Tuesday 16th February, 2016.

Meeting opened: 7:30 pm.

1. **Prayer and welcome** – Neidra and Denise

2. **Record of attendance and apologies:**

   Present:
   Carmel Healey (Principal) Liz Calabria (Vice-Principal), Denise McGrath (co-president), Anne Douglas (co-president), Tamara Chew (vice-president), Katherine Stonestreet (Treasurer), Chris Tucker (Fundraising co-ordinator), Adriana Yuen (co-class parent co-ordinator), Justine Whiting (co-secretary), Neidra Motha (co-DPC Representative), Dean Cox, David Jenkins, Kate Sainsbury, Jo Crighton, Annette Leahy, Cindy, Sylvia and Eric.

   Apologies:
   Nives Tanti (co-secretary), Gisela Abate (co-class parent co-ordinator)

3. **Confirmation and acceptance of minutes of previous meeting:**

   Minutes of the previous ordinary meeting of 2nd November, 2015 were confirmed and accepted – resolution moved by Justine Whiting and seconded by Chris Tucker.

4. **New Treasurer elected and banking changes**

   **IT WAS RESOLVED** that Katherine Stonestreet be elected unopposed as Treasurer. Resolution moved by Tamara, seconded by Denise and unanimously approved.

   **IT WAS RESOLVED** that Katherine Stonestreet be added as a signatory to the association’s bank account and that Kate Sainsbury and David Jenkins be removed as signatories to the bank account. Moved by Kate, seconded by Justine and unanimously approved.
5. **Business arising from minutes of previous meeting:**
   a. **Amendment of signatories to bank accounts** – Katherine tabled forms to be signed by previous committee members and advised that we are on track to transfer banking across to the new committee members.

   b. **Welcoming new families package** – Carmel reported that Anne and Jodie had reviewed the copy provided by Anne Douglas and Carmel provided an edited version to use going forward. Carmel will also provide an up-to-date A-Z directory for reference, for the P&F.

   c. **Parent business directory** – Chris has advertised in the newsletter re: parents wanting to advertise their business in the back of the newsletter. Not much response yet, agreed to give it another couple of weeks. Chris will also follow up re: interest in a parent community business directory.

   d. **Bendigo Bank** –
      - Katherine confirmed that the P&F has received the $1,500 from Bendigo Bank. Intended purpose was vegetable garden. Bank is keen for a photo opportunity with the finished product.
      - School banking – has now commenced. Bendigo Bank is keen to see a higher pick-up rate so we need to keep promoting this to parents.

6. **Correspondence:**

   None to date for 2016.

7. **Reports:**
   a. **President (Denise/Anne)**

**President’s Draft Report.**

**P&F Committee 2016:** Thank you everyone for joining the committee this year.
Nives and Justine as Secretary
Neidra and Rebecca as DPC representative
Chris as Fundraising Coordinator
Tamara as Vice-President
Adriana and Gisela as Class Parent Coordinators
Katherine as Treasurer

**Format for P&F meetings 2016** - This year we are sharing a lot more roles which has increased the size of our committee. Each committee member is responsible for one or two events with the help of the broader committee and school community. We will evaluate this change at the end of the year.
Fundraising goals for 2016: In accordance with the P&F Constitution, the fundraising goals must align with the School’s strategic goals. What we are proposing for 2016 are:

- Support for pastoral care programme
- Support for music programme
- Development of a learning garden – to be discussed with the school
- Charity - Peru, Caritas
- Other ideas?

Community building and fundraising events for 2016: The calendar for 2016 has been agreed by the committee and the school. The events are as follows:

