



St Brigid's College Parent Forum

SBC PF – AGM Meeting Minutes

Meeting Date	Wednesday November 15 th , 2017
Meeting Venue	Staff Room
Meeting Time	6.30 pm – 6.45 pm
Type of Meeting	2017 Annual General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Garry Miller (Vice President) • Wendy Stafford (Treasurer) • Andrew Harris (Committee Member) • Paula Galvin (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Amelia Toffoli • Neil Grime (AGM Chair)
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Mandy Wallace • Tracey Gall • Rachael Thomasson • Daniela Tonon • Natasha Watts • Peta Coghlan • Sue Dupont
Apologies	<ul style="list-style-type: none"> • Annamaria Cream (Staff) • Jo Whittington (Committee Member) • Paula Smith (Committee Member) • Shauna Alban



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Discussion Points

Agenda Item 1 - Meeting opened at 6.30m.

As all positions on the SBC Parent Forum are vacated at the Annual General Meeting (refer SBC PF Constitution), Neil Grime (Director of Business at the College) assumed the role of Meeting Chair.

Opening prayer ... Tracy Gall.

Agenda Item 2 – 2017 Annual SBC PF Report ... Dave Thomasson.

Refer attached (sent out as a part of the Agenda) ...

Agenda Item 3 – 2017 Annual SBC PF Treasurers Report ... Wendy Stafford.

Refer attached (sent out as a part of the Agenda) ... Wendy advised that there are still a couple of small claims still to be received and processed. Mandy Wallace suggested that the Grant Process should be reviewed to ensure that final invoice agrees with Approved Grant Amount, that way, any \$\$ not spend can be returned to the SBC PF (action for PAK to review).

Nature Play has not yet progressed any further than design and concept. The full plan is attached to the email. Amelia advised that the agenda is being pushed through the teachers ... next step to work with parents (need their engagement). Re MNO ... loss was budgeted.



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Agenda Item 4 – Election of the 2018 SBC PF Executive Committee

Thanks to all 2017 Executive Committee Members for all their hard work and dedication.

Nominations Received for the 2018 SBC PF Executive Committee:

- President – Dave Thomasson
- Vice President – Tracy Gall
- Treasurer – No Nominations **
- Secretary – Paul Kettle
- Committee Members:
 - Andrew Harris
 - Rachael Thomasson
 - Jo Whittington

All nominees were unanimously voted in.

** Please note that Mandy Wallace has expressed interest in taking on the role of Treasurer, subject to discussions with Wendy about requirements of role.

Agenda Item 5 - Meeting Closed at 6.45 pm



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2017 SBC PF Annual Report (Dave Thomasson – 2017 SBC PF President)

Welcome to the Annual Report of St Brigid's College Parent Forum. This report is an outline of past 12 month's activities of the PF.

To all those parents who have assisted over the past year in classrooms, at events or in the background thank you very much.

To the College staff and teachers thank you for your on-going support and contribution to the education of our children.

2017 Executive Committee

- Dave Thomasson - President
- Garry Millar - Vice President
- Paul Kettle – Secretary
- Wendy Stafford – Treasurer

- Committee Members:
 - Jenny Raymond
 - Jo Whittington
 - Paula Galvin
 - Paula Smith
 - Andrew Harris

Thank you to all parents who have attended PF meetings throughout the year. The PF cannot function without your contribution and support.

Achievements 2017

So what have we achieved in 2017 ?

- PF meet and greet Sundowner;
- Mums Night Out in support of Mother's Day;
- Junior School disco;
- School Banking scheme continuation;
- World Teacher Day Morning Tea;
- Entertainment Book fundraiser;
- Support of the College Fair.



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The PF grant scheme was amended and led by Paul Kettle resulting in a strong uptake of applications and approvals.

The Treasurer's report highlights that the PF will go into the 2018 year in a satisfactory financial position with commitments made in line with the Forum's wishes.

We are looking for parents who would like to get involved in 2018. If you have interest or just want to ask questions then please email pf.president@stbrigids.wa.edu.au. The PF meetings are an excellent opportunity to meet other parents and find out what is happening within the College.

I would like to take this opportunity again to thank the other Parent Forum members for their input and support over the last year.

Thank you and I look forward to new and exciting year in 2018.

Dave Thomasson

Parent Forum President



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2017 SBC PF Annual Treasurers Report (Wendy Stafford)

SBC PARENT FORUM 2017 ANNUAL FINANCIAL REPORT
Summary Financial Position

9/11/16 to 10/11/17

Opening Balance P & F clearing account	42,105.88
Income	
P & F Subscriptions - students new	85,243.65
School Banking Commission	1,221.14
Lesmurdie IGA Loyalty Program	164.35
Welcome Garden Party Ticket Sales & Raffle	678.22
JS Swimming Carnival Coffee Stall	129.00
Ticket Sales - Blue Whale Production	18.18
Ticket Sales - Mum's Night Out	1,608.25
Refund of Protective Behaviour Workshops	1,730.00
Junior School Athletics Carnival Sausage Sizzle/Coffee & Cake	1,260.30
Junior School Disco - Door takings	888.30
Total Income	92,941.39
Expenses	
P & F Subscriptions - students exit	3,650.30
Junior School Social Expenses from 2016	676.17
Gifts for School Banking Helpers 2016	217.91
World teachers' Day 2016- Catering by Compass	500.00
Welcome Garden Party	1506.18
Drinks for meetings	407.04
Costs Replacement Pavers	186.50
Prize Money for PF Logo Comp Winners	250.00
Mum's Night Out	3217.32
Parent & Friends Federation Subscription	4237.77
JS Swimming Carnival Coffee Stall	67.73
Plaques	265.00
Junior School Social	1265.20
Donation - Make A Wish Foundation	1000.00
Thank you gifts	22.73
Total Expenses	17469.85
Grants	
Nature Play Solutions (concept & design) (27/7/16)	4920.00
Blue Whale Productions	4000.00
Protective Behaviours Workshop	1752.00
Mobile white board & manipulatives - Maths Department	1951.15
Purchase of a new Ciborium for the Heritage Chapel.	1200.00
Purchase of 4 x House Championship Shields	500.00
Purchase of Furniture & Equipment - Language Acquisition	1250.00
Portable PA for Music Dept	1400.00
Whiteboards for Music Dept	920.00



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Robotics	7020.00
2 x Difibrilators for Nursing	4750.00
Parents Workshop - Protective Behaviours	1730.00
Junior School Garden	1000.00
Junior School Oval Fencing	13465.00
2 Phase Power Equipment	7000.00
Workshop Girl Power/Good Guys	3000.00
Travel Mass Kit - Religion	1000.00
Bungee Jump for School Fair	850.00
Year 7 - Yarn Club	200.00
AV Equipment for Gym	39,701.00
Total Grants	97,609.15
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Total Expenses + Grants	115,079.00
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Float Cash held at School	500.00
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Closing Balance P & F clearing account	19,468.27