Minutes
Sacred Heart Primary School P&F Association Meeting
Tuesday 11 February 2014

1.0 MEETING OPENING / PRESIDENT’S WELCOME

Scott Watson (Vice President) welcomed all attendees and declared the meeting open at 7.15pm. Sister Teresa opened the meeting with a prayer. Scott Watson introduced the members of the 2014 P&F committee to the meeting.

2.0 ATTENDANCE:

Jim Murdoch (President), Scott Watson (Vice President), Jacqui McKeering (Vice President), Kelly Wallace (Treasurer), Tina Rostron (Secretary), Chris Bathersby, Mick Every, Daniel Hutchinson, Jenna Bostock, Leonie van der Molen, Lynise Wearne, Kirsten Wells, Kylie Galway, Joanne McNamara, Raeleigh Waddell, Paula Robbins, Cherlyn Connell, Anthony Walsh, Donna Mahon, Selene Fanning, Kelly Turfrey, Angela Hennessy, Sheree Todoreskov, Sandra Leathwick, Danielle Chappell, Troy Brannelly, Therese Gunn, Anwar Siddiqui.

3.0 APOLOGIES:

Catherine Murdoch (Vice President), Lee-Anne Kerr, Janelle Barron.

4.0 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 12 November 2013 were read out by Kelly Wallace.

Moved: Cherlyn Connell Seconded: Therese Gunn that the minutes of the meeting of Tuesday 12 November 2013 are adopted. Carried.

4.1 Business arising from the previous minutes

Anthony Walsh advised that a grant which had been identified as an option for the purchase of a freezer and Tupperware was not available for this purpose but that he was identifying other available grants which might be suitable.

The Meals from the Heart freezer has been cleaned recently however drinks have been put in the freezer and have overflowed spoiling the food in the freezer. The freezer has now been cleaned and a request will be put out to the school community for meals to restock the freezer.

Action: Catherine Murdoch is regularly making requests for meals in the school newsletter. Paula Robbins to put the request for meals on the Parents of Sacred Heart Facebook page. Home cooked meals and commercially made frozen ready meals would be suitable. Home cooked meals should carry a list of ingredients, date of cooking and allergen warning.
5.0 REPORTS TO THE MEETING

5.1 Principal

Chris Bathersby presented a written report, copy attached.

5.2 Treasurer

Kelly Wallace advised that the handover from John Simpson was planned for Friday 14 February 2014. In the meantime, two cheques have been received for banking. Kelly is setting up a data file for the accounts. More signatories are required for cheques to overcome situations when signatories are unwell or absent. It was proposed that Jim Murdoch (President) and Catherine Murdoch (Vice President) who are currently signatories remain as such, and that Scott Watson (Vice President), Jacqui McKeering (Vice President) and Kelly Wallace (Treasurer) become signatories. Approved by the meeting.

Action: Kelly Wallace to arrange for new signatories to be added.

Jim Murdoch passed on verbal advice from John Simpson that there was approximately $90,000 credit in the account (before cheques mentioned above presented). This does not include payments for commitments made by the P&F Association late in 2013.

Kelly Wallace enquired if the P&F Association would consider obtaining an EFTPOS machine for use in the uniform shop. We currently pay for the manual machine that is used to take credit card imprints. An EFTPOS machine could also be used at school functions. Kelly advised that she is also investigating the option of using electronic payments instead of cheques and will report her findings at a later meeting.

Action: Kelly Wallace to:

1. investigate the costs of obtaining an EFTPOS machine to replace the manual credit card machine, and
2. investigate the option of using electronic payments instead of cheques.

At all times payments (whether made by cheque or electronically) are to require two signatories.

5.3 Uniform Shop

Selene Fanning advised that the uniform shop has been very busy since the start of the new school year. Banking from the uniform shop has been as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2013</td>
<td>$3,930.50</td>
</tr>
<tr>
<td>December 2013</td>
<td>$3,153.50</td>
</tr>
<tr>
<td>January 2014</td>
<td>$7,843.00</td>
</tr>
<tr>
<td>February 2014</td>
<td>$1,408.00</td>
</tr>
</tbody>
</table>

The uniform shop is currently low on stock and there are a number of items on back order which the supplier has advised should arrive by the end of February. Selene is trying to move old stock (new and second hand items) by advertising it on Facebook. Jim Murdoch confirmed that Selene has the authority to decide how to move old stock.
More sales vouchers are required for the manual credit card machine. It was agreed that more should be ordered even if the decision is made to obtain an EFTPOS machine as a backup system will always be required.

Selene supports the proposal that an EFTPOS machine be obtained as it would improve security: vouchers containing personal details would not be sitting in the uniform shop and there would be a reduced need to visit the bank for banking purposes.

Selene is still collating costs regarding school bag options. If the new bags are to be available for the Prep orientation later this year, then a decision needs to be made by June as there is a 12 week lead time. It was decided that the sample bags would be made available for examination by parents who can then come to the next P&F meeting to provide feedback so that a decision can be made.

**Action:** Selene to arrange for sample bags to be displayed to parents.

### 5.4 Tuckshop

Jim Murdoch gave a report on behalf of Lee-Anne Kerr. The tuckshop is going well. Lee-Anne has requested a new blender which will cost $199 for a larger unit capable of crushing ice.

**Moved:** Therese Gunn  **Seconded:** Mick Every that the payment of $199 for a new blender for the tuckshop be approved. **Carried.**

### 5.5 Sister Teresa

Sister Teresa advised that the school year has started well. Most classes have been visited and discussions have been held with years 6 and 7 regarding being seniors. The Sisters of Mercy have asked if funds are required for the From the Heart ministries, Sister Teresa has requested funds.

