Minutes
Sacred Heart School Sandgate Parents & Friends Association
Annual General Meeting
Tuesday 14 October 2014
School Library

1. MEETING OPENING

The meeting was opened at 7:07pm by Jim Murdoch.

2. ATTENDANCE

Tina Rostron, Grant Shipton, Cherlyn Connell, Mick Every, Paul Kay, Megan Kay, Sheree Todoreskov, Angela Hennessy, Leonie van der Molen, Kathryn Boyle, Fiona Carson, Selene Fanning, Evan Brinton, Darryl McNamara, Joanne McNamara, Stuart Bettington, Justin Ansell, Lou Youngman, Raeleigh Waddell, Shinara Auld, Luke Norman, Matthew Burgess, Clare Miller, Therese Gunn, Cecelia Simpson, Angela Crowe, Andrew Halliday, Deion Garvey, Paula Robbins, Troy Brannelly, Chris Bathersby, Sr Teresa Ekerick, Gerald Shegog, Scott Watson, Jim Murdoch, Madonna Whillans, Selena Rowley, Leanne Kerr.

3. APOLOGIES

Catherine Murdoch.

4. MINUTES OF THE ANNUAL GENERAL MEETING 2013

4.1 Reading of the Minutes

Jim Murdoch elected not to read the minutes of the Annual General Meeting of 15 October 2013 as copies had been circulated to meeting attendees.

Moved: Angela Hennessy Seconded: Cherlyn Connell that the minutes of the Annual General Meeting of 15 October 2013 be adopted. All in favour. Carried.

4.2 Business arising from the Minutes

There was no business arising from the Minutes.

5. REPORTS TO THE MEETING

5.1 Executive Annual Reports

5.1.1 Principal

The Principal’s Annual Report will be delivered to the School Community as part of the end-of-year celebrations.
5.1.2 President

Jim Murdoch presented a written report, copy attached.

Jim noted that in recent years the P&F had successfully completed the installation of air conditioning in the classrooms and school office, which was an extraordinary project to undertake by a school P&F without having to borrow money. Since then the P&F has rebuilt its resources, as at the time of the meeting there was in excess of $80,000 in the bank account. This could not have been achieved without successful fundraising. Jim stated that he considered that the current Executive team will leave the affairs of the P&F in good financial shape.

There were no questions regarding the President’s report.

**Moved:** Cherlyn Connell **Seconded:** Grant Shipton that the President’s report be accepted. All in favour. **Carried.**

5.1.3 Treasurer

The Treasurer’s Annual Report will be delivered after the audit of the 2014 accounts.

In relation to the audits of the 2013 and 2014 accounts, Madonna Whillans reported that while the 2014 accounts have now been recreated in MYOB, there is an ongoing issue with obtaining information to support the audit of the 2013 accounts. Madonna proposed that she provide the Auditor with all of the information she has regarding the 2013 and 2014 accounts and request that he contact the previous P&F Treasurer to obtain any outstanding information required in order to complete the audit. The audits of the 2013 and 2014 accounts will be presented at the first P&F meeting in 2015.

**Moved:** Leanne Kerr **Seconded:** Therese Gunn that the course of action proposed by Madonna Whillans to have the 2013 and 2014 accounts audited be approved and that the audit reports be presented at the first P&F meeting in 2015. All in favour. **Carried.**

5.2 Sub-committee Annual Reports

5.2.1 Uniform Shop

Selene Fanning and Angela Hennessy presented a written report, copy attached.

**Moved:** Deion Garvey **Seconded:** Therese Gunn that the Uniform Shop Annual Report be accepted. All in favour. **Carried.**

5.2.2 Tuckshop

Lee-Anne Kerr presented a written report, copy attached.

**Moved:** Cherlyn Connell **Seconded:** Paula Robbins that the Tuckshop Annual Report be accepted. All in favour. **Carried.**
5.2.3 Grants

Paula Robbins reported that the P&F had submitted a number of grant applications in 2014 and had been awarded grants by the Sisters of Mercy and Quest. There is a lot of competition in grants so the P&F has done well to be successful in two applications.

Paula thanked Anthony Walsh for his work in 2014 and noted that Anthony will not be continuing as a Grants Officer in 2015 as his family will be leaving the school at the end of the year. Paula advised that she would be happy to continue in the role but would appreciate assistance as there is a lot of work involving in researching and writing grant applications, liaising with grant organisations and implementing projects when applications have been successful.

