



St Brigid's College Parent Forum

## SBC PF - Meeting Minutes

<b>Meeting Date</b>	Wednesday March 7 <sup>th</sup> , 2018
<b>Meeting Venue</b>	Staff Room
<b>Meeting Time</b>	6..30 pm – 8.00 pm
<b>Type of Meeting</b>	General Meeting
<b>Attendees - Committee Members</b>	<ul style="list-style-type: none"> <li>• Dave Thomasson ( President )</li> <li>• Tracy Gall ( Vice President )</li> <li>• Mandy Wallace ( Treasurer )</li> <li>• Andrew Harris ( Committee Member )</li> <li>• Rachael Thomasson ( Committee Member )</li> <li>• Paul Kettle ( Secretary )</li> </ul>
<b>Attendees – Staff</b>	<ul style="list-style-type: none"> <li>• Amelia Toffoli</li> <li>• Annamaria Cream</li> <li>• Fiona Hepi</li> </ul>
<b>Attendees – Parents / Guardians</b>	<ul style="list-style-type: none"> <li>• Amanda Pattison</li> <li>• Tamara Brutti</li> <li>• Shauna Alban</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Janine Walsh</li> <li>• Paula Galvin</li> <li>• Chayan Gunendran</li> <li>• Janine Prince</li> <li>• Jo Whittington ( Committee Member )</li> <li>• Peta Kennedy</li> </ul>



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## *Discussion Points*

### **Agenda Item 1 - Meeting opened at 6.30m.**

Welcome to all by Dave - quick round table to do introductions.

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

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

1. **Review Grant Application Process** – not yet completed, carried over to next meeting.
2. **SBC PF Banners** – Tracy advised that she has 1 quote, just waiting on 2<sup>nd</sup> Quote.
3. **SBC PF 2<sup>nd</sup> Hand Face Book Page** – completed, Jo Whittington is now running.
4. **Finalise MNO Date** – completed ( 26/05/2018 ).
5. **Coordinate with Lillian Collins to get Refunds** – to be completed, carried over to next meeting.



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### **Agenda Item 4 – Financial Report ... Mandy Wallace.**

Mandy is continuing to work through reconciliation process with Lillian. Have now identified miscellaneous item ( \$ 211.85 - IGA Donation ). There are still a few more expenses for the garden party. Need to change the process so that funds are only released when a tax invoice is provided, that way we know that we are paying for what is spent.

Dave will send a thanks to the IGA for their contribution. Paul will send out a general note to all at the College re the Grant Application Process.

### **Agenda Item 5 – Grant Applications:**

#### **Purchase of 2 Wheel Chairs for the Wellness Centre.**

The College currently has just 1 wheel chair to cover the entire school. It is very old and heavy to use. Has frequently broken down and whilst this has been repaired ( for now ), it won't last long. Due to the hills and distances involved, it is a very tough environment to move patients around when required. Put simply, its not safe when pushing patients around ( especially up hills ). New chairs are light and compact and designed for short term use. College has a large amount of sporting injuries - lots of broken bones, sprains and dislocations. Chair manufacturer is Western Australian.

**GRANT APPROVED ...**



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### **Agenda Item 6 – Parent Forum Welcome Event ( 2018 ) – Tammy Brutti**

Another very successful Parent Forum Welcome event. Weather was perfect.

Lesson learnt from last year helped to ensure that the event this year was well organised. Cost to the PF this year was only \$ 632 ( vs \$ 815 from last year ). Difference being no ice cream van this year and 250 + Tickets sold.

Things done differently this year:

1. Tick of people who arrived ... 66 % attendance ( by family ). This meant that we over catered – lesson for next year, only cater for 80 % of the number of tickets ( not 100 % )
2. Due to the issues involved, Tammy would prefer to pay for everything up front and put through 1 claim form at the end, this would make things much easier for her and would save time ( chasing up the College getting people paid ). Mandy to speak with Neil about understanding process to see if this issue can be fixed.
3. Senior girls playing instruments, issues with Catherine Wade getting the right paperwork in place ( risk assessments / parent permissions ). Tammy will speak with Catherine and find out exactly what the issue was so we can agree a way forward.
4. Positive feedback on risk assessment ... is a very useful tool, Tammy has a full spreadsheet for everything she does ( Welcome / Disco ).
5. Bouncy Castle was a big hit ... maybe need to look at where it was located.
6. Choice of games this year was good, and nothing got broken, so no extra cost.
7. Big thanks to Kate for her efforts in promoting the event ...
8. processes for everything worked well.
9. Sound System was not very good.



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### **Agenda Item 7 – Purchase of PF Aprons ( Tammy Brutti ).**

We do not advertise the PF as much as we should. Local Company ( Cargo Crew ) can do Aprons with full colour PF logo ( look good and unisex ). Cost for each Apron is \$ 30 ( does not include our logo, this is a separate cost ). Looking to purchase 10 Aprons and have the PF Logo put on each of them. If you use these aprons, will be up to you to wash / fold and return.

