



St Brigid's College Parent Forum

## SBC PF – Meeting Minutes

<b>Meeting Date</b>	Wednesday November 14 <sup>th</sup> , 2018
<b>Meeting Venue</b>	Staff Room
<b>Meeting Time</b>	6.45 pm – 8.15 pm
<b>Type of Meeting</b>	General Meeting
<b>Attendees - Committee Members</b>	<ul style="list-style-type: none"> <li>• Paul Kettle ( President )</li> <li>• Tracy Gall ( Vice President )</li> <li>• Mandy Wallace ( Treasurer )</li> <li>• Peta Kennedy ( Secretary )</li> <li>• Amanda Pattison ( Committee Member )</li> </ul>
<b>Attendees – Staff</b>	<ul style="list-style-type: none"> <li>• Amelia Toffoli</li> <li>• Neil Grime</li> <li>• Annamaria Cream</li> <li>• Liam Merigan</li> <li>• Gisella Masella</li> </ul>
<b>Attendees – Parents / Guardians</b>	<ul style="list-style-type: none"> <li>• Tamara Brutti</li> <li>• Francis Kennedy</li> <li>• Russell Thom</li> <li>• Dave Thomasson</li> <li>• Andrew Harris</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Jo Whittington</li> <li>• Daniela Tonon</li> <li>• Shauna Alban ( Committee Member )</li> <li>• Nicola Lee ( Staff )</li> </ul>



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# Discussion Points

### **Agenda Item 1 - Meeting opened at 6.57 pm**

Welcome to all and congratulations to all 2019 SBC PF Executive Committee Appointments by the new President, Paul Kettle. Given some new ( and old ) faces, did a round table introduction.

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

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

1. Submit Grant Application for 3 x new banners ... **carried over to 2019.**
2. Refund on Grant Application # 18 of 2017 ( \$ 1,137 ) ... **carried over to 2019.**
3. Face Book page for 2<sup>nd</sup> hand Uniforms ... Annamaria has emailed Jo Whittington today to get some guidance ( 2<sup>nd</sup> hand uniform page ). **Item closed** for now, can be re-opened in 2019 if required.
4. Speak with Nicola re Warm and Fuzzies for World Teacher's Day ... **completed, item closed.**
5. SLT clarification of grant approval process ... **carried over to 2019.**
6. Reminder email re funds still being available for 2018 Grants ... **item closed.**
7. Advise Neil Grime of the increase to the 2019 PF levy ... **completed, item closed.**
8. Send out Role Descriptions for PF Executive ... **completed, item closed.**

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

Refer annexure # 1 below ...



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

1. **Grant Application # 24 – 3 x Vacuum Cleaners.** Will be used by the Boarders ( no Cleaners ) to vacuum houses, front reception, visitor centre & dining room. Boarding complex is increasingly being used for other functions, important to keep it clean and tidy. Have been a number of comments about vacuum cleaners. College Budget was not able to accommodate this.  
**Grant approved for \$ 2,000.00**
2. **Grant Application # 25 – Catering for 2019 Sporting Events.** Liam wanted to pass on his thanks to the SBC PF for its support of the Sports Department in 2018. In particular, the soccer goals, they have been a massive hit by students and staff alike - makes life very easy. They are also be used for extra curriculum activities such as football ( have around 30 members ). The Sports Excursion was a very big hit with Students.

Grant applies to all but the senior Cross Country. These events cant run smoothly without Staff and Volunteer help. Providing lunch and refreshments is a nice way to support them. PF could be listed as a Sponsor of the events ( agreed by all that we really need to lift our branding ). PF supported this in 2018. \$ 2 K is an estimate based on 2018 events. Mandy has helped a lot at these events in the past and said that Volunteers are very well looked after. Food at carnivals has been awesome, they could not do enough.

Question for Liam around parent support / volunteers helping out in Senior School ... Liam will make sure this is taken up in 2019 ... some people would rather donate than volunteer ( some are not able to volunteer for various reasons ). School Newsletters ... included. Rachel PF has come such a long way in the last 8 – 10 years ... PF newsletter goes out each time the School goes out ...