5.2.4 Gardening Club

Kelly Turfrey provided a written report, copy attached.

Moved: Megan Kay Seconded: Sheree Todoreskov that the Gardening Club Annual Report be accepted. All in favour. Carried.

5.2.5 The Heart Ministries

Catherine Murdoch provided a written report, copy attached.

Moved: Mick Every Seconded: Paul Kay that the Heart Ministries Annual Report be accepted. All in favour. Carried.

5.2.6 Mother’s Day and Father’s Day Stalls

Karen Rosevear provided a written report, copy attached.

5.3 Other Annual Reports

5.3.1 Sister Teresa

Sister Teresa reported that there had been a substantial demand for meals in 2013 and as a consequence funding had been requested from the Sisters of Mercy so that this service could continue to be offered to the school community. The demand for meals dropped quite significantly in 2014, the reason is not clear. If the demand is no longer there we could consider no longer offering this service. The money provided by the Sisters of Mercy will be used to purchase food vouchers for families who require assistance.

Sister Teresa thanked all of the volunteers who have helped ‘behind the scenes’, in particular Catherine Murdoch for her work in the Heart Ministries. Sister Teresa also thanked Chris Bathersby for his continued support.

Moved: Mick Every Seconded: Paul Kay that Sister Teresa’s Annual Report be accepted. All in favour. Carried.
6. **ELECTION OF P&F EXECUTIVE**

Chris Bathersby spoke about the challenges of being a leader in a school and paid tribute to the 2014 P&F team, thanking all role holders for their dedication, time and generosity of spirit. Chris noted that the work of the P&F will be easier now that we have a Constitution, Code of Conduct and Bylaws to guide us. Chris thanked the meeting attendees for showing their support to the P&F.

6.1 **President**

The following nominations were received for the position of President:
- Paul Kay
- Deion Garvey

A vote was held and by majority Paul Kay was elected to the position of President.

6.2 **Vice President**

Angela Hennessy nominated Deion Garvey for the position of Vice President, Deion accepted the nomination. There were no other nominations. All in favour. **Carried.**

6.3 **Treasurer**

Selena Rowley nominated for the position of Treasurer. There were no other nominations. All in favour. **Carried.**

6.4 **Secretary**

Tina Rostron nominated for the position of Secretary. There were no other nominations. All in favour. **Carried.**

7. **APPOINTMENTS TO OTHER P&F POSITIONS**

7.1 **Delegates to the Diocesan P&F Council**

Luke Norman nominated for the position of Delegate to the Diocesan P&F Council. There were no other nominations. All in favour. **Carried.**

7.2 **Uniform Shop Convenor**

Selene Fanning nominated for the position of Uniform Shop Convenor. There were no other nominations. All in favour. **Carried.**

7.3 **Tuckshop Convenor**

There were no nominations for the position of Tuckshop Convenor.

**Action:** Chris Bathersby to advertise the vacancy in the school Newsletter.
7.4 Grants Officer
Paula Robbins nominated for the position of Grants Officer. There were no other nominations. All in favour. Carried.

7.5 Gardening Club Coordinator
Kelly Turfrey nominated for the position of Gardening Club Coordinator. There were no other nominations. All in favour. Carried.

7.6 Mother’s Day and Father’s Day Stall Convenor
Karen Rosevear nominated for the position of Mother’s Day and Father’s Day Stall Convenor. There were no other nominations. All in favour. Carried.

7.7 Fundraising Coordinator
Megan Kay nominated for the position of Fundraising Coordinator. There were no other nominations. All in favour. Carried.

7.8 General Committee Members
After discussion it was agreed that a General Committee was not required.

8. PARENTAL CODE OF CONDUCT
The Constitution requires that the Parental Code of Conduct be considered at each P&F AGM. After discussion it was agreed that, as the Code of Conduct was reviewed and adopted on 18 August 2014, there was no need for it to be reviewed further at the Annual General Meeting.

9. APPOINTMENT OF AUDITOR
Jim Murdoch proposed that Tim Mead be appointed as Auditor for 2015.

Moved: Cherlyn Connell Seconded: Madonna Whillans that Tim Mead be appointed as Auditor for 2015. All in favour. Carried.

10. MEETING CLOSE
Date of next Annual General Meeting: October 2015

Meeting closed 8:01pm.