



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

Golden Grove Lutheran Primary School Parents & Friends Meeting Minutes

Date	Monday 20 March 2023
Time	7.30pm
Location	Staff Admin Building
Attendees	Tim Kriewaldt, Michelle Parcell, Claire Rathjen, Kylie Chinca, Sarah Kumela, Stephen Tiller, Lauren Neumann, Karen McKinnon, Neil McKinnon, Wendy Carmen and Maree Kairl.
Apologies	Shelbe McGregor, Will Wallace.
No	Minutes
1	Opening: <ul style="list-style-type: none"> Welcome Devotion & Prayer
2	Attendance & Apologies – noted above
3	Minutes from Previous Meeting <p>Michelle asked if the minutes of the previous meeting 27th February 2023, as sent via email, are true and correct.</p> <p>Moved: Stephen Tiller Seconded: Lauren Neumann</p>
4	Treasurer's Report – <p>Claire reported back to the committee changes to P&F finance, after meeting with Will & Tanya.</p> <p>Due to Audit requirements School Council Finance, Risk & Audit Committee (FRAC) has asked P&F to become a budget line and not have a bank account controlled by the P&F as we receive a levy that is part of the school fees. This means that P&F will need to Submit a Budget in September each year to be approved by FRAC for spending the following year allocating the funds belong to the P&F. The 2023 budget needs to be provided to FRAC ASAP.</p> <p>The budget is consolidated to Income lines (levy, other income, interest) and Expense Lines(project, student welfare, other). Claire to present budget to Finance, Risk and Audit Committee and Will to confirm school board commitment to matching stage 1 of Nature Play dollar for dollar as well as future commitment.</p> <p>FRAC come to this decision as 10,000 spending limit was too high and that by presenting a Budget it alleviates going to council to approve spending because they didn't want to constrain the normal running of P&F. FRAC are aware P&F requires some autonomy within budget lines, with option to present to School Board for bigger spending requests.</p> <p>Claire reviewed incoming 2023 P&F levy and looking at prior year spending the simplistically the 2023 Budget would be \$20,000 (P&F levy) less \$9,000 being used for student welfare and \$9,000 for events leaves nothing for Major project (Nature Play).</p>



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

Golden Grove Lutheran Primary School Parents & Friends Meeting Minutes

	<p>P&F has not spent a large portion on projects during Covid years, with the Mural and Wellbeing room being the bigger purchases, along with several small purchases (i.e. 3D printer, teacher's wishlist). Possible breakdown: allocating \$10,000 for Nature Play Project, \$5,000 for Teacher's wishlist and \$5,000 for student welfare.</p> <p>All agreed a great opportunity to review what P&F pays vs what is referred back to GGLPS for payment/consideration is required. (i.e. consumables, medical supplies and curriculum purchases should be referred back to school). Focus to return to Major project (Nature Play and student welfare, which will benefit all students and create community). Teacher's wishlist to be reviewed, with requests needing full explanation (multiple quotes) and factor in Golden Time and purchases throughout the year. P&F events to be reviewed and possibly restructured as a fundraiser towards P&F projects. Also a good chance to review suppliers (i.e. MOT) and obtain upfront costs for events.</p> <p>Tim asked Claire if she could review spending of the last few COVID years and advise what is not the responsibility of the P&F.</p> <p>Lauren asked if the committee could put a list of 5 points together to be applied to teachers spending that can be applied to requests given to her and so that the teachers understand the guidelines.</p>
5	<p>Upcoming Events</p> <ul style="list-style-type: none"> • Foundation Pizza Night – (Fri 24th March). Confirmed numbers: 12 adults and 16 children. Flyer has been distributed, registration link on GGLPS website. Skoolbag notice to be sent out. Romans pizza to deliver and invoice for pizzas. Michelle to speak with Will regarding drinks. Lots of serviettes etc in stock. Volunteers needed. Students to start with parents with GGOSH supervision in playground. After eating option for students to head to GGOSH for an activity. • Sports Day – (Fri 31st March). Alternative Coffee van secured (LJ Hooker van secured for parent/teacher night). Cake stall 9.30am - 11.30 (cash & card option) to be run by the church. BBQ has 8 confirmed volunteers, other parents waiting for sports day timetable, ETA next week. Michelle/Lauren to ask if church can provide 2 x volunteers to cook BBQ and parent volunteers can serve. BBQ cash only option, \$2 for drinks and \$3 for sausage in bread/sauce. Claire to update sign. <p>Michelle to speak with Vicki regarding quantities. Looking at 400 snags (Drakes), 27 loaves of bread (Woolies), water (Officeworks), fruit boxes (Aldi), soft drinks (keep an eye on specials) and 3 bags of ice (Drakes). Need to check sauce and serviettes stock levels.</p> <ul style="list-style-type: none"> • MOT – (Wed 31st May, Term 2). Discussed need for 'easy to prepare' options for 8am start and keeping it simple and steam-lined. Bring ideas to next meeting.
6	<p>Action Items from previous meeting</p> <ul style="list-style-type: none"> • Events Feedback <ul style="list-style-type: none"> ○ MOT (Wed 8th March) – Hot cross buns were not cut in half (prepared) in advance, which delayed the 8am start. Quantities was good, need more fruitless buns next time.



