



SBC PF - Meeting Minutes

Meeting Date	Wednesday February 8 th , 2017
Meeting Venue	Staff Room
Meeting Time	18:30 –20.00
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none">• Dave Thomasson (President)• Garry Millar (Vice President)• Wendy Stafford (Treasurer)• Paula Galvin (Committee Member)• Jenny Raymond (Committee Member)• Jo Whittington (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Amelia Toffoli• Janine Walsh• Fiona Hepi• Michelle McGregor
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Kristen Sankey• Natasha Watts• Saxon Gee• Tamara Brutti• Tracy Gall• Rachael Thomasson• Mandy Wallace• Chris Galvin• Toni Asche• Antoinette Calnon• Mahendra Kedare• Judy Kim



Apologies

- Paula Smith (Committee Member)
- Kyllie Whitehead (Parent)
- Sharlene Willock (Parent)
- Shauna Alban (Parent)
- Gillian Rowe (Parent)
- Daniela Tonon (Parent)
- Siobhan Allen (Parent)
- Andrew Harris (Committee Member)



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 ... Tracy Gall.

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

1. Movie Night ... Paula Galvin has had no response, she will keep on chasing for updated information.
2. PF Meeting Dates – Done
3. School Carols – Done
4. Grant Process – Done ... PAK discussed new Grant Process, copies of the new Grant Form will be included with the Minutes and be updated on the School Website.
5. Teacher Thanks – Done
6. Sub-Committee (Welcome) – Done
7. School Disco ... no date yet confirmed ... agree we want to go ahead ... we did not want to do term 4 ... move to 3rd term ... liaise with Nicola for a suitable date ... do on Friday. Tammy to speak with Nicola Date.
8. Twilight Fair – Done
9. Pool Photos – Done
10. Pool Change Room (call for Volunteers) – Done

Agenda Item 4 – Financial Report ... Wendy Stafford.

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



Agenda Item 5 – PF Grant Applications:

1. **Bluewhale Theatre (Michelle McGregor).** Looking at 24/03/2017 ... question raised about include Year 4's ... Michelle to discuss with Nicola, Amelia thinks year 4 is a good idea. Question asked if this should be paid for by the School. This is not a part of the School Budget ... budgets are set from the year before ... **Grant Approved for \$ 4 K.** We need to flag as a PF Sponsored Event. When the email goes out ... ensure that it states that this is a Parent Forum funded event. Also discussed the idea of inviting Parents, if this was to go ahead, would be at their own cost. Felt that it would help to build community and promote.
2. **Protective Behaviours (Saxon Gee).** School paid for a full day staff training last year ... PF paid for 2 resource kits last year. Has gone through the public school system ... this grant is to hold the parent workshop for parents (1 x Junior School + 1 x Senior School for each). The Paul Enfield talk is separate (on-line security). Aim to do it in the 2nd term ... each session can have as many as they like. Not really another alternative - 2.5 hour workshop. School did send something out at the end of 3rd term last year. Is there preliminary information we can send out ... not really. **Grant Approved for \$ 1,730.**

Agenda Item 6 – Sub-Committees:

1. **Welcome Garden Party (Sub-Committee Chair - Tammy).** Preliminary research done ... objective to welcome families to the 2017 School Year ... Giant Garden Games (Ring Toss / Jenga – 9 of them). Welcome everyone with a non-alcoholic Punch + Sausage Sizzle ... suggested cost of \$ 3 per person (designed to minimise the number of people who book and don't show up). Will use try booking ... still encourage to bring snacks and drinks, not a fully catered event. Would be really good if the SLT could be present to give a quick welcome ... (Amelia / Fiona / Nicola / Jim + Dave from the PF). Hold in the shaded area (grounds of Lesmurdie House) ... could open up Macaulay Wing. Amelia has said that if we open Lesmurdie House, need to have someone there all the time (could do a roster) ... kitchen may be useful 3 Hour event 4 – 7 pm ... Swimming Pool ... thinking no as it adds extra complexity. We are looking for helpers ... Music – School Children. Tammy to ask Mrs Wade. Raffle ... Rachael ... to take this on. Expected cost up to \$ 1 k ... don't think we should cap this year ... please let Tammy know if you are able to volunteer. If we include Year 7's numbers will be elevated ... if we get to 500 ... need to look at First Aid ...
2. **Pool Change Rooms (Sub-Committee Chair – Paula S.)** ... really impressed about how quickly things have been done ... well done to Neil and the School ... refer attached updated report from Paula.



Agenda Item 7 – Mother's Night Out:

If you are able to assist with this event, please email PF Secretary.

