Sacred Heart School Sandgate  
Parents & Friends Association  
Minutes of the general meeting of Tuesday 10 February 2015

**Attendees:** Tina Rostron, Madonna Whillans, Deion Garvey, Megan Kay, Paul Kay (via Facetime), Troy Brannelly, Cecelia Simpson, Glen Malthouse, David Cloake, Kylie Galway, Paula Robbins, Kirsten Wells, Andrew Halliday, Craig Gunn, Lou Youngman, Sandra Robertson, Angela Hennessey, Selene Fanning, Kathryn Boyle, Stuart Bettington, Michael Byrne, Justin Ansell, Joanne McNamara, Fiona Carson.

**Apologies:** Luke Norman, Selena Rowley, Karen Rosevear, Sheree Todoroskov, Mick Every

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<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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<tbody>
<tr>
<td>1.0</td>
<td>Meeting opened by Vice President</td>
<td>The meeting was opened at 7:11pm by Deion Garvey. Meeting attendees introduced themselves.</td>
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<td>2.0</td>
<td>Minutes of the previous meeting</td>
<td>Moved: Megan Kay Seconded: Madonna Whillans That the minutes of the general meeting of Tuesday 11 November 2014 be adopted. Carried</td>
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| 3.0  | Business arising from the previous minutes | Repair work to Sacred Heart Church roof:  
- The Parish newsletter advises that the repair work will be commenced after Easter. The fund is approximately $5,000 short of what is required to complete the work. Repair work to the Church of the Real Presence, Brighton, has been completed.  
- It is understood that the church and surrounds will need to be closed during the repairs as there is asbestos which needs to be removed. | | |
| 4.0  | Reports to the meeting | Chris Bathersby provided the following report:  
- 2015 started well, student numbers currently sitting at around 320.  
- Madonna Power is still unwell and Madonna McGreevey became unwell at the start of the term.  
- Seven new staff members have joined the school this term.  
- Shinara Auld has moved to the Northlakes office for a year to work in curriculum development, she has been replaced by Carlie | | |
Jackson. Grant Shipton has moved to Head Office on a 5 year contract to work in IT in education.
- Work on the school’s five year Strategic Renewal Plan is underway.
- The school year started with two key events – the Welcome Back BBQ and Family Mass, both of which were well attended.
- St Kieran’s at Brighton has a new Principal, Marissa Clark, who is keen to work with Sacred Heart to build a strong local school community.
- The new Principal of St Patrick’s College, Shorncliffe, Chris Mayes, will be visiting Sacred Heart to discuss building positive partnerships between the two schools.

4.2 President’s Report
Deion Garvey presented the President’s Report in Paul Kay’s absence:
- Sacred Heart School P&F Association is about family and community engagement with the goal of benefiting our children.
- The principle of ‘shared wisdom’ guides P&F discussions and decision making.
- In 2015 we ask that parents:
  - Participate - come to a meeting, stay for a drink, bring a friend next time
  - Have your say – offer suggestions, feedback, ideas, improvements
  - Donate - time, expertise, knowledge, contacts, skill, compassion (or even $)
  - Help make this a great place for all our children to be educated and grow
- We are caring, we are respectful, we are safe and we are learners.

4.3 Treasurers’ report
Madonna Whillans presented the Treasurer’s Report in Selena Rowley’s absence:
- Account balances as at 10 February 2015:
  - Cheque account balance - $45,000
  - Online Saver account balance - $25,000
- Income since last meeting:
  - P&F Levy and Uniform Shop - $11,756
- Invoices requiring payment:
  - Uniform Shop:
    - Tuns of Clothing $2184.50
    - Beare & Ley: $295.00
    - LW Reid: $721.05
|   |   | o Mother’s Day Stall (Approved by P&F Executive before meeting)  
Smart Gift Ideas: $776.20  
Bear Memories: $275.20  
School Gifts Store: $364.92  
MAPS Fundraising: $210.40 |   |   |
|---|---|---|
| 4.4 | Uniform Shop report | Selene Fanning presented the Uniform Shop Report:  
- Income for the period November – January - $17,851.70  
- Backpacks have sold out and an order was placed during the holidays - $4,000 ($2,000 due in February and $2,000 due in June).  
- Shorts, hats, polo shirts, chair bags and socks were ordered during the holidays and stock has arrived - $2,000  
- A further order must be placed for house polo shirts (to last the year), size 8 polo shirts and girls bike pants - $2,000  
**Moved:** Selene Fanning that the expenditure outlined above be approved by the meeting. All in favour, carried by consensus.  
- The issue of the EFTPOS machine has not been progressed. At the AGM in 2014 it was noted that we were awaiting information from the bank about costings. | Finalise discussions with the bank regarding costing and feasibility and report to next meeting. | Selena Rowley | 12 March 2015 |
| 4.5 | Tuckshop report | Sandra Robertson presented the Tuckshop report:  
- First tuckshop of 2015 will be held on Friday 13 February.  
- Issues with people using the tuckshop and not cleaning up after themselves. Chris Bathersby noted that the tuckshop is accessed by the school and parish groups and therefore it can be difficult to identify where the problem is coming from.  
- It was noted that food leftover from school functions is often put in the freezer for later use but it often goes to waste. If Class Coordinators know that leftover food is available it can be used at later school functions.  
- The tuckshop will be using the 2014 menu initially, with a view to making changes at some point in the future. Suggestions for changes will be brought to the meeting for discussion.  
- Two fans went missing in 2014, without them it can get very hot in the tuckshop.  
- David Cloake, Sandgate Pest Control, generously offered to conduct a pest inspection of the tuckshop. It was noted that the P&F storeroom is also pest affected and would benefit from an inspection and treatment. | Chris Bathersby and Madonna Whillans to raise at Parish Finance Committee Meeting. Joanne McNamara to discuss with Amanda Sills | Joanne McNamara | 12 March 2015 |
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<th>Report Type</th>
<th>Presenter/Notes</th>
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| 4.6     | Grants Report | Paula Robbins presented the Grants Report:  
  - Awaiting the outcome of our application to the Cadbury Grant scheme.  
  - The next round of the Gambling Community Benefit Fund applications are due soon.  
  - Chris Bathersby advised that the school had applied to the BCC for some wood from the Shorncliffe Pier, and has been successful in that application. |  
  Identify suitable projects.  
  Identify suitable uses for the wood.  
  Paula Robbins and Chris Bathersby School community |
| 4.7     | Fundraising Report | Megan Kay presented the fundraising report:  
  - Notices were sent out to the school community asking for volunteers to join the Fundraising Committee. Two meetings have been held to generate fundraising ideas. The committee is aware of the needs to raise money but also wants to make the process enjoyable and community orientated.  
  - Einbunpin will continue to be a big event, there will also be another big event later in the year – the committee is discussing the possibility of holding a family oriented and community based scavenger hunt culminating in a school function.  
  - It has been decided that the school will not hold a Race Day in 2015 as the Parish is planning to hold one and doubling up has the potential to impact on the effectiveness of the events.  
  - Other ideas that have been suggested are:  
    - A school yearbook  
    - A wine fundraiser  
    - Decorated teatowels  
    - Footy Tipping  
    - Events from which participants can earn points for the family’s school house with a trophy to be given to the house with the most points from these events at the end of the year (eg., house grouped Lasertag, Golf Days)  
    - A Walk-a-thon  
  - Discussion was held regarding how the Fundraising team should move forward with implementing ideas. It was agreed that the Fundraising Committee have the autonomy to decide what events to hold during the year, and should plan the timing of those events in consultation with Chris Bathersby |  
  Fundraising Committee to finalise calendar of events.  
  Fundraising Committee Ongoing |
| 4.8     | Gardening Club Report | No report was received from the Gardening Club, however it was noted that: |  |
- Work commenced on the school garden prior to the start of the school term.
- A request has been made for bags to protect the bananas. Joanne McNamara suggested that Mugshots could be approached to see if they can supply some hessian bags for this purpose.
- At the last meeting the Gardening Club asked that the retaining wall be repaired, Gerald Shegog was going to add the matter to the Maintenance Register.

