



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday May 9 th , 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"> • Mandy Wallace (Treasurer) • Rachael Thomasson (Committee Member) • Jo Whittington (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Janine Walsh • Nicola Lee • Fiona Hepi • Liam Merigan • Chris Bolton
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Margaret Tate (Parent) • Peta Kennedy (Parent) • Shauna Alban (Parent) • Susan Fernando (Parent) • Remy Fernando (Student) • Siobhan Allen (Parent)
Apologies	<ul style="list-style-type: none"> • Dave Thomasson (President) • Tracy Gall (Vice President) • Andrew Harris (Committee Member) • Amanda Pattison (Parent) • Tamara Brutti (Parent) • Janine Prince (Parent) • Annamaria Cream (Staff)



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Discussion Points

Agenda Item 1 - Meeting opened at 6.30m.

Welcome to all by Paul Kettle (Dave and Tracy are both apologies for tonight's meeting) ... as there were some new faces, did a quick round table introduction.

Agenda Item 2 - Opening prayer ... Paul Kettle. It was acknowledged by all that tonight's reading was not up to the usual high standards.

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

1. **Review Grant Application Process** – draft procedure and close out form has been provided to PAK for review, feedback has been provided back to Mandy. She will be meeting with Neil and Lillian for consultation before presenting final process and form at the next SBC PF Meeting.
2. **SBC PF Banners** – item carried forward to next meeting.
3. **Coordinate with Lillian Collins to get Refunds** – will be finalised after meeting with Neil and Lillian.
4. **Send thankyou letter to the IGA** – completed, item now closed.
5. **Send out an email to the College Community re Grant Applications** – Carried over to next meeting PAK to complete once Grants applied for at this meeting are finalised.
6. **Speak with Neil re process for getting expenses processed** - will be finalised after meeting with Neil and Lillian.
7. **Speak with Catherine Wade re paperwork issues with getting Senior School Girls Playing at the PF Welcome Event** – carried over to next meeting.
8. **Purchase 10 Aprons and have PF logo embroidered on them** – have been purchased and are now in for embroidery.
9. **Get MNO Poster and Try Booking Page done** – completed, item now closed.
10. **Pay MNO deposit** -_completed, item now closed.



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

Refer Annexure # 1 for Financial Summary ...

Mandy is chasing a Tax Invoice for Robo Club Storage Grant (# 2 of 2018).

Agenda Item 5 – Grant Applications:

1. Grant # 6 of 2018 (Purchase of Sports Equipment):

Items to be used to encourage all students to participate in sport ... these items will help to promote and encourage this. Slater & Gartrell have provided a really good price and are a preferred supplier of the College. **Grant Approved for \$ 1,000.00.** Special acknowledgement and thanks to Remy Fernando who put this together and presented to the SBC PF ... well done Remy, you did a fantastic presentation and should feel very proud ! Cant wait to see your next grant application.

2. Grant # 7 of 2018 (Purchase of Sports Jumpers):

Big thanks for funds for food and drink that P & F paid for at the Sports Carnivals. Sports this year have exceeded expectations ... x blades offered us a discount of \$ 500 ... multipurpose shirts + basketball tops in addition to the Footy Jumpers (\$ 3,481). Also comes with storage bags ... easy to store and keep protected. This will increase the College's professionalism ... have had to borrow jumpers at other events (not a good look for the College). SBCPF Logo will be put on jumpers as a way of thanking the PF. **Grant Approved for \$ 3,481.00.**

3. Grant # 8 of 2018 (John Coutis):

Grant is for \$ 3,500 to get John Coutis to present at the College (is offering a substantial discount). Each year the College take students to the Young National Leaders Day – John presented at this year's event. Feedback was that he was the best speaker ever. In addition to Public Speaking engagements, he has mentored many high calibre sports people. Grant amount would cover 2 sessions - Yrs 3 – 7 (1st Session) & 8 – 12 (2nd Session. Option to upgrade to a parent / staff session. Event will be at the school ... would present from the stage in the gym (we can accommodate all requirements ... he moves around on a skate board). **Grant Approved for \$ 3,500.00.**



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4. Grant # 9 of 2018 (2 x Multi-Purpose Goals):

College has nothing in the gym or basketball courts that are suitable (only small pop ups only). These will assist greatly in a multitude of sports (including extra curricula sports). These are portable and can be used outside. Highest quote (\$ 1,933.90), these were very durable and made of light steel – not as portable as others and therefore may just get left in the gym. 2nd highest quote \$ 1,220.50 are much lighter, easier to pop up and pack away into the bag (less than 30 seconds to put away). 3rd quote is much cheaper ... but you get what you pay for. These are not as robust (would not last as long) and not easy to pack away. **Grant Approved for \$ 1,933.90.**

5. Grant # 10 of 2018 (UWA Sports Science Department Excursion):

This Grant is to fund an excursion to UWA Sports Science Department (\$ 850). Liam has started a sports science class for year 10 ... option instead of PE. Whilst it has the same PE Syllabus ... large focus on Sports Science. Extends those students who want to get into their area fits well into the IB programme. UWA take students through their Sports Science Department ... they are taken through a lot of tests / experiments. 28 Students in the class, so all would be able to go. Transport is by preferred provider from senior school ... better to take bus than using ours as we would need both. Not included in budget this year ... details came through after budget had been sent. College will pay for relief costs (\$ 1.6 K). **Grant Approved for \$ 850.00.**

Agenda Item 8 – Mother's Night Out (MNO) ... Andrew Harris.