Caroline Morton can do the embroidery. Mandy / Tracy can coordinate with Caroline to get embroidery done ... Approved to purchase 10 given.

### **Agenda Item 8 – Mother's Night Out – Andrew Harris**

Lots of work continues to be done in the background for the SBC PF MNO. Date has now been set ( Saturday May 26<sup>th</sup>, 2018 ). This is a week later than originally planned ( due to the venue ), no clash in the calendar ( last week of term ). The event will be held at the Kalamunda Club.

First meeting of the organising committee has been held.

- Dads are again going to be play a big part again, decided to keep with this tradition.
- Similar to previous years with games / music ( no karaoke ).
- Aim to have poster and try bookings page set up this month. Will mean that there is a good 6 to 7 weeks to promote.
- Last year we had 60, aim to have 100. The event will again be run as a loss to the SBC PF. This year we will be charging \$ 30 per head ( covers meal and drink voucher ). The PF to contribute all other costs ( venue / music / desert etc ). Based on a number of 100 people, looking at a \$ 2 K cost to the PF ( this will be the maximum ). Last year \$ 1.6 K loss for 60 people.
- Feedback received, great way for mums to meet other mums that they would not normally meet. Mandy to pay \$ 100 deposit to secure the venue and the date.
- Will not be a specific theme ( feedback – did not want to have to dress up ) ... time 7 – 11 pm.



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### **Agenda Item 9 – Any Other Business ( AOB )**

1. Request from the College to see if there was any Volunteers willing to run a Cake Stall at the Junior School Swim Carnival - Natasha ran this last year. Whilst this is very late notice, if anyone interested should contact Paul ASAP.
2. The College has received Easter Promotional Flyers from Baker's Delight. If there is anyone interested in running this event, please contact Paul.
3. This year the College will be running a " Colour Run ". Sponsorship booklet sent home with all students. Idea this year is that you can ( if you like ) set up page online. There will be prizes for students, depending on \$\$ raised. Company that runs this site gets a % of the funds raised. Don't have to register, can just complete the form. Currently looking at getting an SES Truck to appear on the day.
4. Do we want to promote the PF at the College Open Day ? We can put a flyer in the College Pack / or a table promoting the PF. College will need helper for the College Open Day ( only have 4 helpers to date ), require 6 – 8. Rachel is overseeing the catering. Will be held on Friday, 23 March - 9.30 am kick off, tour finishes at 11 stay for an hour for morning tea then do again for the afternoon. People often decide on the school based on interaction with parents and cleanliness of the College. Screen / laptops / flyers with a list of things that the PF has done to date could work. Looking for someone to take ownership and run with this.

**Meeting Closed at 07.30 pm**



## St Brigid's College Parent Forum

<b>Action Items ...</b>	<b>Assigned to ...</b>
1. Review Grant Application Process ...	Mandy Wallace
2. Work out Banner Sizes and organise pricing for SBC PF Banners ( to help promote the SBC PF ).	Tracy Gall
3. Co-Ordinate with Lillian Collins to get the following funds returned to the PF: a. \$ 1,200 ( Grant Application 3 of 2017 ) – not spent. b. \$ 1,137 ( Grant Application 18 of 2017 ) – not used.	Mandy Wallace
4. Send a thanks to the IGA for the contribution ...	Dave Thomasson
5. Send out an email to the College Community re the grant application process and requesting funds be used ...	Paul Kettle
6. Speak with Neil Grime re process for getting expenses paid to suppliers.	Mandy Wallace
7. Speak with Catherin Wade re paperwork issues with getting Senior School Girls playing at the Parent Forum Welcome Event.	Tammy Brutti
8. Purchase 10 Aprons and coordinate with Tracy and Mandy to get PF Logo placed on each of them.	Tammy Brutti
9. Get MNO Poster and Try Booking Page done.	Andrew Harris
10. Pay \$ 100 deposit to book MNO at the Kalamunda Club	Mandy Wallace



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**2018 PF Meeting Dates**

**Parent Forum Meeting Dates - 2018**

<b>Term 1</b>	<b>Wednesday, 31 January 2018</b>	<b>Friday, 13 April 2018</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 7 February 2018
	PF Meeting 2 ( Week 6 )	Wednesday, 7 March 2018
<b>Term 2</b>	<b>Monday, 30 April 2018</b>	<b>Friday, 29 June 2018</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 9 May 2018
	PF Meeting 2 ( Week 7 ) - 9 am	Wednesday, 6 June 2018
<b>Term 3</b>	<b>Monday, 16 July 2018</b>	<b>Friday, 21 September 2018</b>
	PF Meeting 1 ( Week 3 )	Wednesday, 1 August 2018
	PF Meeting 2 ( Week 7 )	Wednesday, 29 August 2018
<b>Term 4</b>	<b>Monday, 8 October 2018</b>	<b>Thursday, 13 December 2018</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 17 October 2018
	PF Meeting 2 ( Week 6 ) - Includes AGM	Wednesday, 14 November 2018