



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday November 15 th , 2017
Meeting Venue	Staff Room
Meeting Time	6..45 pm – 8.15 pm
Type of Meeting	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 • Siobhan Allen
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.

Dave gave a welcome to all ... as there were a couple of new faces, a round table introduction was done.

Agenda Item 2 - Opening prayer ... Tracy Gall.



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Garry Miller ...

After many years of service to the Parent Forum and the College, Garry has decided to step down. Dave thanked Garry for his efforts over the years and as a small token of our appreciation, presented him with a "Thak " Cake (see photo below). Unfortunately, our friends at the cake shop, whilst able to make a delicious cake, had a little trouble with the spelling. Well done Garry !





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

1. Look to see what Banners the SBC PF has ... confirmed we only have 1 pull up Banner. Tracy will be working on this in 2018 with her contact. [Item Closed ...](#)
2. Email Amelia & Erin re catering support for 2018 Sports Carnivals ... completed. [Item Closed ...](#)
3. Survey for 2018 MNO and Fathers Event ... completed for MNO. [Item Closed ...](#)
4. Speak with Annamaria re CBA having a stall at the Fair for Kids Banking ... happened. [Item Closed ...](#)
5. Let Tammy know contact details for Reporters ... done. [Item Closed ...](#)
6. Get date for World Teachers Day (2018) ... done (26/10/2018). [Item Closed ...](#)
7. Pass on Linda Bettenay's contact details to Cassandra ... done. [Item Closed ...](#)

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

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



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Agenda Item 5 – College Fees 2018:

MEL requires that the minimum standard is that there should always be a current surplus. SBC is sitting at industry standard within MEL. Neil advised that the aim is to keep fees as low as they can, whilst providing the services required to meet the needs of the students. Refer attached for detailed explanation of Fees in 2018.

Neil will review cost of Swimming versus those students who are already above the highest grade offered by the College.

123 people responded to the survey around before / after / holiday care programme. 82 % said that they would utilise the service. Should it go ahead, will be utilising the Catholic Education Model (run by the College, not an outsider provider).

Capital Spend in 2018 ... access to Lesmurdie House ... isolated (need to build road and carpark). There is also work required on existing property eg. removal of asbestos. Small amount of new build eg. entrance / outdoor covered area, fencing and outdoor play area. Concept drawings have been done and approved by MEL. Architect is consulting with various parties (due to this being a heritage listed property and in a bush fire zone) ... need to engage a Project Manager in early 2018.

Agenda Item 6 – Grant Applications:

Nil.

Agenda Item 7 – Secondhanded Facebook Page:

Wendy is looking for someone to take on this role ... we now have 822 members ... very easy roll. Roll needs to vet and approve anyone wishing to join FB. Please let Wendy and Paul know if you are interested. Garry and Wendy running car boot sale for this year (02/12/2017) ...

Agenda Item 8 – SBC PF Kitchen Items:

This is different to the Cutlery / Crockery Grant that is pending for the 1st meeting of 2018. This is more for when the PF puts on a function (eg. World Teacher's Day event) ... need to quantify and put through a Grant Application. Part of this must be storage ... to ensure items purchased don't go missing.



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Agenda Item 9 – Welcome Event (25/02/2018):

Follow same format as last year. Will be speaking with Catherine Wade / Jonathon Brain re Students providing the music. Cost about \$ 1 K for PF. Agreed on small offset of \$ 3 (to ensure people are encouraged to attend if booked). We will need help (call for volunteers). Need to consider communication (especially for new families to the College). Look at the name ... focus on a return to 2018 as opposed to new families.

Agenda Item 8 – AOB:

1. 2018 Events now finalised and sent to the SLT for inclusion on the College Calendar.
2. Refer below for Photos of items purchased using PF Grants.
3. \$ 500 spend approved by Wendy, Dave, Paul and Garry, for the purchase of a trolley to carry 3 Phase Power leads. Under the SBC PF Constitution, we can approve up to \$ 500 without the need to put forward a Grant at a SBC PF Meeting.
4. Request that College Website is updated over School Holidays with things like the Uniform Shop. Facebook can be set up to send automatic reminders in the future. **Post meeting, Neil Grime has confirmed that the College Website has now been updated to show the opening hours over the December / January Period (refer summary below).**
5. College Fair went well ... had 93 Stalls and 15 Food Vans. Final results are not yet known, will communicate once all been calculated. Garry wanted to say thanks to all the Volunteers who helped ... could have used more assistance, many hands makes light work. Suggestion that the Fair needs to be done in alternate years to Falls Road.
6. Promote Welcome Back Event at the Carols Eventing ... Dave to organise saying something.
7. We had 2 Teams in the First Lego League ... one of the Teams one the most creative design. We are working on putting in a Wild Card Entry for the Nationals.
8. Post Meeting, Neil Grime confirmed that the College offers lessons up to Stage 13 (generally, the Education Department only offer up to Stage 10). For those swimmers who have completed Stage 13, an additional set of skills are taught and assessed. See attached Skill Set listing for Stage 13.