**2016 P&F Calendar**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday 29 January to Friday 8th April</strong></td>
<td><strong>Tuesday 26 April to Friday 1st July</strong></td>
<td><strong>Monday 18th July to Friday 23rd September</strong></td>
</tr>
<tr>
<td>Champagne and Tissues - Thank you to Gisela and Adriana for all your organisation with this event. A very big thank you to all the Year 1 parents that baked, set up and cleared up.</td>
<td>Welcome Cocktail Party - Thank you to Tania and Michael O'Sullivan for offering to host this event. Currently 78 responses</td>
<td>TBA Father’s Day raffle</td>
</tr>
<tr>
<td>Tuesday 2nd February Class Parent Meeting</td>
<td></td>
<td>Saturday 13th August Trivia Night</td>
</tr>
<tr>
<td>Wednesday 10th February</td>
<td></td>
<td>Saturday 10th September Dads Event @ Pub - Wallabies vs South Africa</td>
</tr>
<tr>
<td>Saturday 20th February</td>
<td></td>
<td>Sunday 11th September Mum’ s High Tea</td>
</tr>
<tr>
<td>Saturday 2nd April</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Term 4  
Monday 10th October to Tuesday 20th December

Friday 28 October  
Halloween Disco (K-2 & 3-6)

Sunday 13 November  
Barefoot Bowls @ West Pymble bowling club

Friday 25 November  
Thank you to class parents and P&F Helpers

Any other ideas are welcome.

**Welcoming new families package** – Completed, discuss on how and what the P&F are responsible for.

b. Treasurer (Katherine)

**Treasurer’s Report as at 16 February 2016**

**Financial update**

Attachment 1 contains financial results for the year to date. In summary:

- Funds available for the P&F are currently $26,294. This consists of:
  - Cash in our bank accounts & held at school of $28,096.
  - Less amounts we have committed to pay of $1,802 consisting:
    - $100 carried over from last year
    - $1,702 reimbursements for recent “welcome” events and cocktail party

- Significant financial movements in the period:
  - Other Income: + $1,500

**Banking**

Our term deposit matured on 22 December 2015 and was reinvested for 3 months. It is worth about $13,758. We are holding $14,132 in our transaction account, and have a surplus of $436 within the school account.

**Major events since last meeting**

**Other Income:**

Other income is valued at $1,500 since last term. This consists of $1,500 donation from Bendigo Bank
Authority to Operate P&F Accounts

At the AGM, the new P&F Treasurer and president, Anne Douglas were authorised to become signatories on the P&F’s accounts at Bendigo Bank with the current signatories’ access revoked. Account access has not yet changed due to token and daily limit details needed by Bendigo Bank. Currently Katherine Sainsbury and David Jenkins retain access, and have kindly agreed to approve payments when given email authority by President, Anne Douglas and Treasurer, Katherine Stonestreet, until their access is revoked.

IT WAS RESOLVED that the P&F authorise token no. 27-0974004-1 be transferred to Anne Douglas and token no. 27-0973984-7 be transferred to Katherine Stonestreet, with the daily limit per person of $5,000. Moved by Kate and seconded by Tamara, unanimously approved.

Results for 2015 full year

Unaudited full year results for 2015 are available. Changes between the AGM and end of year are largely as expected. Significant items for 2015 include the following allocation of funds:

- Music program: -$3,521
- 2015 Welcome Events: - $2,534
- Pastoral care - $736
- Ripples program: -$368

Attachment 1: Detailed financial summary for 2016 year to date and DRAFT full year forecast.

Attachment 2: Detailed financial summary for 2015.

- 2015 audit – Jon Anstee has agreed to do the P&F audit for 2015.

c. Class parent co-ordinators (Gisela and Adriana)

Class Parent Co-ordinator report

Champagne and Tissues
Our first event of the year was a success, with a fabulous turn out from Kindy parents and year 1 mums. The new Kindy parents seem to have been quite calm and relaxed, so not as many tissues handed out this year. A huge thanks to the year 1 mum’s that baked and helped set up and serve on the day.

Shrove Tuesday
After a couple of hiccups in the morning, the kindy mums proved to be up for the challenge, with everything ready and sorted by 10am. Leaving enough time for a chat before deliveries. SUGGESTION FOR NEXT YEAR: As this event requires volunteers and a bit of organisation prior to the day, it would be good for a more established group of mums to be in charge of this event.

Class parents
There was a great response to the email request for class parents. Numbers are as follows:

- Kindergarten – 4 parents
- Year 1 – 3 parents
- Year 2 – 4 parents
- Year 3 – No parents yet
- Year 4 – 1 parent
- Year 5 – 1 parent
- Year 6 – 1 parent

We still have a few gaps to fill and relevant parent groups have been emailed requesting volunteers. Anne and Jodie are putting the list together with any new volunteers.