## St Brigid's College Parent Forum

### **Agenda Item 6 – Other Business**

1. 2019 SBC Fees ... refer Annexure # 2 below.
2. Parent Forum Levy for eligible families ( those who have a health care or pensioner concession card ). To fall in line with MEL initiative of maintaining equitable access to a Mercy Education, it was agreed that the SBC PF will waive the Parent Forum Levy for all eligible families.
3. SBC PF Fee model ... carried over to the 1<sup>st</sup> meeting of 2019.
4. Photo ... Grant Application # 11 of 2018 refer Annexure # 3 below.
5. Farewell presentations ... on behalf of everyone there, a massive thanks to Rachael for the amazing farewell cake for Amelia and the stunning array of food perfectly presented. Rachael truly has a talent and is no doubt the reason why Dave has never ventured into a Kitchen ( there was one time he did, but quickly realised he was lost and turned back around for a hasty retreat ).
  - a. Amelia ...
  - b. Andrew ...
  - c. Jo ...
  - d. Dave & Rachael ...
6. Question for Liam around parent support / volunteers helping out in Senior School, does not seem to be as much of a need ... Liam will make sure this is taken up in 2019.
7. Rachael wanted to say that the PF has come such a long way in the last 8 – 10 years and we should all feel very proud.

### **Agenda Item 7 - Meeting Closed at 8.15 pm ( ish )**

<b>Action Items ...</b>	<b>Assigned to ...</b>
1. Submit Grant Application at next PF Meeting for 3 Banners.	Tracy Gall
2. Co-Ordinate with Lillian Collins to get \$ 1,137 ( Grant Application 18 of 2017 ) returned as this was not used.	Mandy Wallace
3. Speak with SLT re clarification and confirmation of email from Neil Grime and revert to the PF.	Paul Kettle
4. SBC PF Fee Model in 2019	Paul Kettle



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**Annexure # 1 – Financial Report**

**SBC PARENT FORUM FINANCIAL REPORT**

Summary Financial Position

17 October to 13 November

<b>Opening Balance P &amp; F clearing account</b>	<b>68,843.95</b>
<b>Income</b>	
P & F Subscriptions - students new	73.95
<b>Total Income</b>	<b>73.95</b>
<b>Expenses</b>	
P & F Subscriptions - students exit	132.60
Purchase of Sports Equipment (Remi Fernando) #6 / 2018	908.00
Reimb R Thomasson PF Purchase	336.36
<b>Total Expenses</b>	<b>1,376.96</b>
<b>Grants</b>	
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
<i>Bush School Application</i> #17 / 2018	2,094.32
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
<b>Total Grants Pending Payment</b>	<b>25,005.01</b>
<b>Total Expenses + Grants</b>	<b>26,381.97</b>
<b>Float Cash held at School</b>	<b>500.00</b>
<b>Closing Balance Available Funds</b>	<b>42,535.93</b>
<b>Closing Balance P &amp; F clearing account</b>	<b>67,540.94</b>



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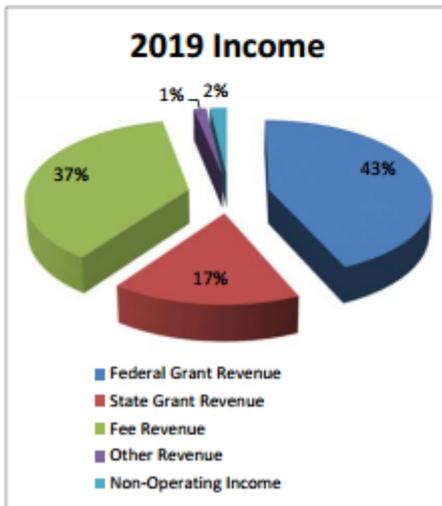
### Annexure # 2 – SBC Fees for 2019.

#### St Brigid's College – A Ministry of Mercy Education Ltd College Budget 2019

At the direction of the Mercy Education Limited Board, the minimum standard expectation regarding the St Brigid's College Lesmurdie annual budget is:

- All budgets should provide for a recurrent surplus (excluding depreciation).
- Total cash surplus for the year to be positive, unless drawing on prior reserves to fund current capital works.

In order for St Brigid's College to fulfil these requirements, the following information is provided to families regarding the key income and expenditure drivers for 2019.



#### INCOME

60% of College income comes from Government sources - 43% from Commonwealth and 17% from State. In 2019, a 4.18% increase in Commonwealth grant monies is expected, while State grant monies are expected to rise by 0.57%.

The remaining 40% of College income comes from private sources of which College fees make up 37%. Increases of 7% for tuition fees and 2% for boarding fees are required to cover shortfalls from government funding and increases in staff and other operational expenditure including the cost of managing bad debt.

#### EXPENDITURE

Approximately 74% of the Colleges' expenditure relates to staffing.

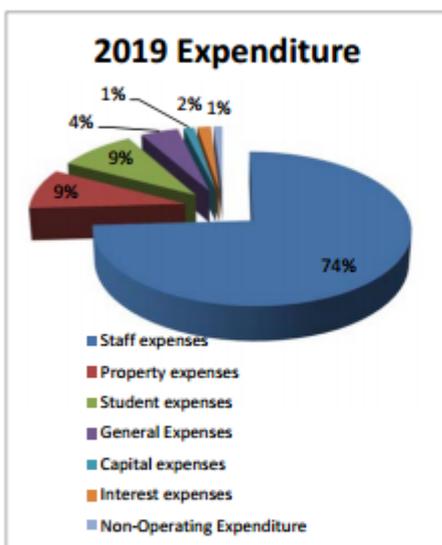
Direct salary costs are expected to increase 2.0% as advised by CEWA however to date the teachers Enterprise Bargaining Agreement that provides this information has not been published.

