



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday February 7 th , 2018
Meeting Venue	Staff Room
Meeting Time	6..30 pm – 8.00 pm
Type of Meeting	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) • Jo Whittington (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Amelia Toffoli • Janine Walsh • Annamaria Cream • Fiona Hepi • Nicola Lee • Michelle Verjans
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Natasha Watts • Siobhan Allen • Paula Galvin • Tamara Brutti • Amanda Pattison • Louise & Craig Allington • Kylie Whitehead (School Banking Co-Ordinator) • Margaret Tate • Peta Kennedy
Apologies	<ul style="list-style-type: none"> • Daniela Tonon, Annie Mincham, Camille Naismith, Shauna Alban & Sue McDougall.



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Discussion Points

Agenda Item 1 - Meeting opened at 6.30m.

Welcome to all by Dave, great to see some new faces. 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 – specifically, reconciling receipts back to Grant Approval Amount. Ongoing, based on meeting held with Mandy and Lillian Collins, we are looking at changing the process. Instead of Approved Grant amounts being automatically given to the Department, will look to only transfer those funds once a Tax Invoice has been provided to the PF. This will ensure that there are no \$\$ left over that have not been spent and returned to the PF. PAK and Mandy to finalise process and get approval from Neil. **Action Item Open.**
2. SBC PF Banners – Tracy to work out sizes and organise quotes to present back to the PF. **Action Item Open.**
3. Badges for new Committee Members – **completed, item closed.**



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

Mandy met with Lillian \$ 19,468 closing balance from last year. There has been a number of expenses that have gone through since last year.

Ciborium money not spent (Grant 3 of 2017), so the money needs to come back to the PF (\$ 1,200). There also needs a request to be made to Lillian to refund the amount not used for the Girl Power Workshop (Grant 18 of 2017) – grant approved for \$ 3 K, only \$ 1,863 used, refund = \$ 1,137. Mandy will create another subsection on the financial summary to account for these Pending Grants. We need to ensure that we attach copies of tax invoice, so we can reconcile back to the approved grant. No more ins and outs in the GL, this takes extra time to do the journals. Lillian is happy for this to happen – will need to get Neil to sign off.

Question asked around having a bank account (how we used to do it) ... audit requirements made it easier to do one account rather than 2 + allows for the College to claim back GST. Mandy will put something together and we will send off to Neil for approval. The idea is to create more transparency without creating more work for Lillian. With this years PF Levy of \$ 75,480 our closing balance is now \$ 96,279. FYI ... Crockery grant application not approved for Crockery.

Agenda Item 5 – Grant Applications:

Robo Club – purchase of storage (Rob Hill).

Big thanks from Rob ... for all the support that has been provided by the SBC PF over the years. We are their Major Sponsor and as such, the PF logo will remain on the shirts. The Robo Club is very popular with Students and we always struggle to provide resources to fill the demand. Their immediate issue is the proper storage for all the components, hence the reason for this grant. 3 units will be enough to separate pieces out ... takes so long to sort out with current storage system. These are just for storage at the College. **GRANT APPROVED** ...

New initiative for this year is the Junior Robo Club ...



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

Event to be held on Sunday, February 25th, 2018. The format will be similar to last year. Has been decided that we will be charging a small amount so that people actually attend. Went really well last year. Senior School students will be playing their instruments. Agreed that due to the cost, the ice cream van will not go ahead this year. As they were such a big hit last year, will again have the large board games.

Please to announce that the Heads of School will attend and say a few words. Tammy is still looking for help, so please let us know via the Secretary if you are able to help. Rachel will be helping by doing all the décor. Will use try booking for numbers – this year we will be ticking off people who attend. Brochure will go out today.

Tammy has worked through the lessons learnt from last year. Will do a sausage sizzle and non-alcoholic punch, fresh fruit cups. Cottage to be open for toilet ... need to get the key Lesmurdie House so we are able to access. Mundy will be organising all the equipment ... need to make sure the sprinklers are turned off. Idea posted that we ask people to bring a picnic instead of doing other stuff, whilst a great idea, it was agreed we will stick with the Sausage Sizzle.

This year we are going to do 2 ½ hours instead of the 3 hours we did last year. Rachel will again be doing a raffle again. Total cost to the PF last year was around \$ 820. It is estimated that this will be less this year as we will not be doing the Ice Cream Van. Will be purchasing some new aprons with the PF Logo - committee can approve up to \$ 500 (under our constitution), which will be more than enough.

Agenda Item 7 – SBC Second Hand Face Book Page – Paul Kettle

Jo Whittington has agreed to take on the management of the 2nd Hand Face Book Page from Wendy.



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

The Mother's Night Out event has been run by the SBC PF for the last 4 years. Designed to be an event recognising the work done by all the mums at the College (men have the big breakfast). The first 2 events were held at the college, the next 2 were at the Kalamunda Club. Last year there was a debate about the format and the cost to run the event. Based on this discussion, a survey was conducted.

- 112 respondents
- About half had attended a previous MNO.
- 1/3 had attended Kalamunda club.
- 90 % want an evening event.
- 70 % want a mother's only event.
- 3 Items had over 60 % yes (Karoke did not make it):
 1. Food (finger / cocktail food) ...
 2. Alcohol ...
 3. Music was the other ...
- Respondents were ambivalent about who organised (dads or a 3rd party).
- Clear majority willing to pay up to \$ 40.00 (last year we increased cost from \$ 20 to \$ 30.
- PF has been subsidising around \$ 25 per head).
- Music / games, barefoot bowls, high tea, bus / river cruise (too cost prohibitive).
- Numbers have dropped of first 2 over 100, last year 90 this year 60 ...
- Last year there was theme (Bollywood).
- Total cost last year \$ 3,200 – we paid \$ 1,600 ...
- Definitely still a lot of interest out there.

Andrew to Chair MNO Sub-Committee, need to lock in data ASAP. Kalamunda Club not available on Saturday May 19th, will look at the 26th of May. Once done, PAK will send out a Save the Date email and organise for it to go on the college calendar.



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Agenda Item 9 – Any Other Business (AOB)

1. Fioan wanted to pass on a Big Thanks to the PF for the data projectors ... they are fantastic.
2. No fun run this year ... will be doing a “ colour run “ ... stay tuned for more details.
3. Scitech is not on our list of events of 2018 ... we need to book in well ahead of time.
4. No movie night this year ... need to book 12 months in advance
5. Lottery West has approved a grant for the PF WA conference to be held at SBC. Claire Orange will facilitate the forum. Theme will be bullying ... Prof Tim Moree Murdoch Institute in Melbourne. All about engagement (looking at screens, kids are starting to miss the queues of reading people faces) + State Minister of Education. Funds allow for remote people to attend. Working towards around 100 people. Last year there was 120 at the Dinner. PF WA will approach PF to see if we can assist in anyway.
6. Meeting closed at 7.30m

Although missed at the meeting, the SBC PF Executive has approved a spend of \$ 500 (prior to the last meeting) to cover the cost of the Opening mass morning tea – this is allowed under the SBC PF Constitution. If anyone has any questions about this, please refer to the SBC PF Secretary.

Meeting Closed at 07.30 pm



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Action Items ...	Assigned to ...
1. Review Grant Application Process ...	Paul Kettle & Mandy Wallace
2. Work out Banner Sizes and organise pricing for SBC PF Banners (to help promote the SBC PF).	Tracy Gall
3. Make contact with Wendy Stafford to take over the running of the 2 nd Hand Uniform Face Book Page.	Jo Whittington
4. Finalise MNO Date	Andrew Harris
5. 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

2018 PF Meeting Dates

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