**Class parents meeting**

This meeting took place on Wednesday 10th February at 2 pm. It was a short, informal meeting with Carmel and Anne representing the school and Gisela, Anne and I representing the P&F. Carmel and Anne explained the role of the class parents from the school perspective and explained the importance of having a good group of people to assist with communication between the school and parents. Anne also outlined the privacy act and how that will affect the way we communicate with parents.

We outlined upcoming events and how we will need help (Camp Out in particular). We also suggested other activities for Class Parents to organise for their year to assist in developing relationships and enhancing our Sacred Heart sense of community.

We asked class parents to share their plans so we can make sure there are no clashes and the plan is to add them to the school calendar on the website once finalised.

We emphasised the importance of encouraging parents to attend both school and P&F events, as well as actively looking at the website for updates on dates and invitations.

**Lenten activities – class responsibilities**

As of today we don’t have a clear picture of what the Lenten activities will be this year. We have emailed the office offering our assistance if required.

d. **DPC representatives (Neidra and Rebecca)** – first event for DPC Reps is the Leadership Evening coming up in March – therefore more to report in Term 2.

Reminder re: Michael Grose talk at Prouille on Feb 25th, encourage people to come – it’s free.

1. **Fundraising**

   a. **Discuss fundraising objectives for 2016 and budget for 2016** - need to confirm what we’re fundraising for.

   i. Pastoral care $5,000 as a "running" balance for Pastoral Care co-ordinator's costs in attending to pastoral care issues in the school community.

   ii. Music - $4k for music planned for 2016.

   iii. Learning garden - school had applied for funding from Bendigo Bank but missed out. Carmel working with Sally Harrison and meeting her soon, trying to get more specific details of what the garden will look like. Discussed the need for more detail around the design and what specifically the cash will be for. We aim for $15,000. In order to help
the parent community get a better idea of what the project entails, Carmel will follow up re: obtaining pictures and a more detailed outline of what will be included in the project and how it will improve learning opportunities for K-2.

b. Discuss new fundraising opportunities.
   i. Kate raised the point that any money we raise for charity needs to go through the school’s books, not the P&F’s. The P&F books can only reflect money raised for the school.

8. Other matters arising from executive meeting

a. Parent library - need to publicise more widely so that parents know they can borrow the books.

b. Ripples - not to continue as Robyn now working full-time for the Diocese.

c. Cocktail party - Justine to email committee to get volunteers for Saturday night and Sunday clean-up and trestle tables.

d. Camp-out – Adriana to e-mail class parents to get volunteers for some of these jobs.

e. Denise requested list of helpers with e-mail address for each event - so can thank people at the end of the year. Send through with final run sheet.

f. Class parents – Adriana will chase up years 3 – 6 to get more volunteers and committee will encourage parents at the cocktail party.

g. Chris reported on coffee van for after Family Mass, Fr Boguslaw is happy for this to happen and see what the response is - also important that we get a share of the sales and that this money goes to pastoral care. Chris is close to confirming provider and dates.

h. Neidra reported that she had spoken to Fr Boguslaw and suggested P&F reps on parish council - Fr has agreed and Neidra and Chris will be the school’s representatives commencing in April.

i. Family Mass – Neidra reported that she will approach this differently this year, all years will be invited to all Family Masses rather than just one year group per month – Years 2 and 3 will have special jobs at their Presentation Masses but apart from that all of the school will be invited to every Family Mass. Invitations
will go out by e-mail instead of paper and will include the option for people coming along to provide food for the morning tea afterwards.

j. **Dinner dance** – Denise asked the committee to start thinking about organising student art works - ceramics have worked well in the past. Need to get a theme confirmed and someone to co-ordinate before next P&F meeting.

k. Question raised by committee - what's our **spending cap** before we need approval for spending for P&F stuff. Katherine to check and report. In the interim we work within prior year budgets. Kate pointed out that we need to resolve to approve spending expected to take place prior to next meeting, therefore:

**IT WAS RESOLVED** that the committee would approve the following amounts to be spent for upcoming events:

- Up to $3,000 for the cocktail party;
- Up to $5,000 to prepare for the dinner dance;
- Up to $1,000 for the Camp Out on the oval;
- Up to $5,000 for pastoral care
- Up to $4,000 for the school’s music programme; and
- Up to $1,500 (as supplied by Bendigo Bank) for the creation of a vegetable garden.

