Minutes
Sacred Heart School Sandgate Parents & Friends Association
General Meeting
Monday 18 August 2014

1.0 MEETING OPENING

The meeting was opened at 7:15pm by Scott Watson (Vice President) who invited Sister Teresa to say a prayer.

2.0 ATTENDANCE: Tina Rostron, Angela Crowe, Jo McNamara, Sheree Todoreskov, Fiona Carson, Deion Garvey, Cecelia Simpson, Kathryn Boyle, Grant Shipton, Shinara Auld, Lou Youngman, Megan Kay, Paul Kay, Sister Teresa Ekerick, Chris Bathersby, Scott Watson, Jacqui McKeering, Madonna Whillans, Selena Rowley, Leanne Kerr, Selene Fanning, Angela Hennessy, Andrew Halliday, Paula Robbins, Therese Gunn.

3.0 APOLOGIES: Jim Murdoch, Catherine Murdoch, Raeleigh Waddell, Cherlyn Connell, Mick Every, Kirsten Wells.

4.0 MINUTES OF THE PREVIOUS MEETING

Scott Watson asked if there were any comments regarding the Minutes of the meeting of Wednesday 23 July 2014 which were circulated to meeting attendees and those who provided their apologies, and published on the school website. There were no comments.

Moved: Jacqui McKeering seconded: Selena Rowley that the Minutes of the meeting of Wednesday 23 July 2014 be adopted. Carried.

5.0 REPORTS TO THE MEETING

5.1 Principal

Chris Bathersby provided a written report, copy attached.

Angela Crowe asked if the state of the girls’ bathrooms had improved. Chris advised that there had been a few more incidents which had been addressed. Chris also advised that broken locks and toilet roll holders had been replaced and that quotes had been obtained for painting and lighting and that checks are being conducted every day in the morning and afternoon.

Therese Gunn asked if the toilets could be reconfigured to remove the anteroom in which children can congregate before going into a toilet cubicle. Discussion was held regarding the possibility of moving walls so that the toilets opened out into the playground. Chris advised that the Architect will be coming to discuss other projects and that he will raise this matter at that time.

Action: Chris Bathersby to discuss the possibility of reconfiguring the toilets with the Architect.

5.2 Treasurer

Madonna Whillans advised that she had received several invoices prior to the meeting including:

- $2,000 to be paid to the Federation of Parents and Friends Associations of Catholic Schools in Queensland
- Approximately $2,500 to be paid on behalf of the Tuckshop

As at the meeting there was $68,985 in the P&F bank accounts which included:
- $9,289 profit from the stall held at the Einbunpin Festival
- Approximately $6,000 received from donations and ticket sales for the Deagon Community Race Day

Note that payments of approximately $3,300 must be made to the Deagon Community Race Day prior to the next meeting.

Madonna asked if there were any other outstanding invoices for payment by the P&F, there were none.

Madonna asked if enquiries had been made regarding obtaining a laptop through the school supplier for use by the Treasurers. Shinara Auld advised that she had discussed the matter with the Dell representative who had recommended a new model Dell computer at a cost of $1,800 (exclusive of software – Shinara to ask the Dell representative if they can supply the necessary software as well). This would run the necessary software and would be covered for maintenance, insurance and warranty under the school system. It was noted that the quotes previously obtained were approximately $1,800 inclusive of software, however after discussion it was decided that the additional cost was warranted as the laptop is required for the Treasurer to perform the role and would be included in the service provided to the school by Dell. Madonna asked the meeting if approval could be given for the cost of obtaining the laptop through Dell together with the additional cost of obtaining the necessary software. Agreed.

**Action:** Madonna Whillans to continue to liaise with Shinara Auld regarding the purchase of a laptop through the school’s Dell representative.

Selene Fanning asked if enquiries had been made with the bank regarding an EFTPOS machine for the Uniform Shop. Madonna advised that she had contacted the bank to discuss fees but has not heard back from them.

**Action:** Madonna Whillans to continue investigations into the cost of obtaining an EFTPOS machine and report back at the next meeting.

**5.3 Uniform Shop**

Selene Fanning supplied the following banking information:

July:
- Banked - $2,456
- Flexischools - $1,029
  Total - $3,485

August (to date):
- Banked - $363
- Flexischools - $819
  Total - $1,182

Selene advised that an order has been placed with Tuns of Clothing for items that are out of stock and/or required for back to school and orientation ordering.

