

Meeting Agenda – 19 July 2016
Saint Mary’s Catholic College South Burnett
Parents & Friends Association

Attendees: Angela Myles, Neil Mungall, Damo Martoo, Susan Robertson and Sharon McFarlane

Apologies: Shannon Cridge, Kelley Crane, Jess Bottrell, Suzanne Mungall

Item	Topic	Discussion	Decision / Action	Person/s Responsible
	Meeting Opened by President/Chairperson	Susan, 8.07pm		
	Prayer	Angela		
1	Previous Minutes	It was moved that the minutes of the previous meeting be accepted without amendment. Moved: Susan Seconded: Sharon		
2.	Business arising	<ul style="list-style-type: none"> • Newsletter discussion from last meeting – move up the P&F info. <p><i>Susan said can't see how that can be moved up. Angela said she is making an effort to put P&F info into her information. Neil said that as long as any important dates etc are on the first page side column that should be fine.</i></p>		
3.	Correspondence	<p>Correspondence inwards:</p> <ul style="list-style-type: none"> • P&F Bank statement • Fundraising brochures <p>Correspondence outwards:</p> <ul style="list-style-type: none"> • No correspondence sent. <p>Accepted by consensus</p>		
4.	President’s Report	<i>Just need support for Parents Act, trying to drum up extra</i>		

		<p>people. Plus will put a request in the newsletter for help with Equestrian event.</p> <p>Accepted by consensus</p>		
5.	Principal's Report	<p>Significant staff changes for this term. Ellen Inwood will be secondary PE teacher and Scott Collier primary PE. Middle leadership changes, Mel Burr is not middle leader, Angelique Arden takes that role. Have appointed Head of secondary for next year, Sean didn't apply for personal family reasons. Mandy Sullivan was successful applicant, currently Deputy head of a campus at De La Salle.</p> <p>Rock on stage ready to go. Garage sale went well, pretty much everything gone. Most turning up were from community groups which was great. Renos – broken through to 2nd room in staff area and changes to office area. Next thing is to split the middle leader room and they will go up to room near courtyard at top.</p> <p>Accepted by consensus</p>		
6.	Treasurers' report <ol style="list-style-type: none"> 1. A/c balance, Income & expenditure for month 2. Expenditure to budget 3. Accounts for Payment 	<p>Neil has to add Kokoda \$500 to his figures. \$25740 is what's actually available. Only figure he doesn't have is Musical profit from sausage sizzle - \$300.</p> <p>Damo asked are we still doing \$250 to needy students? Yes, Angela still to decide where to allocate that money.</p> <p>Accepted by consensus</p>		
7.	Other Reports <ol style="list-style-type: none"> 1. Fundraising 			
8	General Business	<ul style="list-style-type: none"> • High jump mats – Susan asked did we get those last year? Some questions raised after the sports carnival. From memory, yes they were purchased by Marty Perrett, Angela to check on that. • Rock on Stage – Friday night. Need about 10 kgs of onions chopped – Thurs night. Need volunteers from 3.30 to cook sausages and serve from 5-6pm and then pizza at interval. Do 10 kg onions – Susan and Sharon to share that. Sharon to bring leftover drinks from home 	<p>Angela to check on high jump mats.</p> <p>Organise Rock on Stage food.</p>	<p>Angela</p> <p>Neil, Sharon and Susan</p>

		<p>and Neil to supplement. Sharon has key. Sharon to bring \$200 float and Neil to bring extra. Need 6 tables outside.</p> <ul style="list-style-type: none"> Chocolate fundraiser – Suzanne’s advice is to not run it this year, do it every 2nd year. All agreed with that. Father’s Day Stall. We need some to organise the stall. Will put a request in email and newsletter for a volunteer. Suzanne can help with ordering gifts. Equestrian – Damo happy to go there all day and Susan might be able to be there. Kel has it under control but needs more volunteers. Will ask for more volunteers in my email and in newsletter. Susan will ask Werneckes too for baking donation. Abby may contribute her soup again. Next Tuesday – parent afternoon tea – can we bring something to contribute. Sound issues at musical and other events – Jane may start looking at it but frame it as a school improvement, should come from Angela. Last year discussed putting speakers half way down. Damo said get Lester involved, headphones go through one channel and the music channel through another. Trivia night – 10 Sept. What’s the P&F involvement? Damo said to run the bar. Year 12 are organising it all but won’t be working on the night. Sharon will be away, need someone else with RSA – Damo said Ace Bleney may have RSA. 	<p>Send email and request in newsletter for organiser for stall.</p> <p>Volunteer helpers needed for Equestrian event. Email and request in newsletter.</p> <p>Angela to discuss with Jane etc.</p>	<p>Sharon and Susan</p> <p>Sharon and Susan</p> <p>Angela</p>
	Funding requests	<ul style="list-style-type: none"> No funding requests 		
	SMCC Board – Report from Rep, Board Minutes & education Brief			
	Meeting closed	8.02pm		
	Next meeting	Tuesday, 16 August 2016		

**St Mary's Catholic College Parents and Friends Association
Bank Reconciliation
For the Period 1 June 2016 to 30 June 2016**

Reconciliation per Cash Book		
Opening Balance as at 01.06.16		\$ 37,044.95
Add Deposits		\$ 4,944.31
		\$ 41,989.26
Less Withdrawals		\$ 2,257.51
Closing Bank Balance as at	30.06.2016	<u>\$ 39,731.75</u>
Reconciliation per Bank Statement		
Balance per Bank Statement	30.06.2016	\$ 39,731.75
Add outstanding Deposits		\$ -
		\$ 39,731.75
Less Unpresented Cheques		\$ -
Closing Balance	30.06.2016	<u>\$ 39,731.75</u>
LESS commitments made to date		\$ 13,892
Closing balance		\$ 25,840

Committed Expenditure (DONATIONS TO SMCC)	2016 Still to be spent	2016 Committed	Total Spent 2016	Total Left to Spend in 2016
School Wide Positive Behaviour Programme	\$ -	\$ -	\$ -	\$ -
Academic competitions - assist students to pay for entrance fees	\$ 300.00	\$ -	\$ -	\$ -
Books - Classroom levelled readers	\$ -	\$ -	\$ -	\$ -
Year 12 donation from Family fun day	\$ -	\$ 450	\$ -	\$ 450
Academic Competitions - 3 x \$100 prizes	\$ 300.00	\$ 300	\$ -	\$ 300
Chess competition prizes	\$ 350.00	\$ 350	\$ -	\$ 350
Bacolod Kindy	\$ -	\$ 900	\$ -	\$ 900
Senior students formal attire	\$ -	\$ -	\$ -	\$ -
Musical licencing	\$ -	\$ 1,231	\$ -	\$ 1,231
Ipad covers SWANs	\$ -	\$ 6,000	\$ -	\$ 6,000
Cellos and Cases	\$ -	\$ 2,561	\$ -	\$ 2,561
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Other Recurring Commitments				
Federation of P & F levy	\$ -	\$ 3,500	\$ 3,251	\$ -
Year 6 graduation gifts 2016	\$ -	\$ -	\$ -	\$ -
Year 12 graduation gifts 2016	\$ 417.00	\$ 900	\$ -	\$ 900
\$250 per quarter to a needy SMCC student or family to be spent on school supplies or related expenditure	\$ 1,000.00	\$ 1,000	\$ -	\$ 1,000
QISSN	\$ -	\$ -	\$ -	\$ -
Futsal (?? State Representative Amount??)	\$ -	\$ -	\$ -	\$ -
P & F Academic Excellence Award - Awards Night prize	\$ -	\$ 200	\$ -	\$ 200
Grand Total	\$ 2,367.00	\$ 17,392	\$ 3,251	\$ 13,892