Resolution moved by Kate, seconded by Anne and unanimously approved.

l. For future, committee will aim to have reports from members up on the website for parents to view prior to attending the meeting, so the meeting can focus on questions/issues arising from the reports.

m. **Bike racks** – parent has asked us to raise the question of whether a bike rack can be supplied for students riding to school. Liz will investigate and report back.

n. Meeting closed 8:30pm
attachment 1: year to date financial results

sacred heart p and f
financial summary at 16 feb 2016

<table>
<thead>
<tr>
<th>financial summary</th>
<th>16 feb actual $</th>
<th>2016 draft forecast $</th>
</tr>
</thead>
<tbody>
<tr>
<td>opening cash at bank</td>
<td>28,093</td>
<td>28,093</td>
</tr>
<tr>
<td>less prior period unprocessed adjustment</td>
<td>(100)</td>
<td>(100)</td>
</tr>
<tr>
<td>opening cash available &amp; uncommitted</td>
<td>27,993</td>
<td>27,993</td>
</tr>
<tr>
<td>plus funds raised (detail below)</td>
<td>3</td>
<td>24,400</td>
</tr>
<tr>
<td>less funds allocated (detail below)</td>
<td>(1,702)</td>
<td>(27,800)</td>
</tr>
<tr>
<td>cash available &amp; uncommitted</td>
<td>26,294</td>
<td>24,593</td>
</tr>
<tr>
<td>plus payments/Receipts not yet processed</td>
<td>1,802</td>
<td>1,802</td>
</tr>
<tr>
<td>cash at bank &amp; school acct</td>
<td>28,096</td>
<td>24,593</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>funds raised - detail</th>
<th>actual $</th>
<th>forecast $</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSH ball</td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>raffle</td>
<td></td>
<td>6,000</td>
</tr>
<tr>
<td>trivia night</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>other income</td>
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<td>3</td>
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<tr>
<td>interest received</td>
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<td>400</td>
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<tr>
<td>bank fees</td>
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<tr>
<td>subtotal</td>
<td>3</td>
<td>24,400</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>funds allocated - detail</th>
<th>16 feb actual $</th>
<th>2016 draft forecast $</th>
</tr>
</thead>
<tbody>
<tr>
<td>school improvement</td>
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<td>15,000</td>
</tr>
<tr>
<td>kindy parents welcome</td>
<td>42</td>
<td>100</td>
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<tr>
<td>cocktail party</td>
<td>1,660</td>
<td>3,000</td>
</tr>
<tr>
<td>music program</td>
<td></td>
<td>4,000</td>
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<tr>
<td>parent library</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>charity donation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pastoral care</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>ripples</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>other expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>subtotal</td>
<td>1,702</td>
<td>27,800</td>
</tr>
</tbody>
</table>

notes:
1. cash at bank is made up of:
   - Bendigo Bank Chq: 13,002
   - Bendigo Bank Team: 13,758
   - Held at School: 436
   - total cash: 28,096

payments/receipts not yet processed at end of period - detail
- 100 prior year carried over
- 42 kindy parents welcome
- 1,660 cocktail party
- total pending: 1,802
Attachment 2: 2015 Full Year Financial Results and comparison to YTD at AGM

