

# Meeting Agenda – 21 February 2017

## Saint Mary's Catholic College South Burnett

### Parents & Friends Association

**Attendees:** Mandy Sullivan, Alice Hauritz, Angela Myles, Damien Martoo, Neil Mungall, Jane Iszlaub and Sharon McFarlane

**Apologies:** Claire Dennis, Tania Corbet, Kel Crane, Susan Robertson

Item	Topic	Discussion	Decision / Action	Person/s Responsible
	<b>Meeting Opened by President/Chairperson</b>	Damo 7.00pm.		
	<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.  Moved: Neil Seconded: Jane		
<b>2.</b>	<b>Business arising</b>	<ul style="list-style-type: none"> <li>• <i>Paving – Angela said they haven't come back to her yet with a quote.</i></li> <li>• <i>Laptop – should we chase up a quote? At the last meeting last year Pam was going to check if it was cheaper to purchase through the school.</i></li> <li>• <i>New BBQ – Damo has a quote.</i></li> <li>• <i>Help for families struggling with illness – future conversation to put on an agenda</i></li> </ul>	Angela to follow up paving quote. Add to a future agenda to discuss if a laptop is still needed. Damo to bring in BBQ quote. Add to a future agenda.	Angela       Damo
<b>3.</b>	<b>Correspondence</b>	Correspondence inwards: <ul style="list-style-type: none"> <li>• Fundraising brochures</li> <li>• 13 Feb – date claimer Activating Kingaroy community for our children from Keith Campbell – Thursday 4 May – Town common hall. <i>Angela will put it on her calendar. Damo may go also.</i></li> </ul>	Add to Calendars	Angela and Damo

		<p>Correspondence outwards:</p> <ul style="list-style-type: none"> <li>No correspondence sent.</li> </ul> <p>It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.</p> <p>Moved: Damo Seconded: Alice</p>		
4.	<b>President's Report</b>	<p>Susan away tonight, no report.</p> <p>Accepted by consensus OR Moved: Seconded:</p>		
5.	<b>Principal's Report</b>	<p><i>Welcome to Mandy, new Head of Secondary, settled in beautifully. Start of year has been excellent, couple of blitzes on things like hats, makeup etc. New building has commenced, it's on track, should be ready for next Semester if all goes to plan. Parent info night was relatively well attended, good opportunity to speak to parents about current strategic plan.</i></p> <p>Moved: Angela Seconded: Jane</p>		
6.	<b>Treasurers' report</b> <ol style="list-style-type: none"> <li>A/c balance, Income &amp; expenditure for month</li> <li>Expenditure to budget</li> <li>Accounts for Payment</li> </ol>	<p><i>Report shows we have just over \$43000 available to be spent, apart from 2016 still to be spent.</i></p> <p><i>Do we need – Academic comp entrance fees, chess etc, Angela said not used 2016, Neil will clean it up. 1000 not spent last year for needy students, leave it there.</i></p> <p><i>Family fun day cost just over \$1600.</i></p> <p>Moved: Neil Seconded: Damo</p>		
7.	<b>Other Reports</b> <ol style="list-style-type: none"> <li>Fundraising</li> </ol>			
8	<b>General Business</b>	<ul style="list-style-type: none"> <li>Family Fun Day – many thanks go to Suzanne and all involved.</li> </ul>		



		<ul style="list-style-type: none"> <li>• Parent parking  <i>Damo has noticed parents parking in the bus area and crossing in between the buses. Angela said it has been in the newsletter again. Might need to ask Pam to keep an eye on that. Mandy to talk on assembly.</i></li> <li>• How is the new structure for teacher support going? – Kel  <i>Bec O'Connor is the secondary learning leader and Celia is primary learning leader and Louise is STIE – they aim to support teachers in the classroom. They will co teach with teachers, it's a long term project not a quick fix. Angela said priority is "best practice teaching for every student". Kids move in and out of the triangle. Celia may come into the class to support and work with groups. Very tip of triangle is bringing out students. Currently working with 3 kids at the moment and that's all they can manage. There may be 50 kids in that triangle at the moment and it's challenging. They are looking at getting more funding from BCE to put on another person to help Louise, but they have to find the right person. Angela's confident we will see improvement for a range of kids. Jane feels the way we are going is really good overall and that the learning leaders are happy to listen at this stage which is main thing. Significant improvement will take years.</i></li> <li>• Parent-teacher meeting early in the year prior to reporting – Claire.  <i>Claire's asking if it would be good to get parents to engage earlier and have a meeting with each teacher. Angela discussed this with Claire today. Jane said Murgon teacher interviews are excellent. Might need further discussion – to go on a future agenda.</i