### 6.0 OTHER BUSINESS

#### 6.1 Outside School Hours Care

Chris Bathersby reported about the current state of Outside School Hours Care. The size of the school has increased therefore so has the need for OSHC places however the current facility is not able to accommodate the required numbers. Centacare has had the hall licensed for OSHC use but it is not currently available for use as the parish require it for revenue raising and for use as a meeting space.

Jim Murdoch, Chris Bathersby and Father Modestus met with the Parish Finance Committee prior to the P&F meeting. Jim Murdoch proposed (subject to the approval of the P&F Association) that the P&F Association rent the hall from the parish from 2.45pm until 5pm on 5 days of the week for a period of 6 months at a cost of $200 per week. This will allow the P&F Association to determine if the demand for OSHC places exists as claimed and OSHC/Centacare to determine if they can take over the hall hire commitment moving forward. The Parish Finance Committee gave their approval subject to the approval of the P&F Association being obtained.

Chris Bathersby advised that monthly meetings between the school, P&F Association and OSHC will be resumed to discuss programming, facilities, management, places etc.
Moved: Jacqui McKeering Seconded: Kelly Wallace that the parish hall be hired by the P&F Association for 6 months at a cost of $200 per week. Carried.

6.2 Mother’s Day Stall Funding

Karen Rosevear is seeking funding for this year’s Mother’s Day Stall of $1700. This stall just seems to be getting bigger and better each year and Karen has some grand ideas for this year’s gift items. Moved: Anthony Walsh Seconded: Jacqui McKeering that the payment of $1,700 be made to Karen Rosevear for the purpose of stocking the Mother’s Day stall.

6.3 Motion from Catherine Murdoch regarding thank you gifts given by the P&F to departing families.

Motion: “From 2014, departing families, who qualify* for a thank you gift from the P&F for their contribution to the school, be offered a choice of a gift for themselves or, instead, a gift for the school.”

*as determined by the Executive in consultation with the Principal.

Background: For the past few years, it has been the custom that, where a family has contributed to the life of the school in an outstanding way, at the end of year assembly, the P&F has acknowledged the family’s contribution with a gift that is presented on assembly. The gift to the departing family is chosen by a member of the P&F Executive (or their spouse) and paid for by monies raised by the P&F.

My reason for moving the motion is that I suspect that there may well be some families leaving Sacred Heart at the end of this year (and in the years to come) who would rather hard earned P&F money be spent on resources for the school’s children rather than on themselves...

One suggestion for a gift to the school might be a book (chosen in consultation with the school’s librarian), that could be inscribed as having been donated to the school by the P&F in appreciation of the contribution (insert particulars) by the (insert name of) family. There may be other suggestions as to an appropriate gift to the school to acknowledge the contribution of a particular family. Also, the Principal might identify particular needs in the school that could be met in this way.

But, the choice would be the departing family’s.

Moved: Catherine Murdoch Seconded: Mick Every that the motion proposed be carried. Carried.

6.4 Sacred Heart Race Day

Jim Murdoch noted that this is a major fundraiser for the school. We require sponsors for 8 races (3 including one for the main race have come forward, we require another 5) and donations of smaller amounts to help cover the costs of the children’s rides and buses. As in previous years, we will run sweeps, raffles and a fashions on the field competition.

6.5 From the Heart Ministries

Written report from Catherine Murdoch attached. Discussion was held regarding meals cooked for Meals from the Heart. Please include an ingredient list, date of cooking and allergen warning on all donated meals.
6.6 Resources - purchase of Ez-Rite walls for senior learning space and purchase of science modules

The following request has been received from Shinara Auld:

“Chris has been working hard to enhance our learning spaces around the school, with the assistance of the P&F. One of these learning spaces being our senior learning space in our MacKillop building. As part of this, we have investigated ways in which our “big kids” learn best and what resources are available to assist with their learning. One such resource is “ez-rite walls” – wall covering that creates spaces where small groups of students can gather and discuss/brainstorm ideas and concepts. We were wondering if the P&F would be willing to contribute to the purchase of this wall covering? Please find attached the quote obtained.”

Discussion was held regarding the Ez-Rite walls. It was noted that these walls cannot be moved but are durable and would be a valuable resource in our senior learning areas. Chris Bathersby proposed that the school cover half of the cost.

Shinara Auld also advised that new science modules are available to add to the set which was previously approved for purchase by the P&F, and requested that the P&F purchase the new modules to complete the set. Cost $245.

Moved: Mick Every Seconded: Scott Watson that the P&F Association contribute $1,424.42 towards the cost of the Phenoix Office Furniture quote for the purchase of Ez-Rite Walls and that additional science modules be purchased at a cost of $245. Carried.

6.7 Any other business

6.7.1 School gardens

Kelly Turfrey and Donna Mahon requested funds to cover start up and ongoing costs of refurbishing the school gardens. Gardening plan attached. A request for $4,500 was made but, because there are grants available, Jim Murdoch proposed that application be made for relevant grants and, meanwhile, the P&F could contribute $1,200 for this purpose.

Moved: Mick Every Seconded: Therese Gunn that $1,200 be contributed to the cost of refurbishing the school gardens. Carried.

6.7.2 Grants

Anthony Walsh has been investigating a range of grants which are open for application. Anthony will meet with Chris Bathersby to discuss grant application for 2014.

Action: Anthony Walsh and Chris Bathersby to meet to generate a list of school requirements for which grants can be sought.

7.0 CLOSE OF MEETING

Date of next meeting: Tuesday 11 March 2014

Meeting closed  8.45pm.