advise Café not to be open as we have booked a coffee van	Shane	ASAP
12	Carols Event – Flyer sent home to parents	Claire	ASAP
13	Carols Event – Lolly Stockings	Stephen/Shelbe	ASAP
14	Carols Event – Door prizes per Cluster Group	Claire/Michelle	30 <sup>th</sup> Nov
15	First Aid Course – Book Children's course for Term 4	Shane	ASAP
16	P&F Action List – Quotes for line markings on Tennis Courts	Shane	25 <sup>th</sup> Nov
17	P&F Action List – Mural cost and update from meeting with Artist	Michelle	25 <sup>th</sup> Nov
18	P&F Survey 2019 – Sent out to Parents – Student Voice	Shane/Stephen	ASAP
19	P&F Umbrella's – Quotes/Options	Stephen	25 <sup>th</sup> Nov
20	Business Directory	Stephen	25 <sup>th</sup> Nov



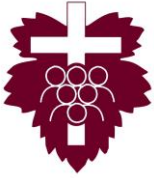
Jesus said, "I am the vine,  
You are the branches."  
John 15.5

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

No	Description	Responsible	Date
21	School Photo's – Make up photo's for students away on photo day	Shane	ASAP
22	P& F 2020 – Updated draft format	Claire	25 <sup>th</sup> Nov

### Meeting Attendees Email Addresses

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



Jesus said, "I am the vine,  
You are the branches."  
John 15.5

# Golden Grove Lutheran Primary School Parents & Friends Meeting Minutes

No	2019 Project Planning Ideas
1	Parent Library -
2	
3	
4	
5	
6	
7	
8	
9	