



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday August 1 st , 2018
Meeting Venue	Staff Room
Meeting Time	6.30 pm – 8.00 pm
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Tracy Gall (Vice President) • Mandy Wallace (Treasurer) • Rachael Thomasson (Committee Member) • Jo Whittington (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Fiona Hepi • Michelle Verjans • Loretta Dayman • Vicky Pulford • James Stevens • Catherine Wade
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Siobhan Allen • Shauna Alban • Amanda Pattison • Louisa Sizer • Daniela Tonon
Apologies	<ul style="list-style-type: none"> • Andrew Harris (Committee Member) • Annamaria Cream (Staff) • Amelia Toffoli (Staff) • Janine Walsh (Staff) • Peta Kennedy (Parent) • Nicola Lee (Staff) • Janine Prince (Parent)



St Brigid's College Parent Forum

Discussion Points

Agenda Item 1 - Meeting opened at 6.30m.

Welcome to all by Dave ... as there were some new faces, did a quick round table introduction.

Agenda Item 2 - Opening prayer ... Tracy Gall.

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

1. **Grant Application Process** ... continues to evolve and unfold as time goes on ... Lilian has requested a few tightening of procedures ... once grant approved, goes back to approving SLT Member to get PO issued. Will continue to work with College, will close item.
2. **Banners** ... Tracy brought along brochure showing lots of options. Tracy will put together a recommendation and present at the next meeting.
3. **Funds Returned** ... finalised the \$ 1,200, was returned in November 2017. Discussions with Lillian continue re the \$ 1,100.
4. **Expense payments to suppliers** ... this has been finalised (use College Purchase Orders), item closed.
5. **Senior Girls playing at Parent Forum Welcome Event (paperwork)** ... need to clarify with Tammy, no one has any recollection on this item.
6. **Aprons** ... are ready for collection, they will be collected shortly and brought to the next PF Meeting to show everyone. Item now closed.
7. **Asset Life / Replacement / Repair Programme** ... refer below email from Neil Grime, Fiona Hepi to discuss with SLT and revert back to the PF with clarification and confirmation of the same.
8. **Senior Girls Volunteering for School Banking** ... Done, working well, item closed.



St Brigid's College Parent Forum

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

Refer Annexure # 1 for Financial Summary ...

1. Liam's Grant for the portable goals came in at \$ 810, even though Grant was approved for \$ 2,000.
2. Fiona to present to Teachers at next PD Day on how easy the Grant Application process is. I advised Fiona that I was happy to come up and answer any questions.
3. Grant # 12 of 2018 (Purchase of Spice Rack) will not be going ahead - \$ 100.00

Agenda Item 5 – Grant Applications:

1. Grant # 11 of 2018 (Purchase of Flutes):

Big thanks to Catherine for her great demonstration with the Flute. Flutes are light, affordable, easy to use and very easy to maintain (clean). They are a great start to the instrument. Catherine will select 8 Students to give private lesson's to – each person will be assigned their own flute. **Grant Approved - \$ 2,000.00.**

2. Grant # 18 of 2018 (Rest & Recharge Room):

Each child is allowed to be there for a maximum of 30 minutes (only during lunch and recess – not during class times). 1 iPod for music. One transmitter will link in all headsets. The room is located in the Year 7 Block (not yet finalised). This will be a common room available to all ... can hold a larger number of students than those just using the headsets. This will be a quiet place ... so no talking. **Grant Approved - \$ 1,574.00.**

3. Grant # 19 of 2018 (Purchase of 2 x Lego Robotics Kits):

Due to the number of kits the Robotics Club currently has, students have to break down their creations before the end of each class. These kits will enable them to continue to grow and develop each creation. These kits allow you to not only build things, but also to programme. 12 Kits = 24 Kids. Becoming more and more popular – issue is the number of teachers, not students.

Grant Approved - \$ 3,475.95.



St Brigid's College Parent Forum

4. Grant # 20 of 2018 (Early Learning Room):

Kindy to year 2. Room promotes more collaborative learning, sit in groups and communication. There is also a requirement to meet national standards. This will be communicated to parents to ensure that they are being brought along on the journey. Research shows the benefits ... flexible seating like other year levels. Students are able to sit / work in an area that best works for them. Teacher will work with students to get the best set up. Parent suggested that it would be good to send out a communication now about what is going to happen even though we haven't purchased yet.

