Minutes
Sacred Heart School Sandgate Parents & Friends Association
General Meeting
Tuesday 9 September 2014

1.0 MEETING OPENING

The meeting was opened at 7:06pm by Jim Murdoch, opening prayer by Chris Bathersby.

2.0 ATTENDANCE


3.0 APOLOGIES

Sister Teresa, Angela Crowe, Anthony Walsh, Paul Kay, Catherine Murdoch, Madonna Whillans, Jacqui McKeering.

4.0 MINUTES OF THE PREVIOUS MEETING

4.1 Special General Meeting

Jim Murdoch asked if there were any comments regarding the minutes of the Special General meeting of 18 August 2014 which were circulated to meeting attendees and those who provided their apologies, and published on the school website. There were none.

Moved: Deion Garvey Seconded: Angela Hennessy that the minutes of the Special General meeting of 18 August 2014 be adopted. Carried.

4.2 General Meeting

Jim Murdoch asked if there were any comments regarding the minutes of the General meeting of 18 August 2014 which were circulated to meeting attendees and those who provided their apologies, and published on the school website.

Jim requested that an email from Chris Bathersby dated 29 July 2014 regarding support of the school marquee at the Deagon Community Picnic Race Day, which was circulated to the school community, be attached to the minutes. Jim suggested that the email provided clarification of the matters raised during the discussion at the last meeting regarding the P&F involvement in the Race Day, and specifically whether or not that involvement had been authorised. Jim asked if the meeting would be happy to attach the email to the minutes. Agreed.
Jim asked if there were any further comments regarding the minutes of the previous meeting. There were none.

**Moved:** Scott Watson **Seconded:** Selena Rowley that the minutes of the General Meeting of 18 August 2014 be adopted. **Carried.**

### 5.0 REPORTS TO THE MEETING

#### 5.1 Principal

Chris Bathersby provided a written report, copy attached.

#### 5.2 Treasurer

Scott Watson provided the following report:

For the period 01/07/2014 – 08/09/2014:

- **Income:** $50,409 (including $25,000 received for the Deagon Races)
- **Expenses:** $11,355
- **Net profit:** $39,499 (including interest of $446)

Cheque account balance as at 09/09/2014 - $46,293.50

Online Saver balance as at 09/09/2014 - $24,945.25

Expenses of $25,000 for school computers and approximately $6,000 committed to the creation of the school sacred space are still to be paid.

Scott noted that two payments for the Deagon Community Picnic Race Day must be made before the next meeting:

- Deagon Community Picnic Race Day Committee - $12,080 (admission for 150 adults and 4 children)
- Catering - approximately $7,500 (invoice not yet received)

Scott requested approval for these two payments. Agreed.

Shinara Auld advised that discussions with the Dell rep regarding the purchase of a laptop and software for the Treasurer are ongoing.

#### 5.3 President

Jim Murdoch reported that an email had been received from Simon and Rebekah Barclay on 5 September 2014 thanking the school community for assistance in raising funds to send Simon to Russia for medical treatment. The email advised that there had been a positive indication of improvement in Simon’s health. Jim noted that the school community could be congratulated on providing support in a timely way to a deserving family.
5.4 Uniform Shop

Selene Fanning and Angela Hennessy provided the following report:

Income for August:
- Flexischools - $639
- Cash - $864
- Total - $1503

- Angela requested permission to use the undercover area for uniform sales during orientation in October so that there would be more room to accommodate all of the new families. Chris Bathersby provided approval.
- Angela noted that a request had been put out to the school community for the Uniform Shop to borrow pop up camping showers to use as changing rooms during orientation, however only one had been offered. Pop up camping showers can be purchased for approximately $50 and could be used at other times and for other purposes in the school. Angela requested permission to purchase two pop up camping showers at an approximate total cost of $100. Agreed.
- Selene asked how the fashion parade to show uniforms to new families during orientation was organised. Chris Bathersby advised that he would organise for the parade to be added to the agenda and Selene would need to organise students to model the uniforms.
- Selene asked for approval to donate library bags to the school for use at orientation, at a cost of approximately $630. Agreed.
- Deion Garvey asked if there had been any progress regarding obtaining an EFTPOS machine for use in the Uniform Shop. Selene advised that Madonna now has access to speak to the bank and this enquiry is ongoing.

5.5 Tuckshop

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

5.6 Sister Teresa

Sister Teresa provided a written report, copy attached.

6.0 OTHER BUSINESS

6.1 Proposed bylaws

6.1.1 Appropriate communication

Lou Youngman moved that the P&F adopt the following bylaw:

Appropriate Communication
Community members agree to ensure all written and electronic communication concerning P&F matters (that may occur outside of meetings) are also conducted in a manner that is consistent with the intent of the Code of Conduct in promoting positive personal relationships among community Members.
Community members agree to use appropriate conduct when acting on behalf of the P&F to the outside school community in all forms of communications and negotiations.

