



Meeting Minutes

Meeting Date	Wednesday August 24 th , 2016
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)• Lisa Rowe (Treasurer)• Andrew Harris (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Wendy Stafford• Annamaria Cream• Debbie O’Hara
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Antonina Lazzara• Jenny Raymond• Jo Whittington• Leanne Geddes• Saxon Gee• Natasha Watts• Sharlene Willock• Tracy Gall• Siobhan Allen• Tamara Brutti• Robin Hunt



Apologies	<ul style="list-style-type: none">• Daniela Tonon (Parent)• Amelia Toffoli (Staff)• Fiona Hepi (Staff)• Janine Walsh (Staff)• Paula Smith (Parent)• Jim Miller (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. Protective Behaviours – completed, item closed (refer below for general update on programme)
2. Uniforms (Annamaria) ... carried over, need to schedule a time with head of PE and Uniform Shop Manager when available. Already received a lot of interest in joining the Committee - good representation from Junior School. Email Annamaria if anyone is interested, after a good cross representation.
3. Christmas Carols (Gary). Wendy / Gary to discuss further with the School and will report back to the PF. Item closed for now ...

Agenda Item 4 - Financial Report ... Lisa Rowe

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



Agenda Item 5 – Review of Bush Dance (Tammy).

Event ended up making a \$ 75 profit ... leading up to the Dance, there was concern about the lack of numbers. The Last minute push meant that we ended up with about 210 people. Some who purchased tickets did not turn up. Lesson learnt, keep track of who turns up and who has food. Raffle worked well ... big thanks to Daniela Tonon (arranged raffle) – great job Daniela, great work !! Good work with the decorations despite minimal budget. Band very popular and the higher quality food was well received. Glow stick bags a big hit ... not whistles !! Photos of the bush dance showed people had a great time. Not just about the \$\$... about the community, family being together and enjoying themselves. Numbers could be higher ... more kids options for the raffle could be considered. Feel that the band is costly - 2 hours (\$ 1,200) ... lots of left-over food. Some parents said that they missed the movie night ... usually have in February ... has been a couple of years. Paula Galvin has done it for 3 years ... looking for someone to take over. Numbers were starting to decline ... we should look at the movie night again. Caters for a wider target audience ... greater scope to have more people. Need to discuss events for 2017 at the next meeting (PAK to put on agenda).

Agenda Item 6 – Protective Behaviours (Saxon Gee)

Last meeting we had lengthy and robust discussions, overwhelming support for this programme and having the PF Involved in some way. Teacher training has been deferred until December – School Funded. Parent Courses will not be required until 2017 ... looking at \$ 3 K to fund Parent Workshop / Resource Kits. Big thanks to Saxon for all the work that she has done.

Motion to approve the purchase of the resource kits ... **Grant Approved \$ 1,926.90** (subject to approval by the School, action for Dave to confirm this is ok with the School).

Agenda Item 7 – Grant Stations of the Cross (Debbie O'Hara)

Stations of the Cross for the Heritage Chapel. Accomplished wood worker based in Cambodia (land mine victim) ... 3 models of refugees + Cross shown as examples. Can bring them back from Cambodia trip. Approximately \$ 40 per item ... around \$ 800 subject to Exchange Rate. Chapel needs some work (freshening up), painting, fake flowers are past their used by date. **Grant Approved \$ 1 K.** Maybe we could hold a PF meeting in the chapel once the work has been done.



Agenda Item 8 – Sandpit and Playground Discussion ...

Neil (Director of Business) in the spirit of our request he provide the PF with Items the School would like assistance with in terms of funding. In relation to the redevelopment of the sand pit, the School has incurred additional (and unbudgeted costs) - Sand Pit \$ 4 K Playground \$ 27 K. Neil wanting to know if the PF is interested in assisting with some or all of these costs. Dave feels we need to get an understanding of the overall costs so that we can get the full picture and decide how much (if any). Disappointing that these were not available all year. Gary feels we need to wait and see what funds are available at the end of the year before a decision is made either way. Some feel that they would prefer to put funds to new playground, not existing as this cost should stay with the School. Need to look over the whole year as to what Capital Expenditure the PF has funded.

Early Learning Framework entwines play within the curriculum. Parents have put a lot of time and effort into the existing playground, some parents feel that this is not something that PF should have to pay for. Benefits of Nature Play Play Ground has seen huge benefits for students at Helena College (have a Junior and Senior area). Funded by the Department of Agriculture (\$ 20 K). The funding required that the school match the Grant. This also included parents / teachers / students actively involved in the building of the playground. Real community event in getting it up and running. Really brought the community closer together ... this is what we want to do at SBC ... creating a journey (2 year project). PF driven at Helena College (partnered with the School). Can we start to divert funds raised to go to this instead of other areas / capital expenditure.