Selene and Angela have been considering the turnaround times of current suppliers and have started investigating options which are not local but which can supply uniform items off the shelf at a reduced cost and with a turnaround time of approximately 5 days, compared to the current turnaround time of 2-3 weeks. This would enable the Uniform Shop to keep less stock on hand but access supplies quickly. These suppliers can be looked at for the entire range (with the exception of dresses and formal shirts). This is a change which could take effect in approximately 12 months time to allow for current stock to be sold down. Selene and Angela will continue investigations and discuss options with Chris Bathersby.
In relation to moving current stock, Angela noted that a reduction in the price of boys’ formal shirts in larger sizes has resulted in sales of $60. Selene advised that a sample backpack has been handed around for families to try and this strategy has resulted in a number of sales. Selene also noted that a lot of time has been put into down selling stock and having larger uniforms cut down in an effort to reduce stock on hand.

Discussion was held about offering incentives for old backpacks to be returned for reuse so that new backpacks could be bought so that they are not being wasted. It is possible that second hand old style backpacks could be given to charity or repurposed in some way.

5.4 Tuckshop

Lee-Anne Kerr provided the following report:

- Income for July/August 2014 (to date) - $3,225
- Expenses for July/August 2014 (to date) – approximately $2,500

Lee-Anne advised that she is experiencing problems getting volunteers to assist with Tuckshop each fortnight which is becoming unworkable for Lee-Anne and the regular volunteers. Due to a lack of volunteers for Tuckshop on August 29, Tuckshop on that day will be cancelled.

Discussion was held regarding improving volunteer numbers:
- Could we consider an arrangement for childminding during Tuckshop hours so that parents with younger children would be free to assist?
- The P&F Federation has a ‘Just One Thing’ campaign which encourages school families to do just one thing to contribute back to school, this could encourage people to volunteer in a range of school activities including Tuckshop.
- We could encourage Grandparents to volunteer, however they would need to have completed the Volunteer Induction Course and would have to hold a Blue Card.
- We could consider cutting down the menu so that fewer volunteers are needed, or offering only a limited menu until volunteer numbers improve.

5.5 Sister Teresa

Sister Teresa advised that she has been working with children in the younger years, focussing on skills such as relaxation. She visited the Prep classrooms recently and sprinkled them with fairy dust which was very well received.

Sister Teresa advised that meals have been sent to several families recently and noted that assistance can be provided to families in need on a confidential basis by letting her or Chris Bathersby know.

Sister Teresa noted that she will be going shopping with Catherine Murdoch soon to purchase a new freezer for Meals from the Heart using funds obtained through the Mercy Sisters.

6.0 OTHER BUSINESS

6.1 From the Heart Ministries report

Scott Watson advised that there was no further information to add to Sister Teresa’s report regarding the From the Heart Ministries.

6.2 Gardening Club report
Kelly Turfrey provided a written report, copy attached.

6.3 Grants report

Paula Robbins provided the following update:

- Applications for the next round of the Gambling Community Benefit Fund grants close on 31 August. **Action: Anthony Walsh and Chris Bathersby to discuss suitable projects for this grant.**
- We are awaiting the outcome of our last GCBF application which was submitted in May, we should know by the end of October.
- As a consequence of Paula conducting fundraising by selling Cadbury chocolates, she is able to submit an application for a grant of up to $1,200 under one of two categories: Live Well and Learn Well. **Action: Anthony Walsh and Chris Bathersby to discuss suitable projects for this grant.**
- As part of the Lord Mayor Suburban Initiative Fund, wards have funds to provide grants of between $250-10,000 to support community projects that support stronger communities. **Action: Anthony Walsh and Chris Bathersby to discuss suitable projects for this grant.**
- As advised last month, we were successful in our Quest Awards application and the funds should be with us shortly.
- As advised previously, we were successful in our application for a grant from the Mercy Foundation which will enable the Heart Ministries to purchase a new freezer and provide vouchers and other assistance to families in need.

6.4 Einbunpin Festival final report

Catherine Murdoch provided a written report, copy attached.

Scott Watson noted the following:

- The school stall at the local Einbunpin Festival was very successful, we had very good support from volunteers and even given our new location the stall was well supported.
- Catherine Murdoch has already extended our thanks to our sponsors for their generous support.
- This will be Catherine’s last year of involvement with this stall and we thank her for her hard work and dedication towards building this fundraising activity into one that earns a substantial sum of money for the P&F Association.
- If anyone is interested in taking up the position of stall convenor next year they should let the P&F know.

It was noted that feedback received indicated that the stall position was actually quite good as we had a lot of passing traffic attracted by the entertainment occurring at the front of the stall, and we were sheltered from the sun until the late afternoon. It was difficult to sell raffle tickets and next year we may have to reconsider what prizes we offer and how we sell tickets.

