



St Brigid's College Parent Forum

## SBC PF - Meeting Minutes

<b>Meeting Date</b>	Wednesday August 29 <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>• Andrew Harris ( Committee Member )</li> <li>• Jo Whittington ( Committee Member )</li> <li>• Mandy Wallace ( Treasurer )</li> <li>• Tracy Gall ( Vice President )</li> </ul>
<b>Attendees – Staff</b>	<ul style="list-style-type: none"> <li>• Fiona Hepi</li> <li>• Annamaria Cream</li> <li>• Vicky Pulford</li> </ul>
<b>Attendees – Parents / Guardians</b>	<ul style="list-style-type: none"> <li>• Peta Kennedy</li> <li>• Tamara Brutti</li> <li>• Sue Du Pont</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Paul Kettle ( Secretary )</li> <li>• Shauna Alban ( Parent )</li> <li>• Siobhan Allen ( Parent )</li> <li>• Margie Tate ( Parent )</li> <li>• Rachael Thomasson ( Committee Member )</li> </ul>



St Brigid's College Parent Forum

## *Discussion Points*

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

Welcome to all by Dave ...

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

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

1. **Banners** ... Tracy brought along brochure showing lots of options. Tracy will put together a recommendation and present at the next meeting. **Carried over until next meeting.**
2. **Funds Returned** ... Discussions with Lillian continue re the return of the \$ 1,100. **Carried over until next meeting.**
3. **School Girls playing at PF Welcome Event** ... speak with Catherine Ward re paperwork Issues. **Carried over until next meeting.**
4. **Grant Application** ... present to Teachers at next PD on how to apply for a grant. **Carried over until next meeting.**
5. **2<sup>nd</sup> Hand Ball Dress FB Page** ... Annamaria to deal with post 31/08/2018. **Carried over until next meeting.**
6. **Warm & Fuzzies for World Teachers Day** ... WTD is in October. **Carried over until next meeting.**
7. **College Budget** ... Fiona to raise at SLT to seek clarification and confirmation of email from Neil. **Carried over until next meeting.**



## St Brigid's College Parent Forum

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

Refer Annexure # 1 for Financial Summary ...

Query from Andrew Harris regarding use of remaining PF funds. Peta brought up the opportunity with Funky Monkey (c. \$40K). Peta explained the equipment and the current position of the College via Amelia and Neil. It was decided that nothing could be agreed at this stage as the view of the new Principal (Carmen) would need to be sought. It may be possible to obtain a decision from Carmen before her official 1<sup>st</sup> January 2019 start date. Question was asked regarding what happened with the Nature Play proposal.

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

No Grant Applications received ...

### **Agenda Item 6 – Any Other Business ( AOB )**

1. **Dad's Big Breakfast** – Annamaria sought additional help from Mums. SOS to be sent out.
2. **PF aprons** – Tammy showed these – 10 acquired – to be used for Dad's Big Breakfast.
3. **Sports kit with PF logo** – Mandy showed these as provided by Chris Bolton.
4. **Parent help expectation or pay additional fees** – Tammy brought this up as an option given the challenge with obtaining parent help. It is an approach used in other schools. Annamaria thought it worthy of consideration and understanding (e.g. what happens if parents agree to help then don't do it?). Possibly pick up once Carmen is on board as the new Principal.
5. **Grant process** – Mandy went through concerns with the current process and options for improvements. There is ongoing support for Mandy's efforts in improving the process. Mandy to continue work with Lillian and Neil on process improvements.

**Meeting Closed at 7.30 pm**



## St Brigid's College Parent Forum

<b>Action Items ...</b>	<b>Assigned to ...</b>
1. Put together recommendation for Banners and present at next PF Meeting.	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 Catherine Wade re paperwork issues with getting Senior School Girls playing at the Parent Forum Welcome Event.	Tammy Brutti
4. Present to Teachers on how to Apply for a PF Grant at the next PD Day.	Fiona Hepi
5. Speak with Annamaria about Face Book Page for 2 <sup>nd</sup> hand Ball Dresses.	Rachael Thomasson
6. Speak with Nicola re “ Warm and Fuzzies “ from Junior School Student’s to their teachers.	Rachael Thomasson
7. Speak with SLT re clarification and confirmation of email from Neil Grime and revert to the PF.	Fiona Hepi
8. Speak with Neil Grime re status of Nature Play	Dave Thomasson



## St Brigid's College Parent Forum

### Annexure # 1

#### **SBC PARENT FORUM FINANCIAL REPORT**

##### Summary Financial Position

1 August 2018 to 29 August 2018

<b>Opening Balance P &amp; F clearing account</b>	<b>81,968.27</b>
<b>Income</b>	
<b>Total Income</b>	<b>0.00</b>
<b>Expenses</b>	
Amart - Stools (Rest & Recharge Room) Grant #14 & #15 / 2018	66.91
L Dayment - (Rest & Recharge Room) #14 & #15 / 2018	52.73
Petty Cash Reimbursement - Mother's Night Out	150.00
Back Pack - Bush School Application #17 / 2018	430.45
Kesco Educ - Bush School Application #17 / 2018	1,355.68
Modern Teaching - Bush School Application #17 / 2018	251.47
Modern Teaching - Bush School Application #17 / 2018	459.31
Modern Teaching - Bush School Application #17 / 2018	599.89
Modern Teaching - Bush School Application #17 / 2018	279.91
<b>Total Expenses</b>	<b>3646.35</b>
<b>Grants</b>	
Approved - Pending Payment	
Purchase of Sports Equipment (Remi Fernando) #6 / 2018	1,000.00
Purchase of Sports Jumpers (Chris Bolton) #7 / 2018	3,481.00
John Coutis Presentation (Fiona Hepi) #8 / 2018	3,500.00
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018 *BAL	430.00
Bush School Application #17 / 2018	2,571.32
<b>Total Grants</b>	<b>10,982.32</b>
<b>Total Expenses + Grants</b>	<b>14,628.67</b>
<b>Float Cash held at School</b>	<b>500.00</b>
<b>Closing Balance Available Funds</b>	<b>67,339.60</b>
<b>Closing Balance P &amp; F clearing account</b>	<b>78,321.92</b>



## St Brigid's College Parent Forum

### 2018 PF Meeting Dates

<u>Parent Forum Meeting Dates - 2018</u>		
<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