Monday 2nd March 2015

PRESENT: Monica Ghirxi, Jill Robertson, Lynette Clark, Noeline Ryan, Jenna Perry, Sarah Hamilton, Jenny McInnes, Casey Suhr, Linda Dickon, Angie Boustead, Amy Mraz, Kirrily Conrad, Lynne Coad, Sherryn Jarrett, Dean Napier & Paul Poliviou

APOLOGIES: Gabby McIntyre, Rhiannon Thomas

Meeting Opened 6.30pm

MINUTES FROM THE PREVIOUS MEETING

MOTION: That the Minutes from the previous meeting be accepted as a true and accurate record of the meeting. 
Mon / Noeline CARRIED

General Business

After discussions with network Principal colleagues, Chalcot Lodge Staff, School Councils and in line with DET guidelines the following changes will be implemented to ensure the effective and efficient organisation and running of the school:

- PFA will now be called Parent Club in line with DET policy;
- After the Parent Club AGM, a Parent Club Executive Committee will be formed consisting of the newly elected President, Secretary, Treasurer, Principal (or nominated DET Rep) and a Principal elected Parent Nominee;
- The Executive Committee will meet twice a term to assist the Principal with organising and manning school community events and fund raising activities;
- These meetings will be held on Mondays during school time. The time of the meetings will be negotiated with the Executive Committee;
- The Executive Committee will be asked to assist with encouraging and organising members of the Parent Club to assist with School Council approved activities;
- The Executive Committee will liaise only with the Principal or Principal nominated staff representative and not with other teachers or office staff in relation to any Parent Club requirements;
- The Executive Committee will be responsible for organising one Parent Club gathering per term for all members of the Parent Club. This social gathering will be an opportunity for the Parent Club members to meet, celebrate achievements and for members to develop a sense of community within the school;
- Parents will not be permitted to personally purchase items for the school. All items purchased must be processed with a school purchase order form with payments made directly to the supplier; and
- Minutes will no longer be distributed in hard copy. All minutes of Parent Club Executive Meetings will be placed on the school’s website.

PFA Executive Election

Monica thanked the current executive members; including President Rhiannon / Noeline, Vice President Gabby, Treasurer Angie and Secretary Rhiannon for fulfilling their roles as executive officers last year. Monica declared the executive positions vacant and called for nominations to fill the 2015 executive positions for:

President: There were two nominations for President Jenna Perry & Rhiannon Thomas.
Taken to a vote.

President
Jenna voted into the position of President of the Parent Club
Jenna accepted the nomination
Jenna was declared President

Treasurer
Jill nominated by Paul
Jill accepted the nomination
Seconded by Angie
Jill was declared Treasurer

Secretary
Angie nominated by Noelene
Angie accepted the nomination
Seconded by Jenna
Angie was declared Secretary

Monica will consider the Principal’s elected representative during the next 2 weeks.

BUSINESS ARISING
At the executive meeting Monica will be asking for Parent Club assistance with setting up the End of Term Disco and organising the Term 2 activities which will require the assistance of the Parent Club.

Principal’s Report

Parent Cookery Helpers Information Session
Held on Monday 16th February, Mrs Nicole Felton and I held an information session for parents who are volunteering to help with our Cookery Program.

Parent Information and Family Fun Night
It was terrific to see so many families participate in our Parent Information & Family Fun Night last week. Families enjoyed the sausage sizzle which was cooked by the staff and the information sessions highlighting the year ahead and how we can all work together to give our children the best possible education. The activities on the oval organised by Kelly Sports, were great fun and enjoyed by young and old!!

Parent Helpers Obligation Agreement
As part of the Department of Education requirements, all volunteers at the school, including parent helpers, are required to have a current “Working with Children Check”, and details about this can be gained at the school office. All parent helpers must call at the office to sign the Parent Helpers’ Register and to collect a school security badge before commencing their activity each visit. Parent helpers are also required to sign and agree to the school’s Parent Helpers’ Obligation Agreement prior to assisting with classroom or school programs.

Labour Day Public Holiday – Monday 9th March
Just a reminder that Monday 9th March is the Labour Day Public Holiday for Victoria.

Curriculum Day – Tuesday 10th March is a Student Free Day
On Tuesday 10th March, Teachers and Educational Support Officers will be participating in a full day professional development session on the Seven Steps Writing Program. This program is a dynamic and
innovative approach to the teaching and learning of writing genres. This will be a very informative day for staff and the new teaching and learning strategies will be implemented across the school. This is a student free day. Students are not required to attend school on this day.

**School Activity Payments**
Payment through Qkr is now the school’s preferred payment method. During this year, there will be many activities that payments will only be accepted through Qkr. Parent/Guardian permission signatures are now also accepted through Qkr. This will eliminate the need to send back return slips to school.

*MOTION:* that the Principal’s report be accepted.
Monica/Angie CARRIED

**Treasurer’s Report**
As Tabled

*MOTION:* That the Treasurer’s report be accepted.
Jill / Lyn CARRIED

**General Business**
NIL
Next Meeting: Executive Committee Meeting Monday 16th March (Time to be negotiated)
Parent Club Meeting Wednesday 25th March 6.30 in Staffroom