

**Meeting Minutes – 16 February 2016**  
**Saint Mary’s Catholic College South Burnett**  
**Parents & Friends Association**

**Attendees:** Angela Myles, Susan Robertson, Shannon Cridge, Suzanne Mungall, Abigail Anderssen and Sharon McFarlane

**Apologies:** Kellie Crane and Amanda Reinbott

Item	Topic	Discussion	Decision / Action	Person/s Responsible
	<b>Meeting Opened by President/Chairperson</b>	Susan Robertson 7.10pm		
	<b>Prayer</b>	Angela		
<b>1</b>	<b>Previous Minutes</b>	It was moved that the minutes of the previous meeting be accepted without amendment.  Accepted by consensus		
<b>2.</b>	<b>Business arising</b>			
<b>3.</b>	<b>Correspondence</b>	Correspondence inwards: <ul style="list-style-type: none"> <li>• Cadbury fundraising brochures</li> <li>• Pictureplate fundraiser</li> <li>• Mother’s Day brochures</li> <li>• Seed Creations</li> <li>• Smart Gift ideas</li> <li>• Australian Fundraising</li> <li>• Bank Statement</li> </ul> Correspondence outwards: <ul style="list-style-type: none"> <li>• No correspondence sent.</li> </ul> It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.  Accepted by consensus		
<b>4.</b>	<b>President’s Report</b>	Not much to report as it’s the first meeting of the year. Suzanne will share feedback re Family Fun Day held in January. It went well even though attendance may have been down on last year.		

		Accepted by consensus		
5.	Principal's Report	<ul style="list-style-type: none"> <li>• Building update – we are into the music room now. The builders are still saying the General Learning Area is on track for a Term 2 completion, so it's going well. There was a discussion about the Cross for the front of the building. Mike wanted an illuminated cross, Angela is not keen on that idea and has found other options e.g. a metal cross with a red or green inlay and it can have lighting at night. Concerned re vandals with an illuminated cross and it would not be in the right position on the building to be seen properly.</li> <li>• Student numbers – 530 in first week census, thought it might be more, some year levels at capacity now.</li> <li>• Industrial action this week, Thurs 25 March, full day stoppage, keep kids at home if possible. Angela explained briefly about the history behind this action, main claim is that teachers are trying to reach parity with NSW counterparts.</li> <li>• New uniform – looked good at Mass at school. Angela to discuss hat options with Joanne, Uniform shop convenor re a better/bigger sun safe hat and also explore options re socks. It's 2 year turnover now anyway. Angela asked the reason why the formal was only worn one day per week. At her previous school it's the other way around and students change into their sports uniform at school. It seems it has been this way at St Mary's for a long time to encourage sport and also there are not the change room facilities here. Angela will not make any changes in the next 12 months. Susan said we would have to consider lighter material for the formal uniform as the girl's skirts are quite heavy and hot.</li> <li>• DELT – Delivering Excellent Learning in Teaching – program to try to collect data on every child – the trick is then how to use that data, emphasis on literacy and numeracy.</li> <li>• Leadership team restructure – Pam Radcliffe is Head of Primary – we are working on finalising other roles 2 days next week.</li> <li>• Grant applications – round available closes 29/2/16 – discussion about lack of success in the past in this area, very hard to get, we do better when local MP is in power. Damo said in the past they had also paid someone to help write the application but still no success. Too late for this round.</li> <li>• Multi-purpose court – Suzanne asked about using it on the weekend as Mike had planned. How do we get access? Angela to consider it.</li> <li>• Risk Assessment paperwork – was it done for the Family Fun Day? Angela said it needs to be done before each P&amp;F</li> </ul>	Angela Myles	
			Angela Myles	

		<ul style="list-style-type: none"> <li>function to minimise risk e.g. bouncy castle.</li> <li>AGM – Brisbane P&amp;F AGM 10/3/16</li> </ul>		
		Accepted by consensus		
6.	<b>Treasurers' report</b> 1. A/c balance, Income & expenditure for month 2. Expenditure to budget 3. Accounts for Payment	<ul style="list-style-type: none"> <li>Suzanne presented report on behalf of Neil. \$23785 is the closing balance, with commitments made, \$17890 is available. See attached copy of Bank Rec.</li> <li>Family fun day cost about \$450 in actual cost (includes jumping castle). \$50 contributed to each Year 12 student for participating, takes that up to \$900. Suzanne still has some drinks at their place and there are sausages in the freezer.</li> <li>Suzanne discussed an outstanding invoice with Abi for Anderssons Fruit Market that is still floating around. It's an old one from last year, we paid cash at the time, Abi will sort that out.</li> </ul>	Abigail Andersson	
		Accepted by consensus		
7.	<b>Other Reports</b> 1. Fundraising			
8	<b>General Business</b>	<ul style="list-style-type: none"> <li>Grant Applications – discussed in Angela's report</li> <li>Risk Assessment Procedures – discussed in Angela's report</li> <li>Air-conditioning for classrooms – Sharon discussed how she has been approached many times by parents and staff members asking what the P&amp;F can do to help get the class rooms air-conditioned. This is a very "hot topic"! Sharon would like to see us start with air-con for the Prep rooms as they are particularly uncomfortable on the very many hot days we are having this summer. There is no air flow in those rooms and it can be like a cauldron in there after lunch. The preppies come back very hot and sweaty to a hot classroom. No real learning can take place in that kind of environment. Angela said that it is still a "no-go" policy with BCE because of the costs and sustainability factors. The ongoing costs will be the hurdle. Angela supports us pursuing this further and we can look at the solar option and</li> </ul>		