Lou noted that the intention of this bylaw is to extend the operation of the Code of Conduct, which refers to conduct at P&F meetings, to include activities outside meetings, including written and electronic communications concerning P&F matters and communications and negotiations with parties outside the school community which are conducted on behalf of the P&F.

Jim Murdoch expressed concern that the wording of the bylaw did not make sense, and that it appeared to place a burden on the Executive only and not on other community members, and, as such, the bylaw was one-sided and slanted against the Executive. Jim suggested holding this matter over until the next meeting to allow for clarification and/or re-drafting. Discussion was held regarding this matter. It was noted that the bylaw uses similar wording to the Code of Conduct and is intended to extend the operation of the Code of Conduct to include actions of all community members concerning P&F matters outside meetings. This may include, for example, communications and negotiations conducted by Uniform Shop Convenors, Tuckshop Convenors, Einbunpin Stall Convenors, Race Day Convenors, Grant Officers, Mother’s Day and Father’s Day Stall Convenors, raffle ticket sellers and all Executive and Ordinary P&F members who engage with the outside community in relation to those activities. It was generally agreed that as the bylaw had been circulated to the school community and tabled at the meeting it should be voted on.

Jim asked when the bylaw would become operative. Chris Bathersby advised that the bylaw, if adopted, would operate immediately.

Jim advised that he regarded that he would not be bound by this bylaw.

Jim asked if there were any further comments regarding the motion. There were none. There were 2 votes not in favour of the motion, the remainder of meeting attendees were in favour of the motion. **Carried.**

### 6.1.2 Clarity of agenda outcomes

Lou Youngman moved that the P&F adopt the following bylaw:

**Clarity of Agenda Outcomes**

Agenda items to be presented to the P&F meeting shall include the following or similar format:

- Background
- Opportunity being addressed
- Cost (if relevant)
- Recommendation / Proposed actions

During the meeting the Secretary shall provide a summary of the agreed outcome(s) / action(s) of each agenda item before proceeding to the next agenda item.

Tina Rostron noted that Item 6.2 of the Agenda raises the matter of preparation of meeting agendas and requested that this bylaw be discussed together with that item. Agreed.

### 6.1.3 P&F fundraising levy

Chris Bathersby moved that the P&F adopt the following bylaw:

**P&F Fundraising levy**

A P&F fundraising levy will be levied on every family at Sacred Heart School Sandgate at the rate of $100 per family annually. This levy, as one of the major fundraising activities of the year is to alleviate
minor fundraising by the P & F Association throughout the school year. The levy will be collected on
the school fees at a rate of $25 per term and then passed to the P&F Association by the school.

Chris noted that this is one of the examples of bylaws given by the P&F Federation in the Model Constitution.
The purpose of having a fundraising levy is to remove the need to conduct multiple fundraising endeavours
during the year. We should formalise this practice in a bylaw so that the levy is always taken into account
when planning fundraising activities each year.

Jim Murdoch asked if there were any comments regarding the motion. There were none. All were in favour
of the motion. Carried.

6.1.4 Executive meeting transition

Lou Youngman moved that the P&F adopt the following bylaw:

Executive Meeting Transition
An Executive Meeting of the outgoing and incoming Executive shall be held in November each year
to facilitate the transition from the outgoing Executive to the incoming Executive and to fulfil the
obligations defined by the Parents and Friends Constitution. The incoming Executive undertake an
induction program to be facilitated by the School Principal.

Lou Youngman advised that the intention of this bylaw was to facilitate planning for the new year including
developing a budget and fundraising calendar.

Jim Murdoch asked if it would be better to hold the transition meeting early in the new year so that outgoing
Executive members had time to finalise the responsibilities of their roles prior to handover. Discussion was
held regarding this matter. It was noted that some planning decisions must be made before the end of the
year and that as some Executive members may be stepping down from their positions because they are
leaving the school, it would be better to hold a transition meeting while they are still a part of the school
rather than when they have left.

In relation to transition and induction programs, it was noted that the P&F Federation website makes a range
of resources available to all members of P&F associations, including a handbook and webinars, and that
officers from the Federation will come to the school to speak to P&F Associations if asked to do so.

Jim asked if there were any further comments regarding the motion. There were none. All were in favour
of the motion. Carried.