Grant Approved - \$ 7,323.74.

Agenda Item 9 – Any Other Business (AOB)

1. **College Budget** – refer Attachment # 2 below, email from Neil Grime. Fiona Hepi to discuss with SLT and revert back to the PF with clarification and confirmation of the same.
2. **Plenary Council** – convened to answer a very simple question “ what do you think god is asking of us in Australia at this time ? Refer plenary council website, provides a lot of information (<http://plenarycouncil.catholic.org.au/>). Victoria is the Lesmurdie representative. Not about change ... it's about renewal, they want to hear our stories. A Corporate Change Management expert has been brought in. Very long process ... out to 2020 ... this is about introducing it. There is no known end result ... they expect it to be messy. If you submit something ... 8 people will read your comment (this is the first stage). PFFWA heavily involved as well ... The Plenary Council has the power to make change ... this is just Australia ... Pope has signed off on this .
3. **Dad's Big Breakfast** – we usually get about 500 people attending this function. Looking for a Hamper (\$ 100) ... free raffle tickets given to all Dads. Thinking about a Bunnings Voucher. Rachel is also looking for helpers, 5 am kick off, Friday 31/08/2018 – early start, but lots of fun. This year, there will only be one sitting. **Approved \$ 500** to be spent at Rachael & Annamaria's discretion (i.e. mix of Hamper / Vouchers etc).
4. **Face Book Page for Pre-loved gowns (rent / sale)** - Annamaria and Amelia think it's a great idea. Discussed amalgamating with 2nd hand uniforms (Jo is the Administrator of this page). Need to be careful, Jo has had to stop some items going up on the 2nd hand uniform page. Agreed would start a second Face Book page and promote. Boarders tend to purchase their dresses online (can be a bit of a risk). Rachael will speak with Annamaria.



St Brigid's College Parent Forum

5. **World Teacher's Day** - last year PF catered (put together by Rachael – amazing feedback). The actual day is October 5th (In the School Holidays). We will hold on the last Friday in October (26/10) – funding of **\$ 500 approved**. Rachael to speak with Nicola re “ Warm and Fuzzies “ from Junior School Student's to their teachers. Even though there will be a college tour and assembly on the day, agreed would still be ok to go ahead.
6. **Thanks from Liam Merigan (Grant # 9 of 2018)** – refer Attachment # 3 below.

Meeting Closed at 8.10 pm



St Brigid's College Parent Forum

Action Items ...	Assigned to ...
1. Put together recommendation for Banners and present at next PF Meeting.	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. Speak with Catherine Wade re paperwork issues with getting Senior School Girls playing at the Parent Forum Welcome Event.	Tammy Brutti
4. Present to Teachers on how to Apply for a PF Grant at the next PD Day.	Fiona Hepi
5. Speak with Annamaria about Face Book Page for 2 nd hand Ball Dresses.	Rachael Thomasson
6. Speak with Nicola re " Warm and Fuzzies " from Junior School Student's to their teachers.	Rachael Thomasson
7. Speak with SLT re clarification and confirmation of email from Neil Grime and revert back to the PF.	Fiona Hepi



