INABURRA PARENTS & FRIENDS

Minutes of Meeting held on Monday, 16 May 2016 at 7.30pm in the Drama Studio, Inaburra School

Attendees and apologies: See Parents & Friends Attendance Book. Quorum for meeting was reached.

Chair: Barbara Curtis, President (BC), Parents & Friends
Secretary: Chris Yee

1. The minutes of the previous meeting on 18 March 2016, were accepted as a true record of that meeting.
   Motion: put forward by Ruth Wernick, seconded by Maree Staples.

Special item: Inaburra Fete and Open Day review

2. Barbara Curtis (BC) led a discussion on the general feedback of the Inaburra Fete and Open Day. BC opened the discussion by formally thanking everyone who assisted in the Fete and Open Day (parents, staff, Menai Baptist Church, stall holders) for their cooperation and goodwill.

The discussion was broken into several sections:

2a. General thoughts: Most of the volunteers running the Inaburra stalls (e.g. cake stall, book stall) weren’t able to leave their stalls for any extended periods but, from where they were located, they indicated there was a good feel to the day.

   It was mentioned that the outdoor stage area was pretty and well located. Some parents did note that it was difficult to see the stage and suggested to Mr Collins that the school could provide seats next year, and move the stage forward (there were concerns this year that having the stage too close to the food stalls would be too overpowering, noise-wise)

   Steve Samios made mention that Inaburra was one of the few schools that open classes during their Fete.

2b. Traffic flow: There was a good flow of traffic - either at the top or bottom of the school. Some of the dead areas were the science courtyard, entrance and the pancake area. Suggestion of including more (student) buskers. Query as to whether all student buskers should wear school uniform as they are representing the school. A comment was also made that some of the students own PA’s were very loud.
2c. Volunteers: Steve Samios (SS) noted that the volunteer recruitment process has improved over the last few years; while the online system had issues (such as the need for an Automated response, ability to sort), it was definitely an improvement over previous years (e.g. less chance of different stalls accidentally recruiting the same volunteers).

A question was raised if parents felt they were being bombarded with volunteer requests from too many different events; parents said they weren’t bombarded - in fact they felt the opposite, sometimes not knowing enough about events. Monique Clement (MC) stated that, from a communications perspective, the information was dispersed over different media which is why it probably felt like less. People commented that they have enjoyed the greater communication via social media and increased professionalism.

Several suggestions discussed:
- Opening the volunteer process to include students. This was not recommended as it was preferred that students participated in activities showcasing the school (such as school tours, band).
- Make stalls run by year groups. This would allow the Year representatives to take more responsibility and also make requests more personal.
- Volunteer recruitment would improve if year representatives were given a greater role in this process.

Karen Kempe (KK) noted that, no matter what strategy was taken, volunteers will not sign up until 2-3 days before the event, simply due to the nature of their schedules.

2d. Stalls – external
Pam Buckle (PB) provided an extensive post-review document for the Fete (see: Fete stalls – ideas 2017.docx). Some of the highlights include:
- A total of 25 stalls inside and 20 stalls outside (plus archery)
- PB indicated a drop in prices was responsible for an increase in numbers.
- Market/stallholder sites – need to advertise on them early.
- Cross promotion on Facebook was good; Facebook for Stallholders.
- Community notice board
- Raise to $50 (still lower) but charge for Facebook advertising.
- Liked: people to help
- Maps where they can park/drop-off zone
- Link to reply online to stall-holders
- A lot provided for Silent auction
- Price options for next year:
  - Lower price on the basketball court: $25
  - Gym: $50, $65 near rides
  - + $10 power charge
  - + Facebook charge
  - + request for silent auction items
2e. Stalls – internal

- Pancakes: people that visited it enjoyed the low-key atmosphere. Still had difficulties directing people to the location.
- Churros: went well but was in a bit of a dead spot.
- Lolly/choc-toss: sold out all lollies. Tombola wheel was a lot of fun.
- Bargain Bizarre: organization went well despite new drop off zone. Would be easier to organise if the room was available on Friday. People had trouble dropping off items after school; Saturday option would be good. A query about the people who came to take away the items that did not sell; Sharon Yousef (SY) was not sure they were a charity – plus they didn’t take everything. SY asked if there could be a cut-off date for when items could be dropped off as some people we bringing in things on the day of the Fete! Bargain Bizarre room gets hot; would be nice to have a volunteer that could visit stalls and ask if they needed anything (e.g. water)
- Cake stall: great community support (quality and quantity). Parents mentioned their approval of the cake boxes with the transparent lids. Also appreciated that boxes were handed out via the students rather than parent worrying about obtaining their own. Appreciated the extra cool room. Need to purchase more baskets for display purposes.
- Money collection: some issues where stall coordinators weren’t told how do distinguish collectors (e.g. official badges). Also inconsistencies with collections; sometimes 2 group of collectors would come very quickly one after another then nothing for long periods. The money collectors weren’t always sure which stalls were internal or external; would be could if internal stalls had Inaburra (P&F) signage.
- P&F volunteers: need some identification – suggestion to all wear same shirt/aprons.
- Souvlaki stall: as everything was donated this this year profit was up. Sold out by quarter to 3.
- ATMs: approximately $12K withdrawn.
- Flowers: a special thank you to Flower Power for providing all their plants; every item was sold.
- Junior BBQ: had positive comments regarding short lines and pricing.
- Book stall: great atmosphere. Was able to give books to teachers for underprivileged kids, Gymea Bapist church and the Senior library.
- Drink: having drink carts all the way thru the fete was a good idea. Another coffee van would also have been welcome.