		<p>worked at a previous school she was involved with. There were 2 parents for each class who liaised with all the other parents to organise social events etc. Angela asked how could that be started here? Maybe start with Prep to Year 2 at the moment. How to get to all parents? Suzanne and Shannon to plan.</p> <ul style="list-style-type: none"> <li>• Other social events - ? not discussed, put on next Agenda.</li> <li>• Car Park – Damo discussed issues re big dirt car park, boggy and not mowed. The Parish owns it but we mow it. Would Parish gift it us and we put proper car park in there? Maybe we could afford road base and a walk zone with line marking. Asphalt would be too expensive, Susan thinks approx. \$60000. Angela to add to master plan. Shannon asked can we apply to make Kent Street one way. Susan said they have tried with the council but no luck.</li> <li>• Working bees – Angela will let us know if work is needed.</li> </ul>	<p>Suzanne Mungall and Shannon Cridge</p> <p>Angela Myles</p>	
	<b>Funding requests</b>	<ul style="list-style-type: none"> <li>• Jane Iszlaub, Music Teacher – request for \$1231 to buy rights for a mini musical. Moved Damo, seconded by Suzanne.</li> <li>• Jane also asking for Cellos – 1 full size and 1 half size \$3126 total request from P&amp;F. After discussion we feel we need more information eg. how many cellos are there already, what's need for extras. Angela to ask Jane for more info.</li> <li>• Louise Kennedy – they have 50 IPADS for SWANs (students with additional needs) to take home. They need 50 cases for iPad Airs and keyboard built-in. \$120 each x 50 = \$6000 (just have one quote so far from Harvey Norman). This is a larger request but this group have not asked for any funding recently. We approve it pending another quote. Susan to ask Louise to approach Big W/Dick Smith etc. Moved: Abi, Seconded: Sharon.</li> </ul>	<p>Angela Myles</p> <p>Susan/Sharon</p>	
	SMCC Board – Report from Rep, Board Minutes & education Brief			
	<b>Meeting closed</b>	9.10pm		
	<b>Next meeting</b>	AGM, Tuesday 15 March 2016, 7.00pm		

**St Mary's Catholic College Parents and Friends Association  
Bank Reconciliation  
For the Period 1 December 2015 to 31 December 2015**

Reconciliation per Cash Book		
Opening Balance as at 01.12.2015	\$	24,505.41
Add Deposits	\$	158.34
	\$	24,663.75
Less Withdrawals	\$	878.35
Closing Bank Balance as at 31.12.2015	\$	23,785.40
Reconciliation per Bank Statement		
Balance per Bank Statement 31.12.2015	\$	23,785.40
Add outstanding Deposits	\$	-
	\$	23,785.40
Less Unpresented Cheques	\$	-
Closing Balance 31.12.2015	\$	23,785.40
<b>LESS outstanding commitments</b>	<b>\$</b>	<b>3,379</b>
<b>Closing balance</b>	<b>\$</b>	<b>20,407</b>