- Here is brief update of MNO to be held 26 May.
- Two meetings by sub-committee held and organization on track.
- Arrangements made with Kalamunda club and bond paid.
- Tickets can be purchased on Try Bookings and event being advertised.
- Entertainment locked in.
- 34 tickets sold as of 2 May (need 50 to run) – would love to get 100 people to attend. Should get that but need to promote the event. Friends / family / staff welcome.
- This will probably be the last MNO of this type and will use this message in last two week to boost sales.
- Should have sufficient Dad's to assist in set-up, event running, pack-up.



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Agenda Item 7 – Purchase of PF Aprons (Tammy Brutti).

We do not advertise the PF as much as we should. Local Company (Cargo Crew) can do Aprons with full colour PF logo (look good and unisex). Cost for each Apron is \$ 30 (does not include our logo, this is a separate cost). Looking to purchase 10 Aprons and have the PF Logo put on each of them. If you use these aprons, will be up to you to wash / fold and return.

Caroline Morton can do the embroidery. Mandy / Tracy can coordinate with Caroline to get embroidery done ... Approved to purchase 10 given.

Agenda Item 9 – Any Other Business (AOB)

1. Matthew Hughes (Member for Kalamunda) has again offered to donate a bike as fund raising raffle prize ... last year this was done at the Christmas Event (worked well). If anyone has any other suggestions as to how we could use this bike, please let us know.
2. Anne-Marie Heffernan sent through some photos (see photos below – Annexure # 2) and big thanks for our support in the purchase of 2 new wheelchairs (Grant 5 of 2018).
3. This year PFFWA will be holding its annual conference at SBC. Our College has been put forward for several nominations. This year we are seeking to send 10 People to the Conference Dinner (6 Parents & 4 Staff) – last year, this cost was covered by the College. We are also seeking to send Dave and Tracy to the Conference itself. All voted in favour – cost approved. Siobhan wanted to acknowledge the great support of the College in helping with this year's event. Also wanted to thank Lottery West, they have funded some remote parents to attend (35 – hoping for another 10). There will be College Tours of the Boarding Facilities at SBC and Mazenod.
4. Comment made on how great the music was at the colour run ... can we have music out in the play ground on a regular basis (weekly / monthly / yearly). Sports run music when doing sport during lunch time. On a Friday, Year 12's have music through the speakers (goes everywhere, including all the offices). As this is a College Operational Matter, request should be sent to SLT.
5. Thanks for ongoing support of sports ... stat that by age 13, 7 out of 10 students have dropped out of sport. Mandy went to a presentation about kids in sport ... main driver, make sure they have fun. If they enjoy they will want to continue ...
6. Mandy's idea for tweaking the Grant Approval Process:
 - a. Once grant approved ... formal quote / tax invoice provided to Mandy (she will get it paid).
 - b. Form to finalise / close out Grant Process Mandy to meeting with Neil and Lillian ...

Big thanks to everyone for attending and getting through so much in a short amount of time.



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Meeting Closed at 07.34 pm

Action Items ...	Assigned to ...
1. Review 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. Send out an email to the College Community re the grant application process and requesting funds be used ...	Paul Kettle
5. Speak with Neil Grime re process for getting expenses paid to suppliers.	Mandy Wallace
6. Speak with Catherin Wade re paperwork issues with getting Senior School Girls playing at the Parent Forum Welcome Event.	Tammy Brutti
7. Purchase 10 Aprons and coordinate with Tracy and Mandy to get PF Logo placed on each of them.	Tammy Brutti
8. Obtain copy of a Tax Invoice for Grant Application # 2 of 2018 (Robo Club Storage).	Mandy Wallace



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Annexure # 1

SBC PARENT FORUM FINANCIAL REPORT

Summary Financial Position

7 March 2018 to 7 May 2018

Opening Balance P & F clearing account	95,585.30
Income	
P & F Subscriptions - students new	703.80
Garden Party - TryBooking	637.50
Garden Party - Raffle	155.00
School Banking Commission	297.00
Total Income	1,793.30
Expenses	
P & F Subscriptions - students exit	464.10
Welcome Garden Party - Reimb Thomasson	410.19
Welcome Garden Party - Laundry Table Cloths	192.78
Swim Carnival Food & Drink - Reimb C Bolton	176.21
Kalamunda Club - Mum's Night Out - Deposit & Bond	400.00
Compass Group - Opening Mass	234.00
PFFWA Conference Dinner - 10 Guests	772.73
Total Expenses	2650.01
Grants	
Approved - Pending Payment	
RoboClub - Storage (Rob Hill) #2 / 2018	1500.00
Wellness Centre - 2 x Wheel Chairs #5 / 2018	780.00
Total Grants	2,280.00
Total Expenses + Grants	4,930.01
Float Cash held at School	500.00
Closing Balance Available Funds	91,948.59



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Annexure # 2





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2018 PF Meeting Dates

<u>Parent Forum Meeting Dates - 2018</u>		
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