



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 15 th November 2023
Meeting Venue	College Community Room and TEAMS
Meeting Time	630pm
Type of Meeting	AGM
Attendees - Committee Members	Tracy Gall Mandy Wallace Peta Kennedy Anna Coghlan Jo Markovic
Attendees – Staff	Anne Tan Yvonne Bleach Veronica Parker Janine Walsh Chantal Boulter Luke Ford
Attendees – Parents / Guardians	Lesley Herbert Carley Cranswick Tanya Fitzgerald Dee Allison Rose D'Orazio
Apologies	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

Agenda Item - Agenda



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Parent Forum AGM Agenda

Wednesday, November 15th November 2023, 6.30 pm – 7.00pm [in](#)
 the upstairs College Community Room

Microsoft Teams meeting

Item	Item Name	Time	Who
1	Welcome – AGM Chair	6.30 pm	Chantal Boulter
2	Acknowledgement of Country	6.31 pm	Peta Kennedy
2	Opening Prayer	6.33 pm	Peta Kennedy
2	Annual Report of the President	6.35 pm	Tracy Gall
3	Annual Treasurers Report	6.40 pm	Mandy Wallace
4	Election of the 2024 Executive Committee	6.45 pm	Chantal Boulter
	1. President – Nominations 2. Vice President – Nominations 3. Treasurer – Nominations 4. Secretary – Nominations 5. Committee Member – Nominations		
5	Parent Forum Fee for 2024	6.50 pm	Chantal Boulter
6	Parent Forum Terms of Reference	6.55 pm	Peta Kennedy
6	Meeting Close	7.00pm	

Agenda Item 2 - Annual Report of the President - Tracy Gall

- We started the New Year 2023 with lots of events happening, both inside the school and out.
- The Swimming Carnival for both Junior and Senior School were treated to fruit from both Parent Forum and Bickley Valley Fresh.
- Parent Forum our “Welcome Picnic” for all new and old families that were able to attend near the Cottage. A wonderful afternoon was had mixing with Parents, Students along with the SBC Staff and the Parent Forum Team. We kept our amazing Face Painter busy, which looked amazing and the lovely raffles won by some of our families.
- Our new 2023 in going committee was made up with –



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- President – Tracy Gall
 - Vice President – Sarah Ring
 - Treasurer – Amanda Wallace
 - Secretary – Peta Kennedy
 - Committee Members – Jo Markovich
 - Anna Coghlan
- The Parent Forum Quiz Night was held on Friday 28th July. It was an amazing turn out with every seat in the house booked. Our achievement of bringing back the community after the long Covid time was met and we can see the Quiz Night being held with a new theme.
 - The entire College staff received an extremely large stunning grazing long table lunch hosted by the Parent Forum, for WORLD TEACHERS DAY 2023
 - As we start coming to the end of the year and saying Goodbyes, we wish everyone a wonderful Christmas and a Happy New Year for 2024 🎉

Agenda Item 3 – Annual Treasures Report ... Mandy Wallace.

Financial Report

This was presented at the meeting showing the financial breakdown.

Current grant money to spend in 2023 **\$ 8,600.20**



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SBC PARENT FORUM FINANCIAL REPORT		2023 Annual General Meeting	
Summary Financial Position			
Opening Balance P & F clearing account		53,391.71	
Income			
P & F Subscriptions - Students New and adjustments	65,493.77	Grant 6.1 - School TV	4,150.00
Entertainment Book Commission	94.56	Grant 7 - Marketing Department	3,046.82
Foody Tipping Entry Fees	1,000.00	Grant 8 - Mercy Day	4,402.12
Junior School Disco - Trybooking	913.64	Grant 10 - Tartan Rugs	900.00
Myra Martin - Donation	75.00	Grant 12 - School Mural	5,000.00
2023 Quiz Night	3,222.73	Grant 13 - World Teacher's Day	2,030.00
Scoltech Entry Fees	759.09		
Total Income	71,578.79		73,475.94
Expenses		Total Expenses + Grants Paid	
P & F Subscriptions	7,332.71		96,310.30
Boarding Donation (PF Executive)	224.60	Approved - Pending Payment (Remaining Balance)	
CPSWA 2023 Annual Membership	2,884.20	Term 3 Mercy Works Donation	1,000.00
Term 2 Lifeline Donation	1,000.00	PE Depart Catering (PE Dept) #8 / 2022 (APPROVED \$3,500)	213.43
Bickley Fresh - Fruit - Carnivals	220.00	Boarding Expenditure (PF) #9 / 2022 (APPROVED \$10,000)	1,512.52
Quiz Night	7,648.26	Boarding Expenditure (PF) #1 / 2023 (APPROVED \$15,000 - Revised Down \$10,000)	8,469.77
Scoltech Night	2,000.00	Mercy Day (VP) Grant #8 / 2023 (APPROVED \$5,000)	597.88
Welcome Picnic	528.42	Tartan Rugs for Sisters (PK) Grant #10 / 2023 (APPROVED \$1,350)	450.00
PF Meeting Expenses	96.27	Light Up SBC (C Cranswick) Grant #11 / 2023 (APPROVED \$4,100)	4,100.00
Foody Tipping Prizes	900.00	Senior School Mural (V Parker) Grant #12 / 2023 (APPROVED \$7,500)	2,500.00
		Yr 6 Year Books (K Mackay) Grant #14 / 2023 (APPROVED \$1,750)	1,750.00
Grants Paid	22,834.36		
2021		Total Grants Pending Payment	
Grant 7 - 2022 PE Catering (Balance)	47.55		20,593.60
2022		Total Expenses + Grants + Grants Pending	
Grant 3 - Boarding Outdoor Cinema	1,421.78		116,903.90
Grant 4 - Nature Playground	23,600.00	Closing Balance Available Funds	
Grant 9 - 2022 Boarding Grant \$10,000	8,487.48		8,066.60
Grant 5 - Table Tennis	1,674.00	Closing Balance P & F clearing account *	
Grant 6 - Carpark Squares White Boards & Trolley	2,091.10		28,660.20
Grant 7 - PE ACC Singlets	2,800.00		
Grant 8 - 2023 PE Catering	3,286.57		
2023			
Grant 1 - 2023 Boarding Grant \$10,000	1,530.23		
Grant 2 - Junior School Disco	2,113.88		
Grant 3 - Nasdoc Week	4,594.91		
Grant 4 - Library - Air Hockey Table	1,000.00		
Grant 5 - Library - Chess Sets	550.00		
Grant 6 - Hi Vis Vests	750.00		

Agenda Item 4- Election of the 2024 Executive Committee

Elected for 2024

President – Tracy Gall

Vice President – Jo Markovic

Treasurer – Mandy Wallace

Secretary – Peta Kennedy

Committee Members – Anna Coghlan

Agenda Item 5- Parent Forum Fee for 2014

2014 - \$105 approved

Agenda Item 6 Terms of Reference

St Brigid's College Parent Forum Constitution

- Full review was completed by the Parent Forum committee in March 2022.
- Presented to Principal for 1st review – June 2022
- Reviewed in 2023 with a view to move to the new Terms Of Reference from CEWA.



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- Sent out for review and comments in last meeting (October 23).
- Adopt new draft Terms of Reference for Parent Forum – St Brigid's College. (Nov 23)
- Voted to move from Draft to Terms of Reference Final. Nov 2023.

Meeting Closed at

No further items were raised. Meeting was closed at 7.20pm

Action Items ...	Assigned to ...
1.	
2.	
3.	