Agenda Item 8 – AOB:

- I. **Sub-Committees** have the authority to make the decisions without the need to come to the PF Meetings. They are able to run ideas past the PF if required. They decide what happens ... Sub-Committee can spend up to \$ 1 K ...
- II. **Christmas Carol feedback** ... marquis damaged, will be fixed less than \$ 300. Santa on the Car was dangerous ... better that he walks. External singers - really not needed (more about our kids) and a little long (only wanted to see our kids). Food Vans a great idea.
- III. **Cottage Redevelopment** ... On the School Face Book Page it states that we contributed \$ 150 K to heritage cottage, have been nominated WA Heritage Award. We need to organise a PF Plaque that can show the PF Commitment. Wendy to take on this task. Wendy's role has changed ... no longer in community relations, Kate Patterson now does this. Wendy will help (only works 2 days per week), better to speak with Kate.
- IV. **Uniform Committee** ... with Annamaria ... this is a School Committee and nothing to do with the PF.
- V. **Use of Portal for Forms / Notes** ... can the emails be put on their portal in case you missed it ... attachments as a PDF. Also spoke about forms being PDF Write ... Dave to send an email to Neil to get an official response.
- VI. **PF Logo** ... Should we have a " funky new logo " for the PF ... run a competition to get the Kids to come up with something. Amelia is ok .. Kristen Sankey.
- VII. **Communication process for Parent Reps** ... it is a part of their job responsibility ... it is asked ... we need to promote / encourage communication / connection.
- VIII. **School Fete** ... Garry will be sitting down in the next few weeks (stalls to be discussed). Parents would like to have more notice and have more input into the types of Stalls. School should be asking for ideas. West Leederville Public Primary School ... technology ran by the students ... lots of involvement. Need to do more flyers / publicising for PF. Should we have a Facebook page for the Fair ?
- IX. **Nature Scape** - Quadrangle in the Junior School ... Dome / Mud Kitchen etc ... has been done ... waiting to hear on plan ... approval of money for design and construction of early learning has been given (as a part of the national standards).



- X. **Parents and Friends Federation of WA Inc.** ... meeting tomorrow, PAK to attend on behalf of the SBC PF.
- XI. **Junior School Communication** - disappointment about the lack of communication eg classes ... could the school have sent a notice out saying that no communication between X and X ... bombarded in the first week. Different to previous years ... would have been nice to know. Issues over inconsistency between classes at the same year level eg. labelling books / use of a pencil case. No problems with Middle and Senior School.

Agenda Item 9 – Meeting Closed at 7.58 pm



Action Items ...	Assigned to ...
1. Movie Night ... find out the costs to book for 2018 and report back.	Paula Galvin
2. 2017 Junior School Disco ... speak with Nicola to lock in a date.	Tammy Brutti
3. Bluewhale Theatre – discuss with Nicola the idea of Year 4's also attending. Ensure that it is noted that this is a PF Funded Event on all Communication that goes out.	Michelle McGregor
4. PF Banner – do we have one / should we get one.	PAK
5. Welcome Garden Party – Raffle, organise.	Rachael Thomasson
6. Call for volunteers to assist with the Welcome Garden Party. If you are able to assist let Tammy or PF Secretary know ASAP.	All
7. Call for volunteers to assist with the Mother's Night Out PF Event. If you are able to assist let Andrew or PF Secretary know ASAP.	All
8. Organise a plaque for the Cottage redevelopment in recognition of the PF \$ 150 K donation.	Wendy Stafford
9. Sent an email to Neil re use of Portal for Communication.	Dave Thomasson
10. Organise a Competition for the Students to come up with a new PF Logo.	Kristen Sankey



ST. BRIGID'S
COLLEGE PARENT FORUM

Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM		
INCOME & EXPENDITURE STATEMENT 9/11/16 - 2/2/17		
	JAN	FEB
Opening Balance - St Brigids Clearing Account inc bank bal	42105.88	123925.16
Income		
Subscriptions	82635.70	
School banking Commission	437.61	
Income adjustments		
Refund of subscriptions	(153.00)	
Part subscriptions	12.75	
Total Income	82933.06	0.00
Operating Expenses		
Junior School Social Expenses	(676.17)	
Total Operating Expenses	(676.17)	0.00
Grants & Commitments		
Net Income	82256.89	0.00
Closing Balance - Cash at Bank		0.00
Closing Balance - St Brigids Clearing Account	123925.16	123925.16
Closing Balance - Total	123925.16	123925.16
Approved Grants & Commitments		
Nature Play Solutions (concept & design) - Antonina Lazzara (27/7/16)	(4920.00)	4920.00
Total Commitments	(4920.00)	4920.00
Total funds available for allocation	119005.16	119005.16



2017 PF Meeting Dates

Parent Forum Meeting Dates - 2017

Term 1	Wednesday, 1 February 2017	Friday, 7 April 2017
	PF Meeting 1 (Week 2)	Wednesday, 8 February 2017
	PF Meeting 2 (Week 6)	Wednesday, 8 March 2017
Term 2	Wednesday, 26 April 2017	Friday, 30 June 2017
	PF Meeting 1 (Week 2)	Wednesday, 3 May 2017
	PF Meeting 2 (Week 7) - 9 am	Wednesday, 7 June 2017
Term 3	Tuesday, 18 July 2017	Friday, 22 September 2017
	PF Meeting 1 (Week 2)	Wednesday, 26 July 2017
	PF Meeting 2 (Week 7)	Wednesday, 30 August 2017
Term 4	Tuesday, 10 October 2017	Friday, 8 December 2017
	PF Meeting 1 (Week 2)	Wednesday, 18 October 2017
	PF Meeting 2 (Week 6) - Includes AGM	Wednesday, 15 November 2017