6.1.5 Payment of accounts between meetings

Chris Bathersby moved that the P&F adopt the following bylaw:

Payment of P&F Association accounts between meetings
At times when it is necessary for accounts to be paid by the Sacred Heart School Sandgate P & F
Association between general meetings, verbal approval must be granted by no less than three
members of the P & F Executive. Accounts paid between meetings must be specifically raised at the
next meeting as part of the Treasurer’s report and a separate motion must be passed to ratify such
payments by the meeting.
Chris advised that this bylaw formalises a practice developed over time which allows accounts requiring payment between meetings to be settled so that relationships with suppliers are preserved. The wording of the proposed bylaw is taken from the P&F Federation Treasurer’s Manual.

Therese Gunn requested that, as discussed at the previous meeting, the bylaw specify a maximum amount up to which payments made between meetings could be approved. At the last meeting Madonna Whillans estimated that the largest account requiring payment under this process would be approximately $3,500. Deion Garvey asked if that would be all accounts requiring payment between meetings totalling $3,500 or individual accounts each up to $3,500. It was noted that it would be rare to have to pay a single account of $3,500 between meetings, however, situations have arisen in the past where a bundle of accounts has required paying and to limit the payment to a total of $3,500 for all accounts requiring payment between meetings could cause problems. It was agreed that the cap of $3,500 would be for individual accounts requiring payment between meetings.

Scott Watson asked if it was necessary to specifically ratify payments at the next meeting as they would be included in the Treasurer’s report. Agreed.

Chris noted that, as a consequence of the above discussion, the bylaw would read as follows:

**Payment of accounts between General Meetings**

At times when it is necessary for accounts to be paid by the Sacred Heart School Sandgate P & F Association between general meetings, verbal approval for amounts no greater than $3500 must be granted by no less than three members of the P & F Executive. Accounts paid between meetings must be specifically raised at the next meeting as part of the Treasurer’s report.

Jim Murdoch asked if there were any further comments regarding the motion. There were none. All were in favour of the motion. Carried.

**Action:** Chris Bathersby to attach adopted bylaws to the P&F Constitution

**6.2 Proposed process for preparing the P&F meeting agenda**

Tina Rostron presented a draft process for preparing the P&F meeting agenda, copy attached.

The process has been drafted in response to feedback from parents that they do not know how the P&F meeting agenda is prepared and how they can have an item added to the agenda. The document outlines the process that is currently followed and incorporates recommendations of the P&F Federation regarding the preparation of a meeting agenda. If adopted by the P&F, the process would be placed on the parent portal so that it is available to all P&F members.

In relation to the bylaw proposed in item 6.1.2 Lou Youngman noted that clarity of agenda items was more appropriately dealt with as a process rather than a bylaw.

Jim Murdoch asked if there were any comments regarding the proposed process. There were none. All were in favour of adopting the process.

**Action:** Tina Rostron to forward a copy of the process to Chris Bathersby so that it can be placed on the parent portal.
Angela Hennessy suggested that the P&F draft a document for orientation kits which provides some general information about the P&F such as who is on the Executive Committee, where and when meetings are held, what the P&F does and where to find other information about the P&F (such as the process for preparing the agenda).

**Action:** Angela Hennessy to draft a document and circulate for discussion at the next meeting.

Megan Kay asked if there was any flexibility in some P&F processes, for example would it be possible to change the day on which meetings are held (ie alternate it between Tuesday and Wednesday evenings) so that members who work on particular evenings during the week may find it easier to attend occasionally. This is an idea that can be discussed further when planning for 2015.

### 6.3 Enhancement to the P&F webpage and P&F information

Lou Youngman proposed that the school website be updated to include information about how and when agenda items can be submitted and an email address that can be used to communicate with the P&F. These matters were discussed in item 6.2.

Lou also proposed that a copy of the P&F Constitution be placed on the school website. The Constitution is now available on the school website.

### 6.4 Grants report

Paula Robbins provided the following report:

- Two applications have been submitted for Cadbury Fundraising grants: one for $900 for a bee hive and one for $600 for craft, netting and tools for the Gardening Club. We will only receive a response if we have been successful.
- Applications for the Lord Mayor’s Suburban Initiative Fund are now open. This fund supports community projects that build stronger communities in Brisbane.

**Action:** Anthony Walsh and Chris Bathersby to discuss suitable projects.

The following grant opportunities were noted:

- Telstra grants
- National Science Week Grants - $500 000 in total available, grants for projects contributing to National Science Week in 2015 are available for between $2000 and $25,000. Applications for grants can be submitted from 1 - 23 October 2014, successful recipients announced early in 2015.

Jim Murdoch noted that the Belvedere Hotel at Woody Point run a monthly promotion called Peninsula Pennies, Sacred Heart School is one of the potential beneficiaries this month. Patrons are given a token to put in one of three boxes, the community organisation with the most number of tokens at the end of the month wins $500. We encourage school community members to support this opportunity this month if possible.

