



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 20 th February 2019
Meeting Venue	Staff Room
Meeting Time	6.45 pm – 8.15 pm
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Paul Kettle (President) • Tracy Gall (Vice President) • Mandy Wallace (Treasurer) • Peta Kennedy (Secretary) • Amanda Pattison (Committee Member) • Francis Kennedy (Committee Member
Attendees – Staff	<ul style="list-style-type: none"> • Carmen Cox (Principal) • Fiona Hepi • Annamaria Crean • Katrina Fiolo • Janine Walsh • James Stevens • Leann Caine
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Paula Galvin • Tammy Brutti • Marilyn Gosnell • Sue Dupont • Lucia C • Rebecca Bonser • Siobhan Allen • Veronica Hadfield • Rachel Thomasson • Carley Cranswick • Francis Kennedy
Apologies	<ul style="list-style-type: none"> • Daniela Tonon • Fiona Williams • Janine Prince • Amber Pellicciotti



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	<ul style="list-style-type: none">• Shauna Alban
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Discussion Points

Agenda Item 1 - Meeting opened at 6.57 pm

Welcome to all and congratulations to all 2019 SBC PF Executive Committee Appointments by the new President, Paul Kettle. Given some new (and old) faces, did a round table introduction.

Agenda Item 2 Opening prayer ... Tracy Gall.

Agenda Item 3 – Review of Previous Minutes ... Paul Kettle.

1. Submit Grant Application for 3 x new banners ... **carried over to next meeting**
2. Refund on Grant Application # 18 of 2017 (\$ 1,137) ... **carried over to next meeting.**
3. Speak with SLT re clarification and confirmation of email from Neil Grime and revert to the PF – **Paul Kettle (PF President) had a meeting with Carmen Cox (Principal) and there will be a small change to the school process, which the SLT members will adopt, but will not affect the parent forum grant process.**
4. SBC PF Fee Model in 2019 – **Paul Kettle reported that the school has changed the way we will report the money received from the levy. The school will hold back 15% of the levy and we will report 85% in our budget. Towards the end of the year, the school will reconcile with the Treasurer and any extra funds that need to come to the PF we will be able to use these for end of year grants. This is ensure the funds received by the PF are correct and the College is not out of pocket.**

Agenda Item 4 – Financial Report ... Mandy Wallace.

Refer annexure # 1 below ...



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SBC PARENT FORUM FINANCIAL REPORT

Summary Financial Position

14 November to 19 February

Opening Balance P & F clearing account	67,540.94
Income	
P & F Subscriptions - Students New	70,064.25
Commonwealth Bank School Banking Commission	302.50
Entertainment Book Commission	658.00
IGA Lesmurdie Loyalty Program	276.30
PF Bike Raffle	430.10
Total Income	71,731.15
Expenses	
P & F Subscriptions - 15% Withheld	10,915.00
P & F Subscriptions - students exit	48.45
Reimb R Thomasson - AGM Catering	789.75
Imprint Plastic - 2019 PF Committee Badges	63.00
Reimb P Kettle - Movie Ticket (D Thomasson)	125.00
Tonon Vineyard - Gift Vouchure (Retiring PF Committee)	90.91
Reimb T Brutti - PF Aprons inc embroidery	440.82
Compass Catering - 10 x PF Meetings	240.00
Reimb T Fouche - Xmas Decorations and Banner	84.54
Purchase of Sports Jumpers (Chris Bolton) #7 / 2018	2,665.00
Purchase of Flutes (Catherine Wade) #11 / 2018	2,000.00
Bush School Application #17 / 2018	2,033.24
Rest & Recharge Room (Loretta Dayman) #18 / 2018	362.03
2 x Lego Robotics Kits (James Stevens) #19 / 2018	3,159.95
Early Learning Room Flexible Seating (M Verjans) #20 / 2018	6,648.70
Grandparent's Day Catering (A Cream) #22 / 2018	1,750.00
World of Careers (Margherita Almond) #23 / 2018	1,537.07
Total Expenses	32,953.46
Grants	
Approved - Pending Payment	
Yr10 UWA Sports Science Excursion (L Merigan) #10 / 2018 *BAL	430.00
Grandparent's Day Catering (A Cream) #22 / 2018 *BAL	1,250.00
World of Careers (Margherita Almond) #23 / 2018 *BAL	1,662.93
3 x Vacuum Cleaners (A Cream) #24 / 2018	2,000.00
Catering 2019 Sports Events (L Merigan) #25 / 2018	2,000.00
Total Grants Pending Payment	7,342.93
Total Expenses + Grants	40,296.39
Float Cash held at School	500.00
Closing Balance Available Funds	98,975.70
Closing Balance P & F clearing account	106,318.63