Committed Expenditure (DONATIONS TO SMCC)	2015		Total Spent 2015	Total Left to Spend in 2015
	2014 Still to be spent	Committed		
High jump mats	\$ -	\$ 5,500	\$ 4,445	\$ 1,055
School Wide Positive Behaviour Programme	\$ -	\$ -	\$ -	\$ -
Home Economics	\$ -	\$ -	\$ -	\$ -
Musical Instruments - Guitar, flute, sax	\$ -	\$ 2,090	\$ 1,848	\$ 242
Academic competitions - assist students to pay for entrance fees	\$ 300.00	\$ -	\$ -	\$ -
Books - Classroom levelled readers	\$ -	\$ 256	\$ 241	\$ 15
Year 12 donation from Family fun day	\$ -	\$ 250	\$ 250	\$ -
Academic Competitions - 3 x \$100 prizes	\$ -	\$ 300	\$ -	\$ 300
Whip Cracking donation from Family fun day	\$ -	\$ 350	\$ 350	\$ -
Home Economics - set up	\$ -	\$ -	\$ -	\$ -
Chess competition prizes	\$ -	\$ 350	\$ -	\$ 350
Senior school fitness circuit (Multi purpose court)	\$ -	\$ 10,000	\$ 40,000	\$ -
Bacolod Kindy	\$ -	\$ 1,800	\$ 1,800	\$ -
Senior students formal attire	\$ -	\$ -	\$ -	\$ -
Chess club polo shirts	\$ -	\$ 800	\$ 800	\$ -
Cold water bubbler for school	\$ -	\$ 2,000	\$ 2,000	\$ -
Sound field system for school	\$ -	\$ 2,220	\$ 2,220	\$ -
Sporting donations - Wilkins	\$ -	\$ 100	\$ 100	\$ -
Replace water bottle filler on bubbler	\$ -	\$ 200	\$ 200	\$ -
Short throw projector - Dance / Drama	\$ -	\$ 1,225	\$ 1,225	\$ -
Songwriting workshops	\$ -	\$ 150	\$ 150	\$ -
<b>Other Recurring Commitments</b>				
Federation of P & F levy	\$ -	\$ 3,200	\$ 3,200	\$ -
Year 6 graduation gifts 2015	\$ -	\$ -	\$ -	\$ -
Year 12 graduation gifts 2015	\$ 300.00	\$ 900	\$ 483	\$ 417
\$250 per quarter to a needy SMCC student or family to be spent on school supplies or related expenditure	\$ -	\$ 1,000	\$ -	\$ 1,000
QISSN	\$ -	\$ 1,000	\$ 1,000	\$ -
Futsal (?? State Representative Amount??)	\$ -	\$ 600	\$ 600.00	\$ -
P & F Academic Excellence Award - Awards Night prize	\$ 200.00	\$ 200	\$ 200	\$ -
<b>Grand Total</b>	<b>\$ 800.00</b>	<b>\$ 34,482</b>	<b>\$ 61,113</b>	<b>\$ 3,379</b>

**St Mary's Catholic College Parents and Friends Association  
Bank Reconciliation  
For the Period 1 January 2016 to 31 January 2016**

Reconciliation per Cash Book		
Opening Balance as at 01.01.16	\$	23,785.40
Add Deposits	\$	2,809.33
	\$	26,594.73
Less Withdrawals	\$	955.00
Closing Bank Balance as at 31.1.2016	\$	25,639.73
Reconciliation per Bank Statement		
Balance per Bank Statement 31.1.2016	\$	25,639.73
Add outstanding Deposits	\$	-
	\$	25,639.73
Less Unpresented Cheques	\$	120.00
Closing Balance 31.1.2016	\$	25,489.73
<b>LESS outstanding commitments (see below)</b>	<b>\$</b>	<b>7,660</b>
<b>Closing balance</b>	<b>\$</b>	<b>17,829</b>

**Family fun day**

Drinks left - approximately \$150  
Sausages left in freezer - approximately \$65  
Net cost of running the day was approximately \$900 (including the \$450 to be donated to the Yr 12's)

Committed Expenditure (DONATIONS TO SMCC)	2015 Still to	2016	Total Spent	Total Left to
	be spent	Committed	2016	Spend in 2016
School Wide Positive Behaviour Programme	\$ -	\$ -	\$ -	\$ -
Academic competitions - assist students to pay for entrance fees	\$ 300.00	\$ -	\$ -	\$ -
Books - Classroom levelled readers	\$ -	\$ -	\$ -	\$ 450
Year 12 donation from Family fun day	\$ -	\$ 400	\$ -	\$ 300
Academic Competitions - 3 x \$100 prizes	\$ 300.00	\$ 300	\$ -	\$ 350
Chess competition prizes	\$ -	\$ 900	\$ -	\$ 900
Bacolod Kindy	\$ -	\$ -	\$ -	\$ -
Senior students formal attire	\$ -	\$ -	\$ -	\$ -
Other Recurring Commitments	\$ 3,500.00	\$ 3,500	\$ -	\$ 3,500
Federation of P & F levy	\$ -	\$ -	\$ -	\$ -
Year 6 graduation gifts 2016	\$ 417.00	\$ 900	\$ -	\$ 900
Year 12 graduation gifts 2016	\$ 1,000.00	\$ 1,000	\$ -	\$ 1,000
\$250 per quarter to a needy SMCC student or family to be spent on school supplies or related expenditure	\$ -	\$ -	\$ -	\$ -
QISSN	\$ -	\$ -	\$ -	\$ -
Futsal (?? State Representative Amount??)	\$ -	\$ 200	\$ -	\$ 200
P & F Academic Excellence Award - Awards Night prize	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 5,667.00</b>	<b>\$ 7,660</b>	<b>\$ -</b>	<b>\$ 7,660</b>