6.5 Deagon Community Picnic Races update

Jacqui McKeering provided the following update:

- Arrangements for the school marquee at the Deagon Community Picnic Races continue
- We have received donations from a number of sponsors including Rod Chiapello from Bracken Ridge McDonalds and Fish on Flinders
- There are tickets for approximately two tables still available
- Sartori Organics will be catering

Discussion was held regarding this event.

- Therese Gunn noted that there was not a lot of information available to the school community regarding this event. Jacqui advised that arrangements such as catering had only been finalised in the last few days.
Angela Crowe noted that at the June meeting Jim Murdoch was given authority to investigate having a marquee at the event however the next communication to the school community was that a school marquee had been organised and that tickets were sold out. Jacqui advised that last year we made approximately $3,000 from this event, this year because marquee costs have increased we have had to seek donations in order to proceed with the marquee. Jim Murdoch discussed this matter with Chris Bathersby and it was decided that this year the marquee would proceed, not as a fundraiser but as an advertising opportunity. Chris noted that there were different points of view about what was decided at the June meeting, but that he was of the opinion that Jim was authorised to go ahead and make arrangements. Timing has been a factor, arrangements have had to be made quickly.

Cecelia Simpson noted that the local C&K Kindergarten will make money from the day by selling things like face painting and pony rides, and suggested that we brainstorm ideas to make money this year and make sure we plan for this next year should we decide to have a marquee. Jacqui noted that we will be holding fundraising activities such as raffles in the marquee on the day.

Angela Crowe asked if all expenses would be covered by ticket sales and donations. Jacqui McKeering and Madonna Whillans advised that expenses should be covered, approximately $5,500 in donations would be received in addition to ticket sales.

Angela Crowe asked how the school benefits from involvement in this event. Jacqui advised that this is a marketing opportunity which allows us to showcase the school. Participation in local events allows us to increase our presence in the community. Paul Kay suggested that participating in the local ANZAC Day march is a better way of marketing and achieving ‘presence’ in the community.

No decision was required to be made. It was suggested that more information could have been made available to the school community regarding this event.

6.6 Proposal for creation of P&F Fundraising team

Tina Rostron submitted the following proposal for the creation of a fundraising team for 2015:

- A number of families who have been heavily involved in driving fundraising activities in the past are leaving the school in 2014;
- If the P&F is to continue supporting projects within the school, there is a need to earn a substantial sum of money through fundraising. This is a task that is arguably too big for one or two people to handle and we are unlikely to find one or two people who are prepared to take on the role without assistance;
- If we create a fundraising team we can form a group of people with the responsibility for leading P&F fundraising efforts, and the workload could be shared so that team members could play a larger role in organising events in which they had a particular interest or for which they had more time available;
- The fundraising team would report back to the meeting just as other P&F roles do so that the meeting could have input into fundraising decisions;
- Ideally we would develop a P&F budget for 2015 which would outline our likely expenses and funding commitments, and the revenues that we anticipate will be generated by the Tuckshop and Uniform shop, so that we would know how much needed to be generated by fundraising and we could develop a calendar of fundraising events to ensure they are well spaced out throughout the year and well supported by the whole school;
- The team could also have responsibility for organising purely social functions with focus on building community.

Discussion was held regarding this proposal:

- It was noted that everyone in the room is technically the fundraising team, however it was also noted that we need to have a leader for each event who knows what needs to be organised and by when (eg., if we are going to proceed with a Caloundra Race Day next year we need to look at booking the event by December and currently no one is responsible for handling that).
• Realistically a Fundraising/Social team would need to be looking at meeting soon, or at least very soon after the AGM in October, as decisions need to be made before the end of the school year in relation to fundraising for 2015.

• It was suggested that we simply appoint Convenors for the Race Day and Einbunpin stall at the AGM, however it was also noted that that approach assumes that we have made the decision to proceed with those events in 2015, a Fundraising team could look at generating alternative fundraising options that may better suit our evolving needs and interests as a school community.

• It was noted that developing a sense of community is an important part of P&F activities. The P&F needs to have an understanding of purely social events and the important role they play in building community, and we need to include people who don’t have an understanding of what goes on at meetings.

• It was agreed that a decision did not need to be made at the meeting, this is an idea which can be considered and discussed further at the AGM.

