



SBC PF - Meeting Minutes

Meeting Date	Wednesday March 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">• Wendy Stafford (Treasurer)• Paula Galvin (Committee Member)• Paula Smith (Committee Member)• Andrew Harris (Committee Member)• Jo Whittington (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Jim Miller• Debbie O’Hara• Marie Keleher• Judith Cumpsty
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Antoinette Calnon• Kristen Sankey• Natasha Watts• Siobhan Allen• Tracy Gall
Apologies	<ul style="list-style-type: none">• Dave Thomasson (President)• Garry Millar (Vice President)• Tammy Brutti (Parent)• Janine Walsh (Staff)• Shauna Alban (Parent)• Sharlene Willock (Parent)• Sue McDougall (Parent)• Jenny Raymond (Committee Member)• Daniela Tonon (Parent)



Discussion Points

Agenda Item 1 - Meeting opened at 6.30 pm.

Advised all that both Dave and Garry were apologies for tonight's meeting and that Wendy and I would chair in their absence. Welcome to everyone from Paul ... 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 ... Wendy Stafford.

1. Movie Night (Paula Galvin) ... people have stopped doing this due to new licensing laws ... have been able to get 1 quote for about \$ 2 K (screen half the size). They recommend to hold indoors, not something we want to do (last time we had 800 people) – believe screen too small. Paula will speak with Justin from Hyper-screens to see if he will do as one off, if not, we may not do this event again. Aim to have everything onsite for community building at the College (so no event at a Movie Theatre).
2. 2017 Junior School Disco (Tammy Brutti) ... date locked in as June 16th, item now closed.
3. Bluewale Theatre – Nicola agreed Year 4's would attend, item now closed.
4. PF Banner – Garry confirmed we do (in the PF Store Room), item now closed.
5. Welcome Garden Party Raffle – done, item now closed.
6. Welcome Garden Party call for Volunteers – done, item now closed.
7. Plaque for Cottage Redevelopment (Wendy Stafford) ... Wendy will organise (wording agreed) and will also do other PF related Plaques. Item to remain open until finalised.
8. Email to Neil re use of Portal Communication (Dave Thomasson) ... completed, attachments can now be viewed on the website. Item now closed.
9. Students to come up with PF Logo ... lots of discussion around type of prize and how this should be split. Consensus was that there should be multiple prizes, given younger students will be competing against much older students. 1 prize of \$ 50.00 will be awarded to someone from Junior / Middle / Senior School ... the winner will be selected from these and awarded and additional \$ 100, of which, it will be encouraged that they contribute \$ 50 to a charity of their choice. Discussed the idea of Vouchers versus Cash ... agreed that Cash was the better option as it made the process more simple (and easier for the parents of the winning entries). Idea of Canteen Voucher discussed, but was rejected due to concerns that this could be wasted (purchase slushy's for all their friends in one hit). Discussed and agreed that there would be no real guidelines as we are trying to encourage creativity. The winner will be decided by the PF Executive Committee - entries sent to Kate and presented to the Committee with no names. Kristen to put together a flyer and sent to the Committee for comments – aim to have finalised



next week. Students will have until the start of the end of the 1st week back in Term 2 to complete their entry.

Agenda Item 5 – Financial Report ... Wendy Stafford.

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

Need to send a thankyou letter to the Lesmurdie IGA for their contribution of \$ 164.35 for their Loyalty Program. Same for Baker's Delight ... question asked if the local IGA (near the School) has the same programme in place – PAK to check.

Agenda Items 4 & 6 – SBC PF Grant Applications:

- 1. Purchase of White Boards and Manipulatives for the Math's Department (Judith Cumpsty)** ... Judith is a big believer in using various methods of teaching (including iPad Apps) ... this grant is to provide another option. Want to be able to give students something to touch and feel ... provides another option. White Boards will allow students to work individually and without other watching. Boards will be stored in multiple locations (fold up easily). Items will be mainly used for Middle and Senior School. Question asked about a Math's Club for Junior School – nothing scheduled at the moment. There is a big Math's focus in Home Work Club. Year 11 Students volunteering for this. **Grant of \$ 1,951.15 unanimously approved.**
- 2. Purchase of new Ciborium for Heritage Chapel (Debbie O'Hara).** Holds the hosts in the tabernacles. Would prefer to repair if possible, Paula Smith to provide some contact details. Debbie was asked to check with the Sisters to see if we can get some history of the Ciborium. **Grant of \$ 1,200.00 unanimously approved.**
- 3. Purchase of 4 x House Championship Shields (Jim Miller).** Important to recognise each competition area individually ... plaques to be kept in the gym (rather than the boardroom) so that the students / parents can see them ... to be discussed and agreed with by the SLT. There are some trophies stored near the heritage chapel (older trophies). Idea would be that they would be given out at the final Student Council Assembly ... don't want to do the house champion trophy then. Perpetual trophy (will add last 5 years). **Grant of \$ 500.00 unanimously approved.**
- 4. Purchase of Furniture & Other for Language Acquisition Programme (Maria Keleher, on behalf of Cherie Hess).** French offered in years 5 & 9 (currently around 300 students). School does not have a lot of resources and the ones we do have are out dated. French started in 2015 ... school did purchase some text books. Cherie has been creating her own resources. Japanese being phased out. Furniture adds to the atmosphere ... these won't be in the culture room (only the pizza ovens will). Question asked , should we be supporting local stores instead of Ikea. Jim advised that there are not many senior kids doing language ... each learning has a



budget to cover the minimum requirements ... this is designed to take further. **Grant of \$ 1,250.00 unanimously approved.**

