



Meeting Minutes

Meeting Date	Wednesday November 16th, 2016
Meeting Venue	Staff Room
Meeting Time	18:45 – 20.15
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none">• Dave Thomasson (President)• Garry Millar (Vice President)• Wendy Stafford (Staff + Treasurer)• Paula Galvin (Committee Member)• Andrew Harris (Committee Member)• Jenny Raymond (Committee Member)• Jo Whittington (Committee Member)• Paula Smith (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Neil Grime
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Lisa Rowe• Antonina Lazzara• Daniela Tonon• Leanne Geddes• Natasha Watts• Saxon Gee• Sharlene Willock• Siobhan Allen• Tamara Brutti• Tracy Gall• Tanya McGrath



Apologies	<ul style="list-style-type: none">• Annamaria Cream (Staff)• Kylie Whitehead (Parent / Guardian)
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Discussion Points

Agenda Item 1 - Meeting opened at 6.45 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 – 2017 School Fees ... Neil Grime

Refer presentation attached to email ...

Agenda Item 4 - Review of Previous Minutes Action Items ... Paul Kettle

1. Uniforms – email from Annamaria, matters raised are being discussed with various stakeholders and a second meeting will be held before end of term. Annamaria will be present update at first PF meeting in 2017.
2. Movie Night – Paula Galvin advised that we can get a screen for around \$ 1 K ... Licensing will cost \$ 800 (previously under \$ 1 K all up). 3 Companies were contacted. Long lead time, would not happen in 2017, so it would be a 2018. Has always been done in March – issue with wind. Would need a person to take the lead ... Paula to find out what the cost to book for 2018 and advise.
3. School Banking – refer agenda item 6. This action item is closed.
4. AGM Notification for Neil – completed, this action item is closed.
5. PF Flyer – completed, this action item is closed.
6. PF Event Listing for 2017 – completed, this action item is closed.
7. PF Committee Role Descriptions – completed, this action item is closed.

Agenda Item 5 - Financial Report ... Wendy Stafford (2017 Treasurer)

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



ST. BRIGID'S
COLLEGE PARENT FORUM



Agenda Item 6 – School Banking ... Jenny Raymond.

Started last term, 99 enrolled (\$ 7 K deposited) ... we made \$ 934 for the PF from last term. You get 5.5 % per deposit + \$ 5.50 per account activated. This terms (6 weeks) \$ 7 K banked already. Averaging about 56 – 60 people per week. Now have 105 accounts. Have given out 57 awards (need 10 deposits to get an award). Already made nearly \$ 500 this term ... less that last term due to less new accounts being opened. 42 children who have done more than 12 deposits. Currently Wednesday morning, talk for another day to fit in within choir ... Kindy / PP make up the most. Now a box in reception. Agreed to keep on Wednesday ... Would like to get 4 school banking co-ordinators a little thankyou + a bowl of chocolate money and stickers. Request to get \$ 150. Jenny will investigate a grant for a box ... **\$ 150 Grant Approved.**

Agenda Item 7 – 2017 PF Events.

1. Mum's Night Out – Andrew is taking the lead on this event.
2. 2, 5, 9 are the same event ... agreed to make a nominal charge so that there is a financial commitment to attend. Issues around the bread rolls due to the supplier we used, will not use again. Numbers capped to 200 due to the pool (150 approx. attended) + volunteers required. Plan to do this in February. welcoming everyone, not just new parents. Need to form a Sub-Committee ... 28th of February last year ?. Need to think about how to encourage more networking ... Dave is happy to be involved. Junior School is the main group of people who attend. Email PAK to co-ordinate - Sub-Committee.
3. Junior School Disco – query on timing ... term 4, is this the best time, could it be earlier in the year. Push it back to term 3 ? Replace SciTech that was previously done in Term 2 ... Tammi to take the lead on this.
4. Twilight Fair ... Amelia / Annamarie ... definitely twilight. Consensus is that PF won't run, but will assist. Garry will work with Annamaria ... feed into Garry.
5. Move Night – 2018 ... agreed last meeting not use Cinemas ... Paul Galvin to do some more investigations.
6. Bush Dance – not going ahead ...
7. Adults Trivia – not going ahead ... to many other groups run them

Agenda Item 8 – 2017 PF Meeting Dates.

Refer below ...



