



Meeting Minutes

Meeting Date	Wednesday May 4 th , 2016
Meeting Venue	Staff Room
Meeting Time	18:30 – 20.17
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none">• Dave Thomasson (President)• Garry Millar (Vice President)• Lisa Rowe (Treasurer)• Andrew Harris (Committee Member)• Paula Galvin (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Wendy Stafford• Cassandra Bull
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Tracy Gall• Siobhan Allen• Sharlene Willock• Erica Houston (CBA – Presenter)• Jenny Raymond• Kylie Whitehead• Paula Smith• Kristen Sankey• Paul Amith• Tammy Brutti• Lucia Chodorowski• Megan Leeming



Apologies	<ul style="list-style-type: none">• Sue McDougall (Parent)• Nicola Lee (Staff)• Janine Walsh (Staff)• Natasha Watts (Parent)• Colette & John Gibbons (Parents)• Annamaria Cream (Staff)• Jim Miller (Staff)• Fiona Hepi (Staff)
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Discussion Points

Agenda Item 1 - Meeting opened at 6.30 pm ...

Welcome to everyone from Dave ... introductions around the table. Everyone reminded to update name and email on attendance register so minutes can be sent out.

Agenda Item 2 - Opening prayer ... Tracey Gall

Agenda Item 3 - Review of Previous Minutes Action Items ... Paul Kettle

1. **School Pond** ... carry over – Garry Miller
2. **World Teachers Day** ... Siobhan confirmed that the date is 28/10/2016. Agreed that the date was less important than the actual recognition / celebration of the event.
3. **Send out P & F Federation Annual Event** ... completed.
4. **More visibility around School Budget** ... carry over – Nicola Lee.
5. **Questions re Financials (cake)** ... completed.
6. **Junior School Parking** ... carry over – Garry Miller. Garry spoke to Neil ... went on 2 occasions to view junior school pickups. Main issue is that the parents need to be educated. Teacher on each point ... similar to taxi rank, parents should stay in the car. People are not adhering to the 5 minute parking. Is it an option for teachers to park at our ladies of Lourdes, instead of making parents cross the road with kids. Was told that there are 200 bays there (concern over crossing road with small kids). Parking at the 5 minute parking on the verge does not hold up the queue. Also parking at the tennis club (10 minute walk). Idea of teachers parking across the road was brought up 6 years ago and rejected due to amount of things teachers need to carry. Is it possible for the basketball courts to be used for parking – apart from Friday, always used, so no. Issue of crossing guard is a council issue and not a school one. Neil states that the parents need to lobby the shire for a crossing guard. If we push council too hard, they may restrict all parking to 5 minutes or make no parking at all. Is it a possibility to have a SLT member to “ police “ out the front ? If the child is not there, the car needs to do another lap and not wait there as this holds up the queue. Child surname on the visor so the teacher knows which child is to be picked up ... same issue with Christian name. Used to work well 6 – 7 years ago with the visor. Garry will discuss again with Nicola.
7. **Bush Dance** ... met on Monday evening ... there is a committee ... nothing much to do for now, may need decorating committee to help with the set up. Looking for people who have old saddles ... save the date, Wendy will then ask the question about saddles. Tammy will send through the details to Wendy.



8. **Mother's Night Out** ... going along well, another meeting held last week. All on track, looking for a couple of volunteers (1 or 2). You can still purchase tickets ... link email address had a full stop, just have to retype the link without the full stop. If there are issues, all they need to do is ring the school. Some parents are saying that they did not like the format last year so they have organised their own night out. Important to get feedback from parents ... ticket sales around 61. Are you allowed to bring non St. Brigid's Mums – short answer, yes ? Cut out is 120 people ... just book, won't be looking for id.
9. **Trailer** ... cost to be around \$ 5 K ... won't work due to archways ... Garry spoke with Neil and went had a look around arts area ... Mark said he needs \$\$, Garry told him that they may be able to do a deal if we could get some storage - area is full of furniture. Sea Container (\$ 2 K) ... concern over dampness. Garry to speak with Amelia ..

Agenda Item 4 - Financial Report ... Lisa Rowe

Refer financial summary at the end of this report ...



Agenda Item 5 – School Banking Programme

Dave spoke with Neil happy to go ahead, will need parental help if the programme is to go ahead.