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

Golden Grove Lutheran Primary School Parents & Friends Meeting Minutes

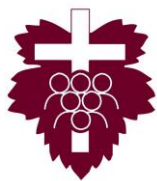
	<ul style="list-style-type: none"> • Easter Baskets – All agreed P&F will no longer contribute towards Easter or Christmas activities (after this Easter), as this was a student welfare gesture during Covid, which can be utilised elsewhere now. Lauren Neumann/Church has an opportunity to continue with this (instead of P&F) in the future. • Nature Play – Plans distributed (refer to attachment in minutes) and on display in the GGLPS front office. P&F own the design and awaiting quote with extra information on stages and costings. Discussed the 'no plumbed water' option, and noted this will keep costs down. Queried if tap/s available for hose to be connected? Could provide watering cans and buckets instead. Also discussed the need for fence/security cameras to protect out of school hours. Lauren to present plans to the teachers for feedback. Will to present to the School Board for approval in May. • Constitution – Ongoing. To be discussed next meeting. • P&F Group email – Folders to be set up and access provided to P&F Exec ASAP. • 2023 Events – Date Night - Waiting on alternative dates from Vicki. All agreed to reduce to 1 x Date Night event this year (start of Term 3) and raise the cost to \$10 per family. Other 2023 events - to be discussed further at future meetings. • Teacher's Wishlist – Vests request - ongoing. To be discussed next meeting. Harmony Day – All agreed, P&F to decline covering costs of \$160-200 for drinks, as a consumable request. Lauren to refer back to GGLPS. Circuit Packs (David Gardner) - \$54 per pack of 3 (8 packs in total) = \$432. Also looking at some additional packs for Junior Primary. All agreed for Lauren to request further information from David and review at next P&F meeting. • P&F Pens – All agreed P&F will not continue to provide GGLPS pens, following inconsistency with pen licenses and when pens are distributed. Lauren to hand out remaining pens (approx. 10) to the Year 5 students who have not received them and remaining pens to be distributed at the school Fete. • Skort uniform sample – All agreed for skort sample to be presented to School Board and a great option for the students.
7	Principal's Report (combined with School Board Report) – No report presented at this meeting.
8	General Business <ul style="list-style-type: none"> • Lifevac (lifevac.net.au) Karen presented possible addition to GGLPS medical kit. Device to assist a person who is choking, which has many sizes and is reusable. All agreed great opportunity for Lauren to present to GGLPS for the school's consideration to purchase. • Paint Smocks (Wellbeing room) Claire raised students are coming home with paint on their uniforms, after painting activities with Evie in the wellbeing room. Leftover white t-shirts from colour run can be used in the meantime. Lauren to liaise with school to purchase some paint smocks from the consumables budget.



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

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

	<ul style="list-style-type: none">• Kelly Underwood Kelly does not work on Fridays. If anything urgent is required on a Friday (i.e. website corrections, flyers, cluster newsletters, Skoolbag etc), Kylie happy to assist. <p>Meeting Closed at 9.35pm</p>
9	Next Meeting – Monday 8^h May 2023 at 7.30pm (in Staff Admin Building)



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	Status
1	P&F Budget Budget to be presented to FRAC. Review spending and advise what is not the responsibility of the P&F. 5 points together to be applied to teachers spending.	Claire	Ongoing
2	Foundation Pizza Night – Friday 24th March Skoolbag notice to be sent out. Michelle to speak with Will regarding drinks.	Kelly Michelle	Ongoing
3	Sports Day – Friday 31st March BBQ provisions to be purchased. Volunteers to be rostered for BBQ. Price sign to be updated.	Lauren/Michelle Claire	Ongoing
4	Nature Play Awaiting costings/stages information. Plans to be presented to School Board in May.	Will/Michelle	Long term Project
5	Constitution Terms of Reference feedback to be discussed.	Will/Michelle/Claire /Tanya/Tammie	Ongoing
6	P&F Group email Instructions and log in details to be provided to P&F Exec.	Will/Michelle	Ongoing
7	P&F 2023 events Discuss alternative dates for 1 x Date Night with Vicki. Other events to be discussed at future P&F meetings.	Michelle	Ongoing
8	Teacher's Wishlist GGOSH/School vests – Michelle to speak with Frank. Lauren to look at comparative quotes. Circuit Packs – Lauren to liaise further with David Gardner for further information and pricing. Harmony Day drinks – Lauren to refer back to GGLPS	Michelle Lauren	Ongoing
9	Pen License Lauren to hand out pens to remaining Year 5 students	Lauren	Ongoing
10	Uniform Query Skort sample presented to P&F and all agreed for this to be presented to School Board.	Will/Tanya	Completed
11	Lifevac & Paint Smocks Lauren to refer requests to GGLPS.	Lauren	Completed