Antonina met with Kerry from Nature Play (here for 3 hours) ... she is very excited, feels that there are lots of opportunities. Discussed location (reviewed all the pockets of land) ... opportunity to create a journey throughout the school at other locations. Asked to provide an estimate for existing plan + other areas (master plan). Antonina will still work on the nature scape, in parallel work on the bigger picture. Neil was to meet with Nicola and Amelia to discuss ... looking for that support this week. Antonina is going away for a month, but she will send out instructions. Amelia sat down and talked to them both, she really wants to explore these other opportunities. Issues ... Budget / Time / Staging.

Agenda Item 9 – AOB ...

1. School Banking (96 kids enrolled to date) Jenny ... around 70 every week ... lots of coin ... good numbers. Roster of 3 that do it every week ... Want to start Pre-Kindy next Thursday. Learning Plaza have been very helpful. Nicola wants to know if they can do another day as the choir has lessons on the Wednesday.
2. Pavers have arrived !! Wendy has emailed maintenance to ask when they can be installed. Gary will talk to maintenance. They were going to charge us \$ 2 K to lay ... Gary knows someone else who can do it if maintenance are not able to do within the required time frame. Wendy wants to email the people who have purchased and let them know what is happening.



3. Debbie – Chapel needs painting ... needs to speak with Neil. PF is not about Capital Works or Repair and Maintenance.
4. PF Committee reviewing Constitution for presentation and ratification at the AGM.
5. Orchard Store / Heritage Cottage - has been finished, but not opened until next month.
6. Junior School Sports Carnival ... Gary has not spoken to Nicola. We are going to use all the Marquis's. Not sure if we are going to have cake stall / coffee machine / sausage sizzle. Sausage Sizzle to raise funds for Cambodia (could this be done at the sports carnival ?). Tuesday September 13th ... (Debbie will need to speak with Nicola). Do 2 sausage sizzles ...
7. Next Friday – Dad's Big Breakfast (400 tickets sold pretty much sold out).
8. Junior School Disco (04/11/2016)... need a person to take the lead (Wendy). Last year the food was a little disappointing ... a sausage sizzle would be better received. Looking for Volunteers and a lead. Wendy to send an email to the Parent Reps.

Meeting Closed at 19.38 ...



Action Item ...	Assigned to ...
1. Uniforms - Annamaria to call for Volunteers to join the Uniform Committee once meeting held with Uniform Shop & Erin Rolfe.	Annamaria Cream
2. Agenda Item for Next Meeting - PAK to put Agenda Item on next meeting Agenda for 2017 Events (Movie Night / Bush Dance).	Paul Kettle
3. Purchase of Protective Behaviours Resource Kits. Dave to confirm that the School is ok for the PF to purchase Resource Kits – Grant Approved.	Dave Thomasson
4. School Banking - Jenny to look at starting another Day on Thursday for PK. Will also mean that Choir will be able to participate.	Jenny Raymond
5. Pavers – Garry to discuss installation with Maintenance, if not able to be done, has another person who can do the job.	Garry Millar
6. Junior School Sports Carnival – Debbie to speak with Nicola about Sausage Sizzle fund raiser for Cambodia.	Debbie O'Hara
7. Junior School Disco – looking for a person to take the Lead and Volunteers. Wendy to send an email to Parent Reps.	Wendy Stafford



Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM			
Summary Financial Position		From 31.05.16 to 22.7.16	
		\$	
Opening Balance P & F clearing account		60,806	
Add Income since last meeting			
P & F Subs - students enrol / exit	18		
IGA Loyalty program	161		
Total Income		178	
Less Expenses / grants & commitments			
Parents & Friends Affiliation fee	4,367		
Small grant - PE Dept. Go Pro	1,000		Approved meeting 1/6/16
Scitech Discovery balance of venue hire	1,227		
Liquor Barons Lesmurdie (previous period \$140)			
- Purchase of drinks for PF meetings & events by G. Millar (VP)	234		
Compass Group - Catering PF meeting 1.6.16	88		
Signature engraving - pewter single paver	2,096		
Mums Night Out costs	992		
Total Expenses		10,004	
Closing Balance P & F clearing account		50,981	
Approved Commitments			
Mucky duck bush band balance to be paid 13/8/16	950		
Dance costumes (Mark Sills)	5,000		Approved meeting 1/6/16
Approved Small Grants			
Therapy Aids - Students with Learning Differences	1,000		Approved meeting 1/6/16
Total Commitments		6,950	
Total funds available for allocation		44,031	
Pending Grants and Capital			
Unallocated small grants		16,000	
Closing Balance		28,031	