Agenda Item 9 – AOB.

1. The state of the Pool Change Rooms was discussed. Some believe that the state of disrepair is now a Health and Safety Issue, not to mention what it does to the College Reputation when outsiders visit. Neil confirmed that all Maintenance Issues should be sent to the dedicated email address (maintenance@stbrigids.wa.edu.au). Paula Smith agreed to send through some recent photos of the Female Change Rooms. Agreed that we would form a Sub-Committee to work with Neil and the School to bring the Change Rooms back to an acceptable standard. PAK to send out a call for volunteers to be a part of the Sub-Committee.
2. Christmas Carols (08/12/2016) – on the Junior Oval. Food Vans will now be attending. Oval will be marked off ... Annamaria has secured a band ... stage ordered ... Mark Sills doing the event programme. Cost of Stage - \$ 10 K ... we don't know the actual cost at this stage given that we don't know the size required etc. The PA system for the School not sufficient. Mark Sills has ordered the stage back in August ... also trying to get an external compere. Event runs from 6 – 8.30 pm. Food Vans pay a small cost to be here. External artists ... not discussed. Dave – need to understand exactly what is being asked for. Any money requested must go through the formal process ... regardless. Garry to chase this up ... food vans a very good idea. No flyer, but has been advertised in the Church Bulletin ... on the School Calendar. Should this be promoted more ... by whom ? This year, high school finishing at the same time ... wanted to encourage more year levels to attend. Issues ... process not followed, \$\$, purpose – this all about our school and not outside people. Reminder to all, no funds will be approved unless the correct process has been followed, there are no exceptions to this.
3. Small Grant submitted to SLT to support, takes a long time to get that approval and some have been knocked back for no reason. Will do a new process where all Grants are sent to the PF Secretary to capture on a Register. The PF Secretary will then send off to the School for Approval, any delays can then be followed up by the PF on behalf of the person who submitted the Grant – need to document new process.
4. We missed world teachers day this year ... nothing happened (\$ 300 was for last year). 28/10/2016 PF did not organise to fund this year ... teachers funded themselves. Can the fund reimburse the Staff Services Fund ? Would like to remedy the situation, is this something that can be done ? Do in week 10 (Wednesday) when all staff are here, but no kids. Last year was \$ 300 ... around 150 per people. Via Tim ... **Grant of \$ 500 Approved** ... no decorations. Wendy to take the lead.

Agenda Item 10 - Meeting Closed at 20:45 ...



Action Item ...	Assigned to ...
1. Movie Night ... find out the costs to book for 2018 and report back.	Paula Galvin
2. 2017 PF Meeting Dates – send to School to get updated on the School Diary and PF Page.	Paul Kettle
3. Find out exactly what has and has not been committed to in relation to the School Carols, especially around Stage / PA Costings.	Garry Millar
4. Document Grant Process (re approval) + Review existing process / form for 2017.	Paul Kettle
5. Organise a Teacher Thanks Morning Tea for 28/10/2016	Wendy Stafford
6. PAK to email calling for a Sub-Committee to organise the “ Welcome “ Event in 2017	Paul Kettle
7. 2017 Junior School Disco	Tammy Brutti
8. Twilight Fair – continue to work with School and rally volunteers as and when needed.	Garry Millar
9. Send Neil Grime photos of the Pool's Female Change Room.	Paula Smith
10. Send out a call for Volunteers to be a part of the Sub-Committee to work with Neil and the College on the Pool Change Rooms	Paul Kettle



Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM					
Summary Financial Position		From 12.10.16 to 8.11.16			
			\$		
Opening Balance P & F clearing account			43,817		
Add Income since last meeting					
P & F Subscriptions - students enrol / exit	74				
Total Income			74		
Less Expenses / grants & commitments					
Protective Behaviours WA Inc - The Way I feel	1,752			Approved meeting 24/8/16	
Signature Engraving - Red Single Pavers	34				
Total Expenses			1,785		
Closing Balance P & F clearing account			42,106		
Approved Commitments					
Nature Play Solutions (concept & design) - Antonina Lazzara	4,920			Approved meeting 27/7/16	
Approved Small Grants					
Total Commitments			4,920		
Total funds available for allocation			37,186		
Pending Grants and Capital					
Unallocated small grants			14,000		
Closing Balance			23,186		



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