Sacred Heart School Sandgate
Parents & Friends Association
Minutes of the Annual General Meeting of Tuesday 13 October 2015

**Attendees:** Tina Rostron, Selena Rowley, Sheree Todeshkov, Melissa Copsey, Andrew Halliday, Angela Hennessy, Kathryn Boyle, Troy Brannelly, Tracey Cook, Jo McNamara, Judith Maujean, Lou Youngman, Cr Jared Cassidy, Chris Bathersby, Stuart Bettington, Paula Robbins, Therese Gunn, Deion Garvey, Megan Kay

**Apologies:** Sandra Robertson

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
<th>Decision / Action</th>
<th>Person/s responsible</th>
<th>Due date</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Meeting opened</td>
<td>The meeting was opened at 7:05pm by Paul Kay. Chris Bathersby led the meeting in the school prayer.</td>
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<td>2.0</td>
<td>Minutes of the previous meeting</td>
<td>Paul Kay read the minutes of the Annual General Meeting of Tuesday 14 October 2014 and asked if there were any comments regarding those minutes. There were none. <strong>Moved:</strong> Angela Hennessy <strong>Seconded:</strong> Deion Garvey That the minutes of the Annual General Meeting of Tuesday 14 October 2014 be adopted. <strong>Carried</strong></td>
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<td>3.0</td>
<td>Business arising from the previous minutes</td>
<td>There was no business arising from the previous minutes.</td>
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<td>4.0</td>
<td>Reports to the meeting</td>
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<td>4.1</td>
<td>Principal’s Report</td>
<td>Chris Bathersby advised that the Principal’s Annual Report will be delivered to the school community at the conclusion of the school year in accordance with usual practice.</td>
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<td>4.2</td>
<td>President’s Report</td>
<td>Paul Kay presented a written report, copy attached. <strong>Moved:</strong> Tracey Cook <strong>Seconded:</strong> Therese Gunn That the President’s Report be accepted. <strong>Carried</strong></td>
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4.3 Treasurers’ report
Selena Rowley presented the Profit & Loss Statement for January – September 2015 and provided the following additional information:
- Tim Mead has now received all of the information he requires to complete the outstanding account audits.
- Tokens have been received to allow members of the Executive to approve online payments.
- The accounts are up to date to the end of September.
- Paul Kay thanked Selena Rowley on behalf of the P&F for her work in 2015.

**Moved:** Angela Hennessy **Seconded:** Therese Gunn
That the Treasurer’s Report be accepted. **Carried**

4.4 Uniform Shop report
- Thanks to Selene Fanning, Tina Rostron, Jody Jorgenson and Carmel Halliday for volunteering their time in the Uniform Shop this year.

**Moved:** Megan Kay **Seconded:** Lou Youngman
That the Uniform Shop Report be accepted. **Carried**

4.5 Tuckshop report
Sandra Robertson provided a written report for the period February – August 2015. Joanna McNamara and Tracey Cook provided a written report and stocktake for the period September – present. Copies attached.
- Thanks to Sandra Robertson, Joanne McNamara and Tracey Cook and their helpers for volunteering their time in the Tuck Shop this year.
- Selena Rowley noted that she is not receiving a Tuck Shop report from Flexischools. Chris Bathersby advised that the school only receives Uniform Shop report from Flexischools. Tracey Cook advised that she obtains financial information directly from the Flexischools website and will forward a copy to Selena whenever she accesses it.

**Moved:** Stuart Bettington **Seconded:** Megan Kay
That the Tuck Shop Reports be accepted. **Carried**

4.6 Grants Report
Paula Robbins provided a verbal report at the meeting and later supplied a written report which summarised the information presented at the meeting. Copy attached.
- Thanks to Paula Robbins and Glenn Malthouse for their hard work in 2015.

**Moved:** Therese Gunn **Seconded:** Matt Burgess
That the Grants Report be accepted. **Carried**
### 4.7 Fundraising Report
Megan Kay presented a written report, copy attached.
- Thanks to Megan Kay and her team for their hard work in 2015.
- Discussion was held regarding what worked well and what involved more effort than benefit. It was agreed that the Move-a-thon and Einbunpin produced good results for the effort involved, while the Laneway Bar was a great initiative which will hopefully see greater attendance as parents grow accustomed to this concept.