Compulsory employer superannuation contributions will remain at 9.5%.

Additional salary costs include increased payments to staff that progress through the various salary step levels as they gain experience. These step increases are expected to be in the region of 3.9% to 10.1%.

Property expenses including utilities and maintenance costs will account for 9% of expenditure while 9% of College expenditure relates to student expenses and directly relates to the delivery of the Educational Curriculum. Increases in these expenditures are expected to be in line with CPI and to increase on average around 1%.

General expenses of 4% include fees paid to various catholic member organisations that will rise between 2.7% and 17.7% next year. These fees relate to the various levies the College has to pay in order to continue to operate as a catholic school in Western Australia.



Any remaining funds after operational expenditure will go toward capital improvements. These funds include debt servicing costs but exclude the interest expense representing 2% of total expenditure. For 2019, capital expenditure will equate to an amount equal to 1% of total expenditure.



## St Brigid's College Parent Forum

### FEES AND CHARGES 2019

#### PRIMARY SCHOOL

	Annual Comprehensive Tuition Fee	Annual Community Fee per Family #	Annual Parent Forum Fee per Family #	Total Early Discount Annual Fee (7.0%)*	Total Annual Fee	Monthly Instalments (10)
<b>PRIMARY SCHOOL - NON COMPULSORY</b>						
3 Year Old	\$4,318	\$500	\$105	\$4,641	\$4,923	\$492.30
Kindergarten	\$2,119	\$500	\$105	\$2,586	\$2,724	\$272.40

Health Care / Pension Concession Card Annual Fee	Monthly Instalments (10)
\$1,000.00	\$100.00

#### PRIMARY SCHOOL

Pre-Primary	\$3,502	\$500	\$105	\$3,878	\$4,107	\$410.70
Year 1	\$3,502	\$500	\$105	\$4,022	\$4,107	\$410.70
Year 2	\$3,502	\$500	\$105	\$4,022	\$4,107	\$410.70
Year 3	\$3,502	\$500	\$105	\$4,032	\$4,107	\$410.70
Year 4	\$3,502	\$500	\$105	\$4,032	\$4,107	\$410.70
Year 5	\$3,502	\$500	\$105	\$3,972	\$4,107	\$410.70
Year 6	\$4,368	\$500	\$105	\$4,688	\$4,973	\$497.30

\$1,000.00	\$100.00
\$1,000.00	\$100.00
\$1,000.00	\$100.00
\$1,000.00	\$100.00
\$1,000.00	\$100.00
\$1,000.00	\$100.00
\$1,000.00	\$100.00

#### SECONDARY SCHOOL

Year 7	\$6,464	\$500	\$105	\$6,647	\$7,069	\$706.90
Year 8	\$6,464	\$500	\$105	\$6,647	\$7,069	\$706.90
Year 9	\$6,464	\$500	\$105	\$6,647	\$7,069	\$706.90
Year 10	\$6,946	\$500	\$105	\$7,102	\$7,551	\$755.10
Year 11	\$6,946	\$500	\$105	\$7,097	\$7,551	\$755.10
Year 12	\$6,946	\$500	\$105	\$7,148	\$7,551	\$755.10

\$3,600.00	\$360.00
\$3,600.00	\$360.00
\$3,600.00	\$360.00
\$3,600.00	\$360.00
\$3,600.00	\$360.00
\$3,600.00	\$360.00

BOARDING	Total Early Discount Annual Fee (2.0%)*	Total Annual Fee	Monthly Instalments (10)
Year 7 - 12	\$22,079	\$22,520	\$2,252

#### SIBLING CONCESSIONS (KINDERGARTEN TO YEAR 12)

Place in Family	Reduction in Compressive Tuition / Boarding Fee
1	0%
2	20%
3	20%
4	50%
5	100%



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### **Annexure # 3 - Grant Application # 11 of 2018**

Hello Paul and Mandy,

We hope you're both super well!

Catherine Wade has asked me to send you this photo showing one of the new Junior School Flute classes in action. The students (and parents) are loving this opportunity to learn the flute! Thanks to programmes such as this, we plan to make learning an instrument even more accessible and have many more accomplished musicians coming through the College!

Thanks once again to the whole P&F for this amazing gift!

*Cheers,*

*Catherine Wade, the Arts Team and Junior School Students*

