

Meeting Minutes – 15 March 2016
Saint Mary’s Catholic College South Burnett
Parents & Friends Association

Attendees: Kelley Zischke, Claire Dennis, Ace Bleney, Damien Martoo, Kelley Crane, Susan Robertson, Angela Myles, Jess Bottrell, Erin Jeffs, Neil Mungall and Sharon McFarlane

Apologies: Abigail Andersen and Jane Iszlaub

Item	Topic	Discussion	Decision / Action	Person/s Responsible
	Meeting Opened by President/Chairperson	Susan 7.45pm		
	Prayer			
1	Previous Minutes	<p>It was moved that the minutes of the previous meeting be accepted without amendment.</p> <p>Claire asked about air-conditioning for the school is there any issue with the power supply. Angela said will explore solar options. St Josephs at Murgon has air con in all classrooms, Angela said that must have been approved before BCE’s current policy. Claire’s husband is an electrician and said to ask if there are enough phases to cope. Water coolers have been put into the rooms as a temporary measure. Neil said at the end of the day, it’s up to the school to explore those options with BCE and as a P&F we wait to hear if we can help. Angela needs to have those conversations with BCE.</p> <p>Accepted by consensus</p>		
2.	Business arising	<ul style="list-style-type: none"> • Funding request was approved for Louise Kennedy 50 IPAD cases for SWANS (students with additional needs). 		
3.	Correspondence	<p>Correspondence inwards:</p> <ul style="list-style-type: none"> • Bank Statement • Med Entry Preparation • Mother’s day stall (Erin said Gumnut place asked what we do for Mothers and Father’s day stalls, Neil to tell Suzanne). 	Neil to tell Suzanne about	Neil Mungall

		<p>Correspondence outwards:</p> <ul style="list-style-type: none"> No correspondence sent. <p>It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.</p> <p>Accepted by consensus</p>	Gumnut place.	
4.	President's Report	<p>See AGM minutes</p> <p>Accepted by consensus OR</p> <p>Moved:</p> <p>Seconded:</p>		
5.	Principal's Report	<p>See AGM minutes</p> <p>Accepted by consensus OR</p> <p>Moved:</p> <p>Seconded:</p>		
6.	<p>Treasurers' report</p> <ol style="list-style-type: none"> A/c balance, Income & expenditure for month Expenditure to budget Accounts for Payment 	<p>For this month, \$15382 is what's available after commitments already made.</p> <p>Kelley asked about Academic Competitions 3 x \$100 (? Damo thinks may be for ICAS or academic age awards). Also \$300 assigned for assistance for students to pay entrance fees. Angela said Wayne Dunbrack organises entry, maybe he could be made aware of the money. Angela to talk to Wayne.</p> <p>Accepted by consensus</p>	Angela to let Wayne Dunbrack know.	Angela Myles
7.	<p>Other Reports</p> <ol style="list-style-type: none"> Fundraising 	<p>Fundraising Cookbook - Jess brought in example, Country Cooks Cecil Plains. Each family supplies a recipe. Claire said they did that at her school and they have too many left over. Susan suggested don't do colour as too expensive. Erin has a really old one from when she was in Grade 4. Would be good if older recipes were in there with new recipes. Damo said to talk to Bron as she does the school magazine. Jess and Erin to be contact for that one.</p>		Jess and Erin
8	General Business	<ul style="list-style-type: none"> Leo Dunne Memorial Award – Suzanne has offered to write application (due 15 May), maybe be with theme of "Building 		

