



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday June 6 th , 2018
Meeting Venue	Staff Room
Meeting Time	09.00 am – 10.30 am
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Mandy Wallace (Treasurer) • Rachael Thomasson (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Fiona Hepi • Amelia Toffoli • Kate Paterson • Loretta Dayman • Christelle Thomas
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Margaret Tate • Peta Kennedy • Siobhan Allen • Kylie Whitehead • Natasha Watts • Garry Millar • Katy Bick • Rose D’Orazio
Apologies	<ul style="list-style-type: none"> • Tracy Gall (Vice President) • Andrew Harris (Committee Member) • Shauna Alban (Parent) • Annamaria Cream (Staff) • Margaret Tate (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 ... Paul Kettle. Once again, Pauls rendition of the PF Prayer has failed to live up to the standards set by Tracy.

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

1. **Review Grant Application Process** – just about completed, meeting with Neil and Lillian required to finalise the process.
2. **Banner Sizes and pricing for SBC PF Banners** – carried forward.
3. **Coordinate with Lillian Collins to get Refunds** – will be finalised after meeting with Neil and Lillian.
4. **Send out an email to the College Community re Grant Applications** – completed.
5. **Speak with Neil re process for getting expenses processed** - will be finalised after meeting with Neil and Lillian.
6. **Speak with Catherine Wade re paperwork issues with getting Senior School Girls Playing at the PF Welcome Event** – carried over to next meeting.
7. **Purchase 10 Aprons and have PF logo embroidered on them** – have been purchased and are now in for embroidery.
8. **Obtain copy of Tax Invoice for Grant Application # 2 of 2018** – completed.



St Brigid's College Parent Forum

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

Refer Annexure # 1 for Financial Summary ...

Wheel Chairs and Robo Club Invoices have been put to Department Budgets ... Mandy working with Lilian to get these put back on the PF Financials. Total Funds available \$ 81,213.85 This does not include the funds to come back from the 2 Grant Over Payments in 2017.

Agenda Item 5 – Grant Applications:

1. **Grant #12 of 2018 (Purchase of Spice Rack):** **Grant Approved for \$ 100.00.**

2. **Grant # 13 of 2018 (Purchase of Fridge):**

Will ensure that food for cooking class is kept fresh. Also allows for storage for bulk orders (cheaper). Stop having to throw away food that is spoilt. Existing Fridge is ageing and not working well ... replacement is not in the Budget. This Fridge will be purchased as a second Fridge and will have plaque acknowledging PF funding. Dave will speak with Neil about how the “ end of life “ asset replacement / repairs process works. Purchase of additional Fridge **Grant Approved for \$ 2,500.00.**

3. **Grant # 14 of 2018 (Flexible Seating):**

Aim is to turn H8 (heritage building) into a Flexible Seating environment. Loretta has scavenged as much as she can from around the College. Tee Pee, Rugs, Bean Bags etc ... has done research into what other Schools have done for Senior Students. Primarily for Yrs. 8 / 11 / 12, but open to other classes as well. Can look at more tee pee's – as only 1 being purchased, means that only 1 person can use this at a time. **Grant Approved for \$ 709.99.**

4. **Grant # 15 of 2018 (Rest & Recharge Room):**

Loretta has recently spent time at PLC ... they have just completed an \$ 11 M Well Being facility. They have a meditation + rest and recharge rooms (max 20 – 30 minutes). Space for students to go (recess and lunch) ... meditate or rest. If this works well, could be further items needed eg. headphones etc. School will maintain and clean etc. **Grant Approved for \$ 737.00.**



St Brigid's College Parent Forum

5. Grant # 16 of 2018 (Purchase of 2 x Portable PA Systems):

The College has 2 PA systems inherited from the Arts Department – they are 15 years old. Both are very well used by all Departments. This was confirmed by Dave as we had issues at the PF Welcome Event this Year. The PF Grant approved last year was for the Music Department only ... these ones are much bigger. Will be used at sports carnivals / carols etc ... and will be made available to the PF if required. Both will be managed by the IT Department ... but the entire school will be used. Both will have Wi-Fi / Bluetooth capabilities. **Grant Approved for \$ 5,692.00.**

6. Grant # 17 of 2018 (Bush School):

Bush School has now started in Year 2. The Grant Application has been reviewed by multiple teachers (including Nicola) ... things that have been put forward are things that would not normally be purchased by the School. Peta has done a lot of research on items ... things to make as a opposed to simply purchasing off the shelf. Have identified an owner for each item and who will maintain. Using current College providers have seen some discounts applied. This is the start of building a bush school resource centre. Shared across all Bush Schools ... want to take it to the next level. Working with the maintenance team in relation to the Bush School Shed – Nicola taking the lead on this. Have gone for a really good quality shed, location still undecided. Still to be decided if there will be a concrete slab. Shed will mean that Teachers don't need to carry the bins down each day. Want to keep separate to Lesmurdie House. Peta will advise once location has been decided. **Grant Approved for \$ 5,948.03.**

Agenda Item 8 – Mother's Night Out Update ... Andrew Harris:

65 tickets sold, around 60 attended (around same as last year).