How the School Banking Programme works, benefits to the school / students. CBA has been running programme for 85 years. On the School day, volunteer will set up a banking booth so kids can bank their money or retrieve from a collection point. Banking model works best ... practice filling out deposit slip (good life skill). For every deposit (regardless of amount) each student receives a school banking token. Every 10 tokens they get a school banking reward. New theme each year ... this year it is outback Australia. 2 Rewards are released each term. In addition to this ... CBA gives a \$ 5 commission for every banker who starts or transfers in. + 5 % of every deposit returns a commission to the parent forum (last year \$ 2.4 M was given back). CBA has a long term commitment to this programme ... no costs to run this programme ... everything is paid for by the CBA and stock delivered to the school. Erica's role to look after the volunteer ... 1 – 2 hours per week volunteer commitment. Cash gets banked into school bank account (separate to the school) clearing account ... data updated by a portal. Parents can access ... students take ownership at 14. 2.8 % interest rate (1 deposit per month and no deductions). Interest calculated monthly and credited quarterly. \$ 7 K able to be earned before they need to do a tax return, exempt from the need to have a TFN before then. CBA will help with marketing and getting it set up ... feedback that other school works really well ... lines are very long. Kids love it .. Weekly deposit days. Always done before school starts. Need to find 1 parent to oversee and co-ordinate a roster to make sure it happens. Jenny Raymond has put her hand up to co-ordinate ... will need volunteers. You can use the collection box ... CBA will send Jenny a seeking volunteer template. Dave to send an email to everyone ... Neil is ok with it. Erica has given Dave a registration pack ... some schools have used their commission to purchase a counting machine ... maybe speak with accounts department to use the school counting machine.



Agenda Item 6 – PFFWA ...

Siobhan ... dual capacity, a parent + works for PFFWA. Question is, what value does the School / PFF / Students get for their money. History ... no funding for catholic schools in WA. 1954 14 friends came together (st Bridget's was one) ... first group to gain funding for catholic schools in Australia. Big part of what the PFFWA does ... affiliate to Australian Parents Council (50) Catholic Parent Schools (2 year). Catholic schools get the larger amount of their government funding from the Federal Government, which is then topped up by the State Government and then again with Parent contribution e.g. school fees' which is why we need to have a strong and informed parent voice at the national level. eg. No GST on one group of parents and not the other. 17 years after it was founded the Catholic Ed Office came in ... they represent just the Schools, not the voters. Other area Representation ... Catholic Education Commission of WA ... one their members sits on the Commission. They also sit on all committees / working parties. Ensures that the parent perspective is heard by the decision makers eg. 2 years ago ... bullying policy, PFFWA put in 6 suggestions, 5 of the 6 were included. National Catholic Education (nationally). Service is the 3rd part ... go out to schools and in particular helping PFF's ... not all Schools have this. Provides governance information and information ... they also run the website and access resources to help the PFF. Question ... what do we get being a member over those that are not ? Service, being the answer ... only available to Schools that are affiliated. \$ 3.86 Per Student per year ... less than a cup of coffee per year per student. Charge per student as they don't have access to family numbers. 132 out of 163 schools affiliated last year ... Siobhan believes that we would notice if they were not there ... school support by schools like us assist schools that are not as well placed. By paying the fee, we are supporting others. Major benefit appears to be that paying is a way of us being charitable ... goes with our whole community ethos. We have previously utilised their services (constitution / roles and descriptions). Legacy issue, we have always been a part of this. Does the PFFWA need to be more visible ? Have we communicated the PFFWA newsletter out of to the wider community. Benefits if the PFF committee had large turn over ... PFFWA would then be able to step in and assist. Some of School Fees do go to other Catholic Schools to assist them. Do we need to vote on the payment ? We need to communicate with PFFWA about benefits and ask for services ... pay for 2016 and revisit in next year before it's due. Need to communicate newsletters ... PAK to draft an email and send to Dave.

Special thanks to Siobhan for recognising that she has a conflict and as such, agreed to leave early so as to allow for open and honest communication.



Agenda Item 7 – Learning Plaza (Small Grant) ...

