



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 13 th September 2023
Meeting Venue	College Community Room and TEAMS
Meeting Time	630pm
Type of Meeting	General Meeting
Attendees - Committee Members	Tracy Gall Mandy Wallace Peta Kennedy Anna Coghlan
Attendees – Staff	Anne Tan Yvonne Bleach Veronica Parker
Attendees – Parents / Guardians	Lesley Herbert Carley Cranswick Tanya Fitzgerald Dee Allison Krystal MacKay
Apologies	Fiona Hepi Jo Markovic Janine Walsh Adrian Martino



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Discussion Points

Agenda Item 1 - Meeting opened at 6.32pm

All were welcomed by Peta Kennedy
Acknowledgement of Country
Opening Prayer

Previous Minutes -

1. SchoolTV – PF group have asked Marketing to send out some social posts with information for parents regarding SchoolTV on a quarterly basis.(Y.B) – closed action
2. Marketing department to work out booking system for all equipment for functions. (Y.B) closed action.
3. Review all PF dates for 2024 for SLT to discuss. (P.F)
4. Constitution to be finished. (VP)

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

Financial Report

This was presented at the meeting showing the financial breakdown.

Current grant money to spend in 2023 **\$ 16235.24**

Discussions were had in regard to parents understanding what the capital expenses the School were investing in on a yearly basis. Veronica will start to bring this information to both the AGM and meetings so the community in understanding what grants could work with the capital expenses or what is not being met by the College. (eg play equipment)

Mandy Wallace gave a detailed breakdown on the Quiz night which was appreciated by the attendees and this gave good discussion on other events that we are looking at run next year.



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\$1000 donation was approved by the Parent Forum for Term 3 charity – Mercy Works. This will be communicated to Adrian Martino.

Agenda Item 5 – Grant Applications: -

Grant 12 of 2023 – \$10,000

Senior School Mural – **APPROVED** –

NOTE Broken down by

\$5000 from Boarding School Grant (1 of 2023)

\$2500 by Parent Forum

\$2500 by School

Grant 13 of 2023 - \$2000.00

World Teachers Day – **APPROVED**

Grant 14 of 2023 - \$1750.00

Year 6 Yearbooks – **APPROVED**

Grant 9 of 2023 - \$4565.00

SchoolTv – **APPROVED**

Other Business

1. Junior School Play equipment –VP followed up that the Junior School play equipment will be up and running within the week due to parts still coming.
2. Blankets – blankets for the Sisters were shown to the Committee and Parents on the night and handed over to Marketing Department. Logos still to be sewn on a later date.
3. Fundraising idea – Parent email – email was discussed and parents were keen on the idea. Veronica will discuss with SLT further.
4. Library Funds display - photos were shown and the parents reported their children were very happy with these purchases.



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Meeting Closed at

No further items were raised. **Meeting was closed at 8.02pm**

Action Items ...	Assigned to ...
1. PF Constitution to be reviewed before the AGM	Veronica Parker
2. Principals Report to be included in Parent Forum slide pack.	Veronica Parker
3. Review all PF dates for 2024 for SLT to discuss.	PF committee