Entertainment comprised games, line dancing instructor, SBC dad Brett McInnis as DJ and an amazing boot scootin performance by the organizing committee.

Costs will be under budget.

Thanks to all those involved in running the event including Dave Thomasson, Chris Galvin, Nico Brutti, Felipe Andrade de Oliveira Silva, Russell Thom, Brett McInnis, Rachael Thomasson, Fiona Harris, Kate Patterson, Annamaria Cream, and others behind the scenes.

This will be my last time coordinating the event and it has been a blast. Format of the MNO can be reconsidered by the new PF. I'm sure the Mums/ladies will want something.



St Brigid's College Parent Forum

Agenda Item 9 – Any Other Business (AOB)

1. **School Banking** in 2nd Year ... we are losing a volunteer at the end of this term (now only have 2 ... 1 of which will only be available on a limited basis). Kate has sent out communication requesting help – no responses to date. All up, we need 5 Volunteers, means that each person only needs to help 3 times per year (½ hour each session). Question asked about a drop box, Kylie advised that the cashier has limited resources. We currently have 40 active kids, about 100 signed up ... Kylie sends out reminders to those who are not regular. Programme aimed at Junior School, but there are a couple of Senior Schools. What about Parent Reps ... so that they can contact each class ? Services Actions – Fiona will pass onto Jo Doyle (Years 10 and 11) calling for Student Volunteers.
2. **PFFWA Conference & Dinner** ... Dinner held on the Friday Night at Crown - 12 People attended from SBC (including Boarding Parents). Annamaria won an award ... Amelia was also nominated for an Award. Sue Ellery (Education Minister) spoke at the Dinner. Conference was a great publicity for SBC ... 90 people attended. Feedback forms (65) ... most of the feedback was how good the school was / hospitality at SBC / 2 SBC Girls that spoke about Bullying. One person said that it felt like a Community Event ... very well received. Sue said that she listens to the PFFWA ... Sue (ex SBC Girl).
3. **Warm Jackets for Warm Bodies** ... initiative by a Year 2 Student (Eimhir Kennedy). To help people that may not have any warm clothes. She pitched an idea to Nicola Lee and the school has supported her doing this. Yesterday she read out her "script" to the school, so you may start to hear the idea from the children. So, if you have any warm jackets that your family may have grown out of Eimhir wants them. She is happy with both children and adult jackets. We are going to have a box at the big clock each morning and afternoon at the Junior School which you can put them in. Eimhir is then going to make sure they are clean and then deliver them to Shop Front in Maylands. ... aligned with Shop Front Organisation. Siobhan to share on the PFF FB Page ...



St Brigid's College Parent Forum





St Brigid's College Parent Forum



Meeting Closed at 09.53 am



St Brigid's College Parent Forum

Action Items ...	Assigned to ...
1. Finalise Grant Application Process ...	Mandy Wallace
2. Work out Banner Sizes and organise pricing for SBC PF Banners (to help promote the SBC PF).	Tracy Gall
3. Co-Ordinate with Lillian Collins to get the following funds returned to the PF: a. \$ 1,200 (Grant Application 3 of 2017) – not spent. b. \$ 1,137 (Grant Application 18 of 2017) – not used.	Mandy Wallace
4. Speak with Neil Grime re process for getting expenses paid to suppliers.	Mandy Wallace
5. Speak with Catherin Wade re paperwork issues with getting Senior School Girls playing at the Parent Forum Welcome Event.	Tammy Brutti
6. Purchase 10 Aprons and coordinate with Tracy and Mandy to get PF Logo placed on each of them.	Tammy Brutti
7. Speak with Neil Grime about how the end of Asset Life Replacement / Repair programme works at the College.	Dave Thomasson
8. Communicate with Jo Doyle re getting Senior Girls to Volunteer to help out with School Banking - Services Actions.	Fiona Hepi



St Brigid's College Parent Forum

Annexure # 1

SBC PARENT FORUM FINANCIAL REPORT
Summary Financial Position

8 May 2018 to 5 June 2018

Opening Balance P & F clearing account	94,228.59
Income	
P & F Subscriptions - students new	326.40
Mums Night Out - Trybooking	1,883.05
Mums Night Out - Trybooking	30.00
Total Income	2,239.45
Expenses	
P & F Subscriptions - students exit	130.20
Mum's Night Out - Payment	481.82
Mum's Night Out - Payment	1506.36
PFFWA AGM (Gall & Thomasson) From 04.05.18	90.91
Total Expenses	2209.29
Grants	
Approved - Pending Payment	
RoboClub - Storage (Rob Hill) #2 / 2018	1500.00
Wellness Centre - 2 x Wheel Chairs #5 / 2018	780.00
Purchase of Sports Equipment (Remi Fernando) #6 / 2018	1000.00
Purchase of Sports Jumpers (Chris Bolton) #7 / 2018	3481.00
John Coutis Presentation (Fiona Hepi) #8 / 2018	3500.00
2 x Multi Purpose Goals (Liam Merigan) #9 / 2018	1933.90
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018	850.00
Total Grants	13,044.90
Total Expenses + Grants	15,254.19
Float Cash held at School	500.00
Closing Balance Available Funds	81,213.85



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