1. Learning Plaza Maker Spaces ... set up a maker space in the library ... a space where they can make things using a circuit board (use anything to create a circuit to operate something). There are a lot of students that come into the library every day and they really enjoy it. They have lego / mobile, but feel that the students need a little more. Just about purchasing the circuit boards, can use existing technology (laptops / tablets). One type is \$ 50 (classic – bigger) ... USB one for smaller. Looking to purchase 10 + accessories. Can make use of the bank of the IPODS. Can have 30 + people in the library depending on the weather. Some kids what the downtime to get away. This is a trial ... if successful, will be looking for more. Amelia / Nicola both OK. \$ 1 K approved ... will need some photos of the kids using so we can report back.
2. Camera ... approved by SLT ... Erin Rolfe ... trying to really keep parents up dated on facebook / newsletter / etc ... with this go pro camera they will be able to quickly get the photos to Wendy. Is the go pro good enough, question asked ... not in the current rules that she needs to be present. Consensus that people need to attend. Dave to put back in the rules. PAK to add to the next agenda ...

Agenda Item 8 – AOB ...

1. Uniforms (bathers for boys) ... has been told that he has to where school uniform when representing the school ... been told that they have to wear “ skins “ ... shouldn't you be wearing the school uniform ... shouldn't the uniform be changed to make this policy. School does not have skins and therefore will not be in School Uniform? Was told verbally ... need to speak to the teacher running (Bianca) to validate what has been said, then explain what your concerns and then see the response. Then needs to go to the SLT. Garry to speak with Amelia about Uniform Committee ... and PFF representation.
2. Play Equipment ... no update re-equipment / new playground. Garry to speak with Nicola about attending next meeting so she can provide an update.
3. Drop on the Verge at the main entrance ... problem for cars and runners. Garry to speak with Neil and report back at next meeting.
4. Bus Shelter for “ Bus Hub “ ... hot weather / rain, no shelter. Garry to speak with Neil and report back at next meeting.

Meeting Closed at 20.17 ...



Action Item ...	Assigned to ...
1. Report back to PF on options for Pond	Garry Miller
2. More visibility around School Budget – to be put on SLT Agenda for next meeting.	Janine / Amelia
3. Junior School Parking ... Speak with Nicola Lee re SLT member policing pickups.	Garry Miller
4. Send through details of what the Bush Dance Committee are looking for to Wendy (Save the Date / Saddles).	Tammy Brutti
5. Speak with Amelia re storage of Marquis's in Arts Area (or other option).	Garry Miller
6. Dave to send CBA (Erica) Jenny's email address.	Dave Thomasson
7. Send Draft email for PFFWA to Dave for review.	Paul Kettle
8. Add Camera Small Grant (Erin Rolfe) to next agenda.	Paul Kettle
9. Speak with Amelia about Uniform Committee and PFF / Parent representation.	Garry Miller
10. Speak with Nicola re new Playground	Garry Miller
11. Speak with Neil re drop near Verge	Garry Miller
12. Speak with Neil re Bus Shelter	Garry Miller



Financial Summary

 Opening Balance P & F clearing account		169,405	
Add Income since last meeting			
P & F Subs - students enrol / exit	- 288		
Engraved brick fundraiser	2,940		
Cake/coffee stall junior school swimming carnival	260		
Proceeds Bakers Delight Dough Raiser Program	792		
Hot Cross Buns (still need to pay BD \$518 cost)	820		
Total Income		4,524	
Less Expenses / grants & commitments			
Camera - Senior school - small grant approved 29/07/15	1,000		
2015 Commitment to Lesmurdie cottage redevelopment	50,000		Approved meeting 30/7/14
PF Welcome - Compass Catering	482		
PF Welcome - Lesmurdie IGA ice & incidentals	86		
Purchase of flowers for Jo Whittington	45		
Woolworths - Items for JS swim carnival coffee/cake stall	78		
Red cat hearing systems	5,000		Approved meeting 18/11/15
Deposit - Scitech venue hire (21.05.16)	200		
World Teachers' Day cake cost 2015	300		
Total Expenses		57,191	
Closing Balance P & F clearing account		116,738	
Approved Commitments			
2016 Commitment to Lesmurdie cottage redevelopment	50,000		Approved meeting 30/7/14
Hockey club	4,500		Approved meeting 9/3/16
Mucky duck bush band balance to be paid 13/8/16	950		
Approved Small Grants			
Multicultural atmosphere room - small grant approved 9/3/16	1,000		
Robotics club - small grant approved 9/3/16	1,000		
Total Commitments		57,450	
Total funds available for allocation		59,288	
Pending Grants and Capital			
Unallocated small grants		18,000	
Closing Balance		41,288	