Michelle Yee announced the Inaburra Fete and Open Day had made net profit of approximately $38K (subject to Silent auction and incoming expenses). This was a new record for the Inaburra Fete.
2f. Staff feedback

Monique Clement mentioned now knowing the scope of the work, would have spent more time to work on maximising *Facebook* presence.

Mr Coote noted that he was confident that the Fete processes are running well. He made mention of the importance of the Open Day; many parents choose to enroll based on their Fete and Open day experience.

Mr Collins noted that it was huge impact not having Mrs Powell and Sabita Matthews to assist this year but feels he is a lot more confident for next year. He loved the community that was created by having everyone working towards the planning and running the Fete.

2g. 2017 Fete

Mr Collins noted that the plan was to have the new building by Xmas and the Junior School playground (except for synthetic turf) would then be demolished and re-landscaped – to be finished early May (would not have a better idea of the schedule until November/December this year).

Even if all went according to plan it was *highly unlikely* the school would be ready to run the Fete by 2nd week of term 2; at best it would be ready by late May or Spring.

It was discussed whether a different event could be scheduled around May and the Fete then moved to later in the year (when the Trivia is usually held).

There has been a precedence for moving the Fete day, when the science courtyard was being built.

Some issues on moving Fete day:
- it impacts Mother’s Day purchases (although the Fete could be scheduled around Father’s Day to mitigate that)
- enrolment schedules.

2h. Thank You’s

It was noted that the following people deserved *official recognition* for their efforts:
- Karen Kempe: for overseeing the entire Inaburra Fete for the last 2 years.
- Pam Buckle: for the amazing effort in coordinating the stalls.
- Sharon Yousef: for her many years of running the Bargain Bizzare.
- Steven Samois: for his many years of coordinating the Inaburra Fete and mentoring others to take over.
- Dean Edmund and Grant Mindy and the general maintenance staff at Inaburra. Particularly as Dean had a bad back but never complained about helping out.
- The teachers: for volunteering their time to promote the school.
**Action:**  
Chris Yee (CY) to put the 2017 Fete schedule on the next P&F executive meeting agenda.

Barbara Curtis (BC) or Karen Kempe (KK) to organise a follow-up Fete meeting if necessary.  
*At the close of the meeting, because the Fete discussion was so comprehensive, it was decided that another co-ordinators review meeting was not needed*

To confirm that the Stall Holders and Carnival Staff have the necessary “Working with Children” checks to participate at the Fete.

**General business**

3. **Principal’s Q&A:** As Mr Bowden was on study leave, Mr Collins stepped in to answer questions posed by the parent body.

3a. **Year 7 class expansion:** The primary questions came from the rumour that the year 7 class of 2017 would be expanded from 112 students to 140. Mr Collins confirmed that this was indeed the case, and had been approved by the board.

The reason for the expansion is, due to student priority (siblings, children of teachers, scholarships), 102 of the usual 112 places were already allocated. This meant that there were not enough vacancies remaining to place a majority of the 208 students on the year 7 waiting list (including some that had their name on the list since birth).

Mr Collins said that he and several teachers had been working through the logistics for many weeks (including expanding the number of classes from 4 to 5, whether they would need a second year adviser, number of electives) and was “100% confident” the school had the capacity and space to handle the increase.

With the completion of the Inaburra Building Project the school would gain a net extra 4 classrooms which would also help cater for the larger number.

One of the benefits was that would allow for more electives to be offered to these students as they moved into year 9.

It was also noted that this increase would not guarantee they would do it again in 2018.

3b. **Property sales:** A question was asked about the house for sale adjoining Inaburra and whether the school was looking to purchase it. Mr Collins noted that they had no further information on the sale but the school would always be interested to explore the option of purchasing adjoining properties if given the opportunity.
4. **Inaburra Trivia Night Event update**
Ruth Wernick (RW) gave an update of the Inaburra Trivia Night that she and Jen Bosilkovski (JB) had been planning:

- Organised the theme: Roaring 20’s
- Set the pricing: $500 for a table of 10, $55 per person
- Re-using the Galabid silent auction
- Using a different trivia group: Como hotel (MC + Silent auction for flat price)
- JB has been making cold calls for silent auction items. Looking for big ticket items such as birthday party vouchers, sports coaching
- Tiered sponsorship
- Would use year coordinators to communicate via their appropriate Facebook pages.
- 25/26 tables maximum

**RW** noted that volunteers were needed on the night.

Monique Clement sending out “save the dates” in the next few days. Invitations would be sent out 2 weeks later (via Ttrybooking)

Barbara Curtis mentioned that the Junior school artwork (to be auctioned at the Trivia) would starts tomorrow: needed some parents to help with the Year 3 artwork.

**Action:** Ruth Wernick (RW) to follow up with Mr Newton about having some of the staff playing music on the night.

The meeting closed at **[9:05pm]**

**Next meeting:** Friday 10 June, 9.00am for 9.30am start at The Project Y Hall (between Café Y and Menai Library). Topic: TBA

**Signed as a true record of the meeting.**