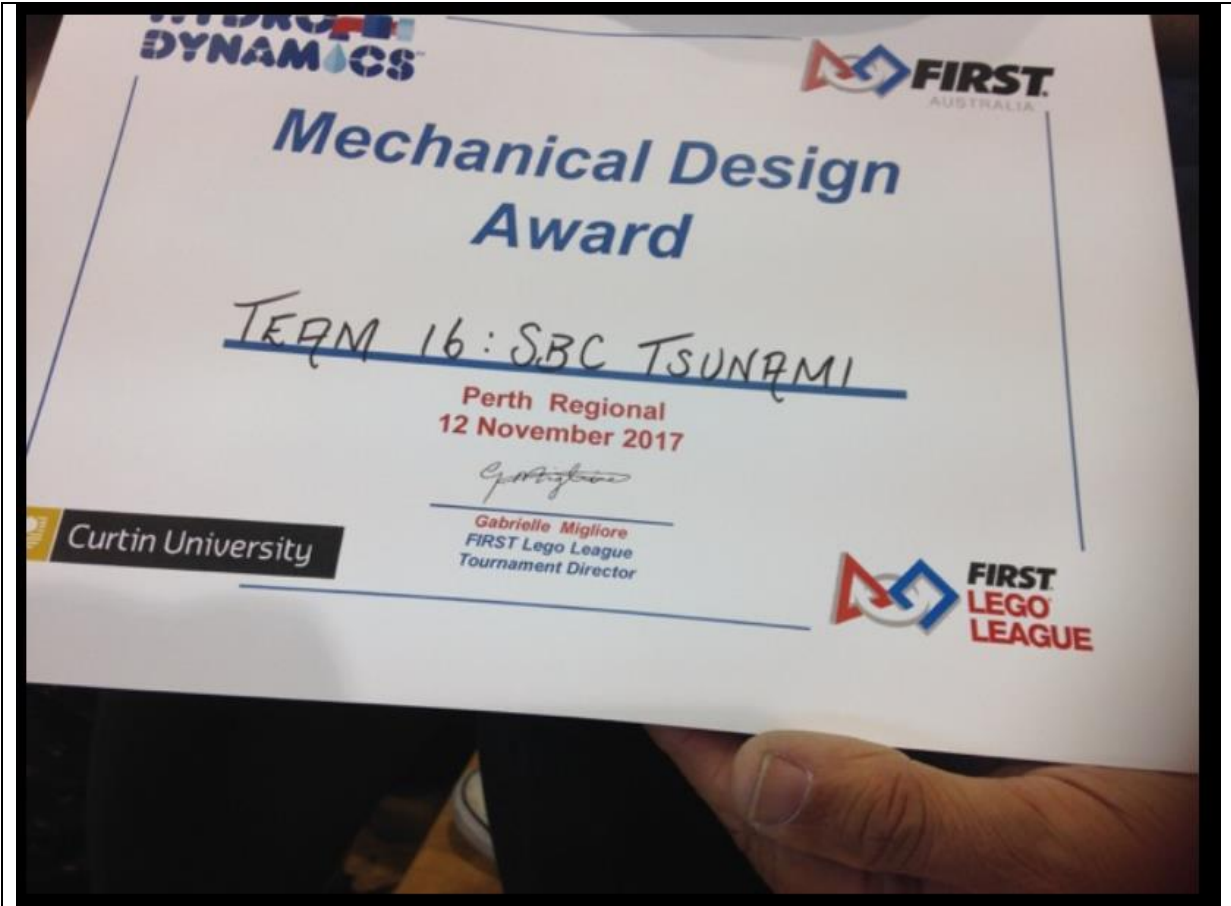


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Meeting Closed at 08.15 pm



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Action Items ...	Assigned to ...
1. Review Grant Application Process, specifically, reconciling receipts back to Grant Approval amount.	Paul Kettle
2. Obtain options / pricing for SBC PF Banners (to help promote).	Tracy Gall
3. Organise Badges for New Committee Members	Dave Thomasson



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Financial Summary

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
Total Expenses + Grants	115,079.00
Float Cash held at School	500.00
Closing Balance P & F clearing account	19,468.27

2018 PF Meeting Dates

Parent Forum Meeting Dates - 2018		
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



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Uniform Shop Opening Hours (December / January 2018):

Uniform Shop

The College Uniform Shop provides all uniform requirements to students from Kindergarten to Year 12. It also offers a selection of 'pre-loved' clothing to those in need. The Uniform Shop Co-ordinator can be contacted during opening hours on Telephone [\(08\) 9290 4261](tel:0892904261). Alternatively you can email uniformshop@stbrigids.wa.edu.au for any queries.

The shop operates with the assistance of volunteer parents, who always make welcome new families. *We welcome your visit.*

Opening Hours During the School Term

Monday 3pm - 4pm

Wednesday 8.30am - 4pm

School Holidays Opening Hours - 2018

Wednesday January 24th - 10am to 4pm

Thursday January 25th - 10am to 4pm

Tuesday January 30th - 10am to 4pm

Wednesday January 31st - 8:30am to 4pm

General Information Flyer

The Uniform Shop will be CLOSED during school holidays, except for specified dates which vary from holiday period to holiday period. Parents are encouraged to refer to the College Newsletters or the website during holiday times with regards to opening hours. Students from isolated areas who need special appointments during these dates, please telephone Sandie on [08 9290 4261](tel:0892904261).

[Click Here to view the Uniforms Requirements](#)

[Click here to view the pricelist for Uniforms](#)

[Uniform Shop Online Store](#)



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Photos – Yarn Club Grant Application:

