



St Brigid's College Parent Forum

SBC PF – AGM Meeting Minutes

Meeting Date	Wednesday November 14 th , 2018
Meeting Venue	Staff Room
Meeting Time	6.30 pm – 6.45 pm
Type of Meeting	2018 Annual General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Tracy Gall (Vice President) • Mandy Wallace (Treasurer) • Andrew Harris (Committee Member) • Rachael Thomasson(Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Amelia Toffoli • Neil Grime (AGM Chair) • Annamaria Cream • Liam Merigan • Gisella Masella
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Amanda Pattison • Peta Kennedy • Tamara Brutti • Francis Kennedy • Russell Thom
Apologies	<ul style="list-style-type: none"> • Jo Whittington (Committee Member) • Daniela Tonon • Shauna Alban • Nicola Lee (Staff)



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Discussion Points

Agenda Item 1 - Meeting opened at 6.30m.

As all positions on the SBC Parent Forum are vacated at the Annual General Meeting (refer SBC PF Constitution), Neil Grime (Director of Business at the College) assumed the role of Meeting Chair.

Opening prayer ... Tracy Gall.

Agenda Item 3 – 2018 Annual SBC PF Report ... Dave Thomasson.

Refer annexure # 1 below ...

Dave said a big thanks to all 2018 Committee Members. Special acknowledgements:

1. Tammy for organising the Garden Party ...
2. Andrew for his work on the Mother's Night Out ...
3. Kylie for her efforts with School Banking ...
4. Rachael for her great work on World Teacher's Day ...

Anyone interested in joining the Committee in 2019, should contact the incoming SBC PF President.

Agenda Item 3 – 2017 Annual SBC PF Treasurers Report ... Wendy Stafford.

Refer annexure # 2 below ...

We had a great year in 2018 ... big focus to try and lift the School Banking profile in 2019 (easy money for the SBC PF). A reminder that the Garden Party and Mother's Night Out are more about Community Engagement than fundraising. This year we had a total of 25 Grants, there was a great diversity in the Grants received this year. Whilst our aim is to always spend PF balance in the same year as the funds are received, so those families who contribute get the benefit of the funds, this year a couple of factors have meant that not all \$\$ have been spent and will be carried over to 2019.



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Agenda Item 4 – Election of the 2018 SBC PF Executive Committee

Thanks to all 2018 Executive Committee Members for all their hard work and dedication.

Nominations Received for the 2019 SBC PF Executive Committee:

- President – Paul Kettle
- Vice President – Tracy Gall
- Treasurer – Mandy Wallace
- Secretary – Peta Kennedy
- Committee Members:
 - Amanda Pattison
 - Shauna Alban

All nominees were unanimously voted in.

Agenda Item 5 – Parent Forum Fee for 2019

Preliminary discussions held around the 2019 Parent Forum fee at the last meeting. Departing Committee propose to increase fee from \$ 102 to \$ 105 (there has not been a fee increase in at least 4 years). Whilst consideration was given to Parents / Guardians of either Volunteering Time or contributing \$\$, the view was that this was not a great outcome. Given \$\$ carried over, option to put funds aside for hired help. Discussion around being able to pay Senior School Girls, something that Annamaria believes would be well received. Neil also advised that the College has a bank of help that could also provide paid assistance. We need to consider the impact the above will have on the notion of a Volunteer – they don't get paid but could be working next to someone who is. Community Service hours have been offered out and will again in 2019. Need to find the right balance ...

Fee increase to \$ 105 per family approved in 2019.

Agenda Item 6 - Meeting Closed at 6.57 pm



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2018 SBC PF Annual Report (Dave Thomasson – 2018 SBC PF President)

Dear Parent Forum (PF) Members,

Welcome to the Annual Report of St Brigid's College Parent Forum. This report is an outline of past 12 month's activities of the PF.

To all of those parents who have assisted over the past year in classrooms, at events or in the background thank you very much.

To the College staff and teachers thank you for your on-going support and contribution to the education of our children.

2018 Executive Committee

- Dave Thomasson - President
- Tracy Gall - Vice President
- Paul Kettle – Secretary
- Mandy Wallace – Treasurer

- Committee Members:

Jo Whittington
Rachael Thomasson
Andrew Harris

Thank you to all parents who have attended PF meetings throughout the year. The PF cannot function without your contribution and support.



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Achievements 2018

So what have we achieved in 2018?:

- PF Welcome Garden Party;
- Mums Night Out in support of Mother's Day;
- School Banking scheme continuation;
- Contribution to Dad's Big Breakfast raffle prizes;
- Facilitation of a presentation from the Mayor of Kalamunda;
- World Teacher Day Morning Tea;
- Entertainment Book fundraiser;
- Bicycle raffle at Carols on the Green (planned December 2018).

The PF grant scheme was again successfully championed by Paul Kettle resulting in a strong uptake of applications and approvals.

The Treasurer's report highlights that the PF will go into the 2019 year in a satisfactory financial position with commitments made in line with the Forum's wishes.

We are looking for parents who would like to get involved in 2019. If you have interest or just want to ask questions then please email pf.president@stbrigids.wa.edu.au. The PF meetings are an excellent opportunity to meet other parents and find out what is happening within the College.

I would like to take this opportunity again to thank the other Parent Forum members for their input and support over the last year.

Thank you and I look forward to new and exciting year in 2019 under the stewardship of the newly elected President at the AGM.

Dave Thomasson
Parent Forum President



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2018 SBC PF Annual Treasurers Report (Mandy Wallace)

SBC PARENT FORUM FINANCIAL REPORT

Summary Financial Position

End of Year 2018

Opening Balance P & F clearing account	96,279.61
Income	
P & F Subscriptions - students new	2,111.40
CBA - School banking commission	910.45
Garden Party	792.50
Mums Night Out	1,913.05
Total Income	5,727.40
Expenses	
P & F Subscriptions - students exit	2,012.10
Welcome Garden Party	1,792.38
Mother's Night Out	3,053.16
Swim Carnival Food & Drink - Reimb C Bolton	176.21
Compass Group - Opening Mass	234.00
PFFWA Conference Dinner - 10 Guests	772.73
PFFWA AGM (Gall & Thomasson) From 04.05.18	90.91
E Chippalone - Reimb Food for Morning Tea	389.31
Parent & Friends Federation of WA Affiliation Fee	3,840.18
R Thomasson - Dad's Big Breakfast reimbursement	476.70
R Thomasson PF Purchase	336.36
Total Expenses	13,174.04
RoboClub - Storage (Rob Hill) #2 / 2018	1,498.35
Wellness Centre - 2 x Wheel Chairs #5 / 2018	680.00
Purchase of Sports Equipment (Remi Fernando) #6 / 2018	908.00
John Coutis Presentation (Fiona Hepi) #8 / 2018	3,500.00
2 x Multi Purpose Goals (Liam Merigan) #9 / 2018	810.00
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018 BUS	420.00
Perth Commercial Fridge - Thermocool Fridge #13 / 2018	1,934.55
Senior Rest & Recharge Room #14 / 2018 and #15 / 2018	1,287.73
Chiayo Victory - PA Speaker #16 / 2018	5,164.55
Bush School Application #17 / 2018	3,853.71
Rest & Recharge Room (Loretta Dayman) #18 / 2018	1,235.14
Total Grants 2018	21,292.03
Grants	
Approved - Pending Payment	
Purchase of Sports Jumpers (Chris Bolton) #7 / 2018	3,481.00
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018 *BAL	430.00
Purchase of Flutes (Catherine Wade) #11 / 2018	2,000.00
Bush School Application #17 / 2018	2,094.32



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2 x Lego Robotics Kits (James Stevens) #19 / 2018	3,475.95
Early Learning Room Flexible Seating (M Verjans) #20 / 2018	7,323.74
Grandparent's Day Catering (A Cream) #22 / 2018	3,000.00
World of Careers (Margherita Almond) #23 / 2018	3,200.00
Total Grants - Pending Payment	25,005.01
Total Expenses + Grants + Grants Pending	59,471.08
Float Cash held at School	500.00
Closing Balance Available Funds	42,535.93
Closing Balance P & F clearing account	67,540.94