Agenda Item 7 – Sub-Committees:

1. **Welcome Garden Party (Sub-Committee Chair - Tammy Brutti)**. Big thanks to Tammy and Volunteers (Nico Brutti, David Sankey, John Heyward, Tim Wallace, Russell Thom, Rachael & Phoebe Thomasson, Garry Millar, Lucia, Chaodorowski, Gab Hutchinson, Mandy Wallace, Emma Wallace, Kristen Sankey, Wendy Stafford & Jenny Raymond) – great work to all. People who attended had a great time, but would like to have seen more people attend. Should we rename so that it is not seen as a “ new person event “ ? Issues over communication of the event (timing / links not working). Ice Cream Van was a great idea. Great to see some Boarder Parents attend. Put on Agenda for Mid-Year to organise next year’s event.
2. **Pool Change Rooms (Sub-Committee Chair – Paula Smith)**. Big thanks to the College (Neil) for getting this done (refer final report). Agreed no longer require this Committee ...
3. **Mother’s Night Out (Sub-Committee Chair – Andrew Harris)**. Andrew still to finalise sub-committee membership and required number of volunteers. PAK to send out communication requesting additional volunteers. Need to lock in a date ... decision sits with the sub-Committee.

Agenda Item 8 – AOB:

1. **Paula Galvin** ... 9 emails from the School on Wednesday (7 to do with year 7’s) ... what is the protocol, Jim said random ... should the School limit / schedule communications ... not all communications go through Kate ... worried about missing communications ... agree it is a very difficult situation ... too much communication at once versus not enough communication.
2. **Natasha Watts** ... Data collection request received in the mail (1 letter despite the fact she has 2 kids). Letter was a little confusing and she was unclear about the purpose of the letter. Siobhan advised that every year school needs to collect data for ICSEA (index of Community Socio-Educational Advantage). Jim Miller advised that the school lost \$\$ in funding this year as a result of changes in the student demographic.
3. **Natasha Watts** ... Swimming Carnival on Friday, no one is doing the Cake / Coffess stand (Steph and Gwen used to do, but they are no longer at the school). Natasha is happy to organise and said it does not take much to do (even with the late notice). Approved \$ 200 spend.
4. **Anna-Maria** ...
 - a. Fair and Art Show ... date now changed to 10 – 12 November (as Mazenod have theirs on 03 – 05 November).
 - b. Uniform Committee Meeting scheduled for 22/03/2017, communication to go out to Parents accordingly.



- c. Parent Rep meeting scheduled for 15/03/2017. Some concern over the short notice period, some people require more notice.
- d. Year book for 2016 should arrive at the end of Term 1 ... question asked why it has taken so long ... PAK to email Annamaria ...
5. Wendy Stafford ... reminder that if you are attending School for anything other than pick up / drop off, you are required to sign in and out.
6. Jim Miller ... called for volunteers to be Fun Run Officials.

Agenda Item – Meeting Closed at 8.10 pm



Action Items ...	Assigned to ...
1. Movie Night – see if Justin from Hyper-Screen will do as a one off for us.	Paula Galvin
2. Plaques – organise getting plaques (Cottage Re-Development + Others)	Wendy Stafford
3. SBC PF Logo Competition ... complete flyer and send to SBC PF Executive Committee for Comment	Kristen Sankey
4. Send a thankyou letter to the Lesmurdie IGA for their donation through their Loyalty Programme. Same for the Bakers Delight.	Dave Thomasson
5. Check to see if the local IGA (near the College) also has a Loyalty Programme.	Paul Kettle
6. Agenda Item for meeting to be held 26/07/2017 to start working on 2018 events.	Paul Kettle
7. Email Annamaria about why 2016 Year Book is taking so long	Paul Kettle



Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM		
INCOME & EXPENDITURE STATEMENT 9/11/16 - 2/3/17		
	2/2/17	2/03/17
	FEB	MAR
Opening Balance - St Brigids Clearing Account inc bank bal	123925.16	112138.81
Income		
Subscriptions	918.00	
Lesmurdie IGA Loyalty Program	164.35	
Income adjustments		
Refund of subscriptions	(1718.70)	
Part subscriptions	-	
Total Income	(636.35)	0.00
World teachers' Day - Catering by Compass	(500.00)	
Total Operating Expenses	(500.00)	0.00
	-	
Grants & Commitments		
Nature Play Solutions (concept & design) - Antonina Lazzara (27/7/16)	(4920.00)	
Blue Whale Productions - M McGregor (8/2/17)	(4000.00)	
Parents Workshop - Protective Behaviours	(1730.00)	
Total Grants and Commitments	(10,650.00)	-
	-	
Net Income	(11786.35)	0.00
	-	
Closing Balance - Cash at Bank	0.00	0.00
Closing Balance - St Brigids Clearing Account	112138.81	112138.81
Closing Balance - Total	112138.81	112138.81
	-	
Approved Grants & Commitments		
	-	
Total Commitments	0.00	0.00
	-	
Total funds available for allocation	112138.81	112138.81
	-	



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