Sacred Heart P and F
Financial Summary at 31 Dec 2015

<table>
<thead>
<tr>
<th>Financial Summary</th>
<th>31 Dec Actual $</th>
<th>2015 Forecast $</th>
<th>2015 Orig Budget $</th>
<th>Change since last P&amp;F</th>
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</thead>
<tbody>
<tr>
<td>Opening Cash at Bank</td>
<td>25,784</td>
<td>25,784</td>
<td>25,784</td>
<td></td>
</tr>
<tr>
<td>Less prior period unprocessed adjustment</td>
<td>(4,894)</td>
<td>(4,894)</td>
<td>(4,894)</td>
<td></td>
</tr>
<tr>
<td>Opening Cash Available &amp; Uncommitted</td>
<td>20,890</td>
<td>20,890</td>
<td>20,890</td>
<td></td>
</tr>
<tr>
<td>plus Funds Raised (detail below)</td>
<td>14,521</td>
<td>14,514</td>
<td>15,400</td>
<td>1,534</td>
</tr>
<tr>
<td>Less Funds Allocated (detail below)</td>
<td>(7,317)</td>
<td>(9,602)</td>
<td>(15,000)</td>
<td>(494)</td>
</tr>
<tr>
<td>Cash Available &amp; Uncommitted</td>
<td>28,093</td>
<td>28,802</td>
<td>21,290</td>
<td>1,040</td>
</tr>
<tr>
<td>plus payments/receipts not yet processed</td>
<td></td>
<td></td>
<td></td>
<td>(63)</td>
</tr>
<tr>
<td>Cash at bank &amp; school acct</td>
<td>28,093</td>
<td>28,802</td>
<td>21,290</td>
<td>978</td>
</tr>
</tbody>
</table>

Funds Raised - Detail

<table>
<thead>
<tr>
<th>Actual $</th>
<th>Forecast $</th>
<th>Orig Budget $</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS/HEAL</td>
<td>8,489</td>
<td>8,489</td>
</tr>
<tr>
<td>Raffle</td>
<td>2,903</td>
<td>2,903</td>
</tr>
<tr>
<td>Movie Night</td>
<td>0</td>
<td>3,000</td>
</tr>
<tr>
<td>Socials</td>
<td>2,723</td>
<td>2,723</td>
</tr>
<tr>
<td>Other Income</td>
<td>407</td>
<td>400</td>
</tr>
<tr>
<td>Interest Received</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Subtotal</td>
<td>14,521</td>
<td>14,514</td>
</tr>
</tbody>
</table>

Funds Allocated - Detail

<table>
<thead>
<tr>
<th>Actual $</th>
<th>Forecast $</th>
<th>Orig Budget $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>64</td>
<td>64</td>
</tr>
<tr>
<td>Kindy/Parents Welcome</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Cocktail Party</td>
<td>2,470</td>
<td>2,470</td>
</tr>
<tr>
<td>Music Program</td>
<td>3,521</td>
<td>4,000</td>
</tr>
<tr>
<td>Parent Library</td>
<td>80</td>
<td>400</td>
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<tr>
<td>Pastoral Care</td>
<td>736</td>
<td>1,800</td>
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<tr>
<td>Raffles</td>
<td>368</td>
<td>368</td>
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<tr>
<td>Other Expense</td>
<td>79</td>
<td>500</td>
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<tr>
<td>Subtotal</td>
<td>7,317</td>
<td>9,002</td>
</tr>
</tbody>
</table>

Notes:
1. Prior Period Opening Adjustments are commitments included in last years financial, but were not finalised at the end of the prior year
   Pastoral Care | 4,380
   Term 4 2014 raffles | 391
   Admin staff small flowers | 110
   POSHEAL Bell Photos | 14
   **Total** | **4,894**

2. Cash at Bank is made up of:
   Bendigo Bank Cheq | 13,899
   Bendigo Bank Term | 13,758
   Held at School | 436
   **Total Cash** | **28,093**

3. Other activities include:
   *Jack and Co - Coffee | 515
   *Jack and Co - Car Wash | 420
   Energeticism | 287
   Bendigo Bank Donation | 1,500
   **Total Other Income** | **2,723**

4. Funding allocated to School Music program
   *2 Tenor Saxophones | 3,089
   *Bus trip for performance | 432
   **Total Music Programme** | **3,521**

5. Pastoral care is a general allocation managed outside the P&F.

6. Other Expenses include:
   Credit card fees for high fees | 16
   End of year thank you dinner | 63
   **Total Other Expenses** | **79**