6.7 Proposal of a bylaw concerning payment of accounts between meetings

Chris Bathersby noted that a practice had developed in the past where the P&F Executive could approve payment of accounts up to a certain amount between meetings. In relation to payment of accounts between meetings, the Federation of Parents and Friends Associations of Catholic Schools in Queensland Treasurer’s manual makes the following comment about paying accounts between meetings:

2.1.3 Meetings & Approval of Payments

... 3. It will sometimes be necessary for accounts to be paid between meetings before approval can be obtained from a meeting. In these instances, at least three members of the executive (e.g. president, secretary, treasurer and/or principal) should be made aware of the payment and give verbal approval for the cheque to be drawn (or EFT payment to be made). Where the executive members have any doubt about the validity of the payment, they should refuse to give their verbal approval, which will simply result in the account having to be discussed at the next meeting as per normal procedure.

It is important that accounts paid between meetings be specifically raised at the next meeting as part of the Treasurer’s report and that a separate motion is passed that such payments are ratified by the meeting.

Discussion was held about this matter.

• It was noted that the intention of this practice was to ensure that accounts were paid within terms so that relationships with suppliers were maintained. Normal trading terms are 4 weeks, and meetings are usually held every 4 weeks, so this process would usually only be followed where school holidays extend the time between meetings.

• It was also noted that, when drafting a bylaw concerning this practice, in addition to the guidelines offered above, it would be necessary to include a cap on the amount that could be approved for payment between meetings.

Action: Chris Bathersby to discuss with Madonna Whillans and Selena Rowley and report back to the meeting with proposed wording for the bylaw including an amount for the cap.

Louise Youngman advised that she had some suggestions for additional matters which might be appropriate for inclusion in the P&F Association’s bylaws. It was proposed that all members of the P&F Association be invited to propose bylaws for consideration at the next meeting.

Action: Chris Bathersby to invite all members of the P&F Association to submit bylaws for consideration at the next P&F meeting.
6.8 Other business

6.8.1 Trivia Night

Anthony Walsh provided the following report:
- The Trivia Night will be held on Saturday 30 August at 7pm at the Sandgate Community Hall, the cost is $10 per ticket, BYO food and drink, tickets are available on Flexischools;
- There will be three comedians and a musician;
- We need 50 people to attend to break even;
- There are several prizes organised including a meat hamper and a massage voucher, if anyone knows of any local business that would be interested in donating a prize could they let Anthony know;
- The event has been promoted in the newsletter and on Facebook, Anthony will discuss with Amanda Sills the possibility of having class coordinators promote the event with their classes.

6.8.2 Sacred area under the big tree

Chris Bathersby advised that Gerard Shegog is currently developing a sacred area under the big tree near the undercover area, and we are looking for assistance from someone with a bobcat for this project. We can obtain 46 sandstone blocks at a cost of $3,000 (for placement around the school as well as in the sacred area) and other landscaping will cost approximately $3,000.

Discussion was held regarding this project. It was suggested that we could have school families/community members sponsor bricks in the sacred area and have their names entered onto a plaque as a way of recognising the importance of community.

Action: Chris Bathersby to discuss with Gerard Shegog.

Chris requested approval for $6,000 to be spent as outlined above. Agreed by the meeting.

It was noted that we need to make sure that we respect items donated to the school in the past by school families and ensure that they are maintained as well as possible.

It was also noted that Dan the gardener had had to remove some large branches from the tree recently, Chris advised that the tree is currently having vitamin injections to improve its health.

6.8.3 Authentic Catholic Education

Deion Garvey noted that Chris Bathersby had recently attended a Principals’ conference at which authentic Catholic education was discussed, and enquired if Sacred Heart School is considered to be an authentic Catholic school. Chris advised that we will be audited and assessed in due course.

6.8.4 Placing items on the P&F meeting agenda

Therese Gunn asked if the P&F meeting agenda is a working document, that is, whether or not items can be added after the agenda is finalised and published in the school newsletter. Tina Rostron advised that it is quite common for someone to ask if an item can be added after the agenda is published in the newsletter. The current practice is to circulate the request to the P&F Executive and if the matter to be discussed is not complex or extraordinary it can be added to the agenda by agreement of the Executive. There is also the option for matters not listed on the agenda to be raised during ‘Other Business’ at the end of the meeting if time permits, however, again, these should not be complex or extraordinary matters, or matters which require other members to prepare prior to the meeting.
Tina Rostron advised that she is currently working on a draft process for preparing the agenda each month so that all P&F Association members know what process to follow to have an item added to the agenda. The Federation of P&F Associations for Catholic Schools in Queensland provides some information in relation to preparing an agenda. Therese Gunn offered to assist with this project.

7.0 CLOSE OF MEETING

Date of next meeting: Tuesday 9 September 2014

Meeting closed 9:12pm.