**Moved:** Deion Garvey  **Seconded:** Stuart Bettington
That the Fundraising Report be accepted. **Carried**

### 4.8 Gardening Club Report
No report was received from the Gardening Club.

### 4.9 Heart Ministries Report
No report was received from The Heart Ministries.
- It was noted that the P&F has not provided assistance to the Heart Ministries in 2015. It is has been suggested that the Heart Ministries should be a school function in 2016

**Moved:** Paul Kay  **Seconded:** Sheree Todoroskov
That the Heart Ministries become a school function in 2016. **Carried**

### 5.0 Election of P&F Executive

#### 5.1 Positions open
Paul Kay declared all Executive and Committee roles open and handed over to Chris Bathersby to conduct the elections.

Chris reiterated the comments made earlier in the meeting regarding the work of the P&F in 2015. He noted that the approach taken by the P&F had succeeded in bringing the school community together; the committee had worked cohesively, people had been very willing to get involved, the focus had been on embracing social activities as well as fundraising activities, and the school community was richer for it.

#### 5.2 President
The following nomination was received prior to the meeting for the position of President:
- Paul Kay

No other nominations were received. All in favour. **Carried.**

#### 5.3 Vice President
Deion Garvey nominated for the position of Vice President. There were no other nominations. All in favour. **Carried.**

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

#### 5.5 Secretary
There were no nominations for the position of Secretary. Position to be advertised in the school newsletter

Chris Bathersby  **ASAP**
6.0 Appointments to other P&F positions

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<thead>
<tr>
<th>6.1 Delegate to the Diocesan P&amp;F Council</th>
<th>There were no nominations for the position of Delegate to the Diocesan P&amp;F Council</th>
<th>Position to be advertised in the school newsletter.</th>
<th>Chris Bathersby</th>
<th>ASAP</th>
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6.2 Uniform Shop Convenor
Judith Maujean nominated for the position of Uniform Shop Convenor. There were no other nominations. All in favour. **Carried.**

6.3 Tuck Shop Convenor
Joanne McNamara and Tracey Cook jointly nominated for the position of Tuck Shop Convenor. There were no other nominations. All in favour. **Carried.**

6.4 Grants Officers
Paula Robbins nominated for the position of Grants Officer. All in favour. **Carried.**
Kathryn Boyle nominated Terry Boyle for the position of Grants Officer. Terry was not present at the meeting and could not formally accept the nomination. All in favour. **Carried (subject to Terry accepting the nomination)**

6.5 Gardening Club Coordinator
There were no nominations for the position of Gardening Club Coordinator.
- Discussion was held regarding whether or not this should be a P&F or school based role. It was agreed that having a parent in a liaison role may help encourage other parents to assist Gardening Club, and it would be good if more information regarding Gardening Club could be disseminated to the school community.
All in favour. **Carried.**

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

6.7 Mother’s & Father’s Day Stall Coordinator
Tina Rostron nominated Selene Fanning for the position of Mother’s & Father’s Day Stall Coordinator and advised that Selene had accepted that nomination prior to the meeting. There were no other nominations. All in favour. **Carried.**

7.0 Review and Distribution of Parental Code of Conduct
The P&F Constitution requires that the Parental Code of Conduct be considered at each P&F AGM.
- Copies of the Code of Conduct were distributed.
- It was agreed that the Code of Conduct continues to be relevant to P&F interactions.
- Stuart Bettington asked if a code of conduct could be developed for the Parents of Sacred Heart School Facebook page, or if a formal process could be developed for parents who had an issue so that it was not necessary for issues to be raised on the Facebook page.

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- It was noted that the Facebook page is governed by the school’s four non-negotiables – ‘We are caring, we are respectful, we are safe, we are learners’.
- It was also noted that the relevant grievance procedure from the school handbook could be posted on the Facebook page at the start of each term.
- In September 2014 the P&F passed a bylaw concerning appropriate communication, which may extend to discussions on Facebook concerning P&F matters, and if so would require those discussions to be conducted in a manner that is consistent with the intent of the Code of Conduct in promoting positive personal relationships among Community members.

| 8.0 | Appointment of Auditor | Thanks to Tim Mead for once again conducting the audit of the P&F accounts in 2015.  
**Moved:** Paul Kay **Seconded:** Selena Rowley  
That Tim Mead be appointed Auditor for 2016. **Carried** |

| 9.0 | Meeting close | The next P&F Annual General Meeting will be held in October 2016.  
The meeting was closed at 8:04pm. |