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Agenda Item 5 – Grant Applications:

1. **Grant Application # 1 – Bush Food.** To purchase the bush food order for our Immersion trip to Ringer Soak from Halls Creek IGA. Need to supply 3 meals a day for 14 people. (Fiona Hepi)
GRANT APPROVED \$3500.00

2. **Grant Application # 2 College Singlets for Sports Events...** To purchase for SBC 30 Singlets for students participating in Athletics, Cross Country and Triathlon.

GRANT APPROVED \$2500.

After discussions with the committee and the parents, we all agreed that due to the great price that Leanne was able to find, we should take this opportunity to ensure we have enough singlets for both senior and junior school.

We have approved that 120 singlets will be brought and also 2 bags to hold the singlets for safe keeping. Leanne will arrange to have the PF logo embroidered onto the bag to acknowledge the PF funds.

After discussions with Carmen Cox about the design she has asked that the final design be presented to the SLT for approval.

3. **Grant Application #3 Robotic club supplies.** – To purchase various kits for the various groups that need extra materials.

GRANT APPROVED \$6111.61

Grant was approved.



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Agenda Item 6 – Other Business

1. Nature Play (email raised by parent Niamh O'Reilly) – Paul Kettle had a meeting with Carmen Cox and she has asked that she has some time to have meetings internal with the school to work out a plan of works to be completed. Carmen will meet with the Senior Leadership Team and revert back to the PF once a formal plan is in place.
2. Banners – Tracey is still working on this action and will work with her supplier.
3. 2ndhand Facebook page - replacement for Jo. – We are still looking for a helper to take over from Jo to manage this Facebook site.
4. Events for 2019 – We had a very good discussion around events that the PF may want to hold. Paul has asked any person interested in an event please bring information to the next meeting so we can discuss. Annamaria gave us a run down on events that the school is holding and the PF will have further meetings to ensure the school has support.
5. College's 90th Anniversary – Annamaria gave us some events that the school will be hosting and will need support from parents to make this a success.
 - a. 90th Anniversary Mass
 - b. Fair
 - c. Ball
 - d. Art Exhibition
6. Event's Co-Ordinator Role in the PF ...Paul has asked if there is any parent who would be interested in joining the PF and helping in this role. Any further information please contact Paul.
7. Student Engagement - Grant Applications – PF have asked the Senior Leadership Team to have discussions with the school students about the grant process and get them thinking about grants that they could see could benefit the college.
8. AFL Tipping Competition – We had a proposal from a parent who came up with the idea of having a college AFL tipping competition open to all students, parents, families and teachers to create a sense of community with some fun. Carmen Cox, the Parent forum and parents thought this was a great idea and it was given the go ahead. The PF will for the first year put up the price money and support Carley Cranswick (parent) in getting this off the group. Leanne (staff) will also support her from the school.
9. Events Fruit Basket – Carmen Cox put a proposal to the PF that we provide fruit baskets to the school events that she can pass around to students, parents and helpers.

The PF Committee have approved the purchase of Fruity for Students / Staff / Parents for College Sporting Events up to \$ 250. We are able to do this under Paragraph 4 b. of the SBC PF Constitution (allows us to approve up to \$ 500).

Tracy (PF Vice President) has already been able to source a local supplier (a local Family who owns an Orchard) and has been able to secure Nectarines, plums, pears, watermelon, Rockmelon & royal gala's at a very friendly price. Tracey will work on getting the fruit to the school and Leanne will organise a group of people to help get it ready for events.



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<p>10. AOB</p> <ul style="list-style-type: none"> a. School banking – Mandy Wallace has again asked for support for the school banking to help Kylie Whitehead run this program. b. Communications - Paula Galvin raised a request to the school to look at how we can use the parent portal more efficiently. As this is a school operational matter, Carmen Cox and the SLT will look at this request. <p>11.</p>
<p><u>Agenda Item 7 - Meeting Closed at 7.50</u></p>

Action Items ...	Assigned to ...
1. Submit Grant Application at next PF Meeting for 3 Banners.	Tracy Gall
2. Co-Ordinate with Lillian Collins to get \$ 1,137 (Grant Application 18 of 2017) returned as this was not used.	Mandy Wallace
3.	
4.	