St Brigid's College Parent Forum

Annexure # 1

SBC PARENT FORUM FINANCIAL REPORT

Summary Financial Position

6 June to 31 July 2018

Opening Balance P & F clearing account	94,258.75
Income	
P & F Subscriptions - students new	632.40
CBA - School banking commission	225.50
Total Income	857.90
Expenses	
P & F Subscriptions - students exit	568.65
E Chippalone - Reimb Food for Morning Tea	389.31
A Harris - Reimb for Mothers Night Out Dessert	161.69
R Thomasson - Reimb Hamper MNO	176.83
RoboClub - Storage (Rob Hill) #2 / 2018	1,498.35
Wellness Centre - 2 x Wheel Chairs #5 / 2018	680.00
2 x Multi Purpose Goals (Liam Merigan) #9 / 2018	810.00
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018 BUS	420.00
Reimb C Galvin - Rope Glue, Board	176.46
Perth Commercial Fridge - Thermocool Fridge #13 / 2018	1,934.55
Senior Rest & Recharge Room #14 / 2018 and #15 / 2018	1,168.09
Chiayo Victory - PA Speaker #16 / 2018	5,164.55
Total Expenses	13148.48
Grants	
Approved - Pending Payment	
Purchase of Sports Equipment (Remi Fernando) #6 / 2018	1,000.00
Purchase of Sports Jumpers (Chris Bolton) #7 / 2018	3,481.00
John Coutis Presentation (Fiona Hepi) #8 / 2018	3,500.00
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018 *BAL	430.00
Purchase of Spice Rack #12 / 2018	100.00
Bush School Application #17 / 2018	5,948.03
Total Grants	14,459.03
Total Expenses + Grants	27,607.51
Float Cash held at School	500.00
Closing Balance Available Funds	67,509.14
Closing Balance P & F clearing account	81,968.27



St Brigid's College Parent Forum

Annexure # 2

Hi Dave

Information as discussed:

The College budgets for a variety of capital areas each year. The main classifications used are:

Targeted e.g. Major capital works, loan / lease repayments etc.

Educational / Curriculum e.g. capital purchases that directly support the curriculum such as robotic kits, sewing machines etc.

ICT e.g. purchases / replacements of non-leased ICT assets and associated costs.

Motor Vehicles e.g. vehicle replacement

Programmed Replacements e.g. known capital expenditure such as classroom refurbishments, asset replacement etc.

Minor Works e.g. general capital expenditure for unplanned replacements / new programs etc.

Due to the financial challenges facing the College, this year the budgets of all these accounts were significantly reduced or cancelled compared to previous years.

In regard to the current PF grant submission process, one suggestion is that the PF could look at assigning grant request categories to the various responsibility areas of the College SLT.

For example,:

Heads of School - Grant request for direct (non-capital) curriculum expense;

Deputy Principal - Grant requests for direct (capital) curriculum and direct (non-capital) curriculum expense;

Business Manager – Grant request for capital– non-curriculum;

Principal - All of the above.

Regards

Neil Grime

Business Manager

Telephone: +61 8 9290 4203

Phone: +61 8 9290 4200

Fax: +61 8 9291 0515

Web: www.stbrigidswa.edu.au





St Brigid's College Parent Forum

Annexure # 3

Hi Paul,

I would like to say thank you again to the Parent Forum for approving the grant to purchase a set of multipurpose goals. The goals have already been put to great use, I have attached some photos to this email involving a range of students enjoying the new equipment within lessons and extracurricular activities, they are definitely a hit with the students and staff.

I have also attached the invoice provided for the goals, which I'm sure you will be happy to hear also were provided by our supplier at a much cheaper cost than originally quoted.

Please let me know should you require any further information.

Thanks,

Liam Merigan
Phone: (08) 9290 4229
Merigan.Liam@stbrigids.wa.edu.au





St Brigid's College Parent Forum

2018 PF Meeting Dates

Parent Forum Meeting Dates - 2018		
Term 1	Wednesday, 31 January 2018	Friday, 13 April 2018
	PF Meeting 1 (Week 2)	Wednesday, 7 February 2018
	PF Meeting 2 (Week 6)	Wednesday, 7 March 2018
Term 2	Monday, 30 April 2018	Friday, 29 June 2018
	PF Meeting 1 (Week 2)	Wednesday, 9 May 2018
	PF Meeting 2 (Week 7) - 9 am	Wednesday, 6 June 2018
Term 3	Monday, 16 July 2018	Friday, 21 September 2018
	PF Meeting 1 (Week 3)	Wednesday, 1 August 2018
	PF Meeting 2 (Week 7)	Wednesday, 29 August 2018
Term 4	Monday, 8 October 2018	Thursday, 13 December 2018
	PF Meeting 1 (Week 2)	Wednesday, 17 October 2018
	PF Meeting 2 (Week 6) - Includes AGM	Wednesday, 14 November 2018