| 4.5 | Heart Ministries Report | Chris Bathersby presented a report for the Heart Ministries:
- Colleen Simpson has taken over from Catherine Murdoch.
- The new freezer has been installed and all Meals from the Heart have been transferred from the old freezer in the P&F storeroom to the new freezer in Sister Teresa’s office.
- Demand for meals is still low, that is expected to pick up as there are a number of families in the community who require help. Home cooked meals have been requested.
- Friends from the Heart plan to meet locally and hope to have the support of a coffee shop which might offer discounts if we can have a number of parents meeting regularly. Arrangements will be advertised. |

| 4.6 | Mother’s Day and Father’s Day stalls | Deion Garvey advised that:
- Karen Rosevear had requested approval prior to the meeting to purchase $1,700 in stock for the Mother’s Day Stall, and that approval had been given as the order needed to be placed prior to the meeting (see Treasurer’s Report).
- Madonna Whillans noted that in 2014 the stall purchased $1,684 in stock and brought in $2,675, so made almost $1,000 profit. |

| 6.0 | Other Business |

| 6.1 | Gifts to families leaving the school |
- Chris Bathersby expressed concern about the practice of the P&F giving gifts to families leaving the school who have made significant contributions to the school as it is difficult to ensure that the system of awarding gifts is equitable.
- Madonna Whillans advised that in 2014 only families with parents who had served on the P&F as office bearers were given thank you gifts, which were certificates and inscribed books donated to the school library, however all departing families were thanked for their involvement in the school. |
• It was noted that some families may assist where they can, which may not be recognised as significant compared to the contributions of other families, but may nonetheless be significant to them.
• It was suggested that the P&F could continue to give inscribed books to the library on behalf of families leaving the school who have made significant contributions, but not identify those families at the final assembly.
• It was decided that this matter will now be a school based decision.

6.2 Timing of P&F meetings
• Paul Kay asked that the meeting discuss the possibility of holding monthly meetings on different week nights each month so that parents who have commitments on Tuesday nights have an opportunity to attend meetings at various times during the school year.

Agreed to trial this in term 1. Meetings will be alternated between the second Tuesday and the second Thursday of each month, so the next meeting will be held on Thursday 12 March 2015. Advertise this decision to the school community.

Chris Bathersby

6.3 Reports to meetings
• It was suggested that reports to the meeting be made available to parents prior to P&F meetings. This should achieve two purposes:
  o Parents can read the reports and make informed decisions about attending meetings, and
  o Reports need not be read out during the meeting which should reduce the duration of meetings.

Agreed that all reports to the meeting be completed and forwarded to Trish O’Dea no later than the Thursday prior to the meeting so that they can be published on the school website for parents to read prior to the meeting.

All P&F office bearers.

Thursday prior to each meeting.

6.4 P&F plan for 2015
• Cecelia Simpson requested that at the next meeting the P&F discuss what projects need to be completed so that decisions can be made about how money should be spent in 2015.
• It was noted that if school families know how P&F money is going to be spent they may be more inclined to support fundraising activities.

Chris Bathersby to bring ‘wish list’ of school projects to the meeting for discussion.

Chris Bathersby

12 March 2015

7.0 Meeting close
The meeting was closed at 9:05pm
The next general meeting will be held on Thursday 12 March 2015 at 7pm in the Meeting Room (School Library)