If anyone becomes aware of any grants for which the P&F may be eligible to apply, please advise Anthony Walsh or Paula Robbins.
6.5 Gardening Club report

The Gardening Club did not provide a report. It was noted that a roster has been created for parent helpers next term. All involved with the garden have been very busy this term, some vegetables have been made available for sale to the school community and the garden looks very good.

6.6 Trivia night report

Anthony Walsh provided a written report, copy attached.

6.7 Deagon Community Picnic Races update

Jim Murdoch advised that arrangements for the Deagon Community Picnic Races were going well. Tickets in the school marquee became available and were advertised to school families, however, as there was no interest, they were sold outside the school community.

6.8 Expressions of interest for Executive committee positions in 2015

Therese Gunn suggested it may be fruitful to have a discussion about who may be considering nominating for Executive committee positions for 2015 so the wider school community is aware leading up to the AGM. This was not intended to be a formal call for expressions of interest, rather a social discussion to gather information for the school community which may give P&F members the opportunity to consider attending the AGM to vote if they feel strongly one way or the other. Jim Murdoch noted that seeking expressions of interest prior to the AGM may not be consistent with the P&F Constitution.

Tina Rostron noted that the P&F Federation website has a pro forma which can be used to seek nominations for P&F Executive positions.

Action: Chris Bathersby to circulate nomination form to the school community.

6.9 Process for dealing with new ideas raised during meetings

Jim Murdoch advised that he had received a suggestion from Clare Miller concerning the process followed for handling new ideas raised at meetings. Clare suggested that decisions to accept or reject new ideas should not be made immediately, rather they should be held over for discussion at a later meeting and a member of the P&F appointed to conduct investigations and report back to the meeting. This process should ensure that due consideration is given to ideas.

Tina Rostron noted that the minutes currently note action items where necessary, however there is no formal process for following up action items which could be added to the agenda as ‘business arising from the minutes of the previous meeting’.

Jim asked the meeting if this suggestion should be contained in a bylaw or a procedure. It was agreed that this should be a meeting procedure.

6.10 Sacred space/prayer garden

At the last meeting Chris Bathersby requested funding of approximately $6,000 to obtain sandstone blocks to go in the prayer garden, and for landscaping in the garden. Gerald Shegog came to the meeting to explain his vision for the sacred space/prayer garden.
It is proposed that the prayer garden be created in the space under the big tree adjacent to the undercover area. The garden will be a quiet, joyful space in nature for the purpose of prayer, liturgies, meditation and anything to do with the religious life of the school, and will provide the opportunity for students to absorb their surroundings at the time of prayer.

Gerald will consult with an artist from BCEC who is well known for her work in creating prayer gardens. The aim is to create a story in the garden which reflects our history and who we are as a heart school. Another artist will be consulted in relation to landscaping.

In order to proceed with this project the school needs the support of the P&F in relation to funding. Jim Murdoch asked if the support requested was in addition to the funding approved at the last meeting. Gerald advised that we would not know the total estimated cost of the project until the artists had been consulted, he will bring that information to the meeting when it is available. Jim asked the meeting if funding support for the project could be given in principle subject to further costing information being made available. Agreed.

Cecelia Simpson asked if the school would be contributing to the cost of the prayer garden, Chris Bathersby advised the school would fund part of the project.

Selene Fanning noted that it had previously been suggested that families be given the opportunity to ‘purchase’ a sandstone block to help pay for the prayer garden. Chris advised that he will be holding discussions with the artist regarding the spirituality of the school grounds and he will raise this idea and see if it can be worked into her proposal.

It was noted that whatever is decided upon after holding discussions with the artist, it will be important to allow the students to be involved in the process.

**Action: Chris Bathersby and Gerald Shegog to liaise with BECE artist in relation to the sacred space/prayer garden and report back to the meeting regarding estimated costs once a proposal has been developed.**

### 6.11 Jesus statue

Jim Murdoch noted that one family who made a substantial donation towards the Jesus statue is concerned about the statue’s current state of degradation. Chris Bathersby advised that the artist who created the statue is no longer contactable and that another artist has fixed the statue twice however it continues to be attacked in the school holidays. Jim suggested that if the statue cannot be restored we need to consider making a hard decision to remove the statue, and reflecting the contribution made by the family in some way in the new space. One suggestion was to create a plaque with a photo of the statue when it was new and include an engraving noting the families who contributed to the purchase of the statue. It was agreed that this matter must be handled tastefully and respectfully.

### 7.0 CLOSE OF MEETING

Next meeting: Tuesday 13 October 2014, 7:00pm in the School Library.

Meeting closed at 8:50pm.