		<p>relationships through fun. Family fun day, tennis comp on the courts, plus anything else we want to run? Neil said Suzanne is willing to start that application.</p> <ul style="list-style-type: none"> • Parent morning teas – devised by Shannon and Suzanne. Neil read out proposal. Have a morning tea at Church hall possibly and have a guest speaker (Suzanne herself as speech therapist for first one). Angela said it's a great idea. Erin said it's a great idea, but as a working mum it can be devastating to miss these sessions, but maybe every third one, do it on a Saturday to include all parents. Damo said it would be good to video it and put on Facebook. • Dance Fever - Erin asked can it be videotaped for next Monday and put on portal. • Skype P&F meeting - Claire's suggestion for Murgon, a few parents would join in that way. Could schedule in a couple of meetings at Nanango, Murgon etc. • Ethos/mission statement – Neil said we don't seem to have a Constitution for the P&F - asked Angela. Suzanne has looked at other schools P&F mission statement. Federation of P&F is to provide a strong voice, mission is to provide strong leadership, advocacy and support for all families in catholic schools. Damo said main reason for that kind of mission is to move P&F away from fundraising and be more a voice for families in the school. Neil to email it to us all. • P&F Conference – Suzanne is keen to go. This year it's in Rockhampton. Damo will follow up with Carmel about costs. • P&F Events Calendar - Parish dinner dance 18 June. Angela asked if P&F will run the bar. Yes, Sharon has RSA. • Kelley Z said pavers along walkway this side of fence need fixing, she fell over. Angela to look at that re asking grounds guys to fix. Tony is grounds, James is cleaner/gardener. • Neil asked do we need to schedule a working bee. Leave pavers to professionals. Schedule a working bee - Sunday so it doesn't clash with Church. Sunday 17 April looks good. Starts about 8.00-11.30am. Term 3 possibly 17 July. • Trivia night – Damo presented Bron's idea for Year 12's - goes towards Year 12 Valedictory dinner. Year 12 advertise 	<p>Leo Dunne Application</p> <p>Video Dance Fever</p> <p>Email mission statement</p> <p>Conference costs</p> <p>Fix pavers</p>	<p>Suzanne Mungall</p> <p>Angela Myles</p> <p>Neil Mungall</p> <p>Damo Martoo</p> <p>Angela Myles</p>
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		<p>the night and P&F help run the night. Year 12's provide questions, set up hall and supply food etc. P&F take bookings and money. Susan offered that Office Central can take bookings. P&F source prizes and do a bar on the night. Keep it simple for the first year. Neil said it needs to not go over time and it's best to finish by 10.00am. Discussion re when to hold it, too early in May to get it organised. Early in Term 3, Christmas in July, Sat 30 July as a possibility. Need about 10 people to work at it. Damo to talk to Bron.</p> <ul style="list-style-type: none"> • Kelley and Erin gave feedback re uniforms - primary dresses run into the collar when washed. The socks also run in the wash. Angela said to bring them back to get a record of which batch it was to let supplier know. Green shorts are tearing easily. Also clip on hats is an issue, can cut it off. 	Trivia night	Damien Martoo
	Funding requests	<ul style="list-style-type: none"> • Cello application – Jane Iszlaub - Angela read out Jane's request. Hire Cellos needed - 2 quotes attached - Cello costs \$1563 and 2 cases at \$499.03 (fibreglass) each or \$314.10 each (deluxe cello cases). Kelley said if you are making that sort of investment put into a better case. All in favour of cello. Kellie moved, Kelley seconded. • Cases - Neil asked is extra cost of fibreglass case worth it or go for cheaper cases? Are fibreglass on wheels? \$500 cases was preferred option by most of P&F. • Swimming lesson refund from last year - Jess asked. Angela to follow up if refund or have 2 weeks this year. 		Angela
	SMCC Board – Report from Rep, Board Minutes & education Brief			
	Meeting closed	9.14pm		
	Next meeting	Tuesday, 19 April, 7pm.		

**St Mary's Catholic College Parents and Friends Association
Bank Reconciliation
For the Period 1 February 2016 to 28 February 2016**

Reconciliation per Cash Book		
Opening Balance as at 01.02.16		\$25,609.73
Add Deposits		<u>\$ 4,843.23</u>
		\$30,452.96
Less Withdrawals		\$ 240.00
Closing Bank Balance as at 28.2.2016		<u>\$30,212.96</u>
Reconciliation per Bank Statement		
Balance per Bank Statement 28.2.2016		\$30,212.96
Add outstanding Deposits		\$ -
		<u>\$30,212.96</u>
Less Unpresented Cheques		\$ 3,251.20
Closing Balance 28.2.2016		<u>\$26,961.76</u>
LESS outstanding commitments (see below)		\$ 11,580
Closing balance		\$ 15,382

	2015 Still to be spent	2016 Committed	Total Spent 2016	Total Left to Spend in 2016
Committed Expenditure (DONATIONS TO SMCC)				
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
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Other Recurring Commitments				
Federation of P & F levy	\$ -	\$ 3,500	\$ 3,251	\$ 249
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	\$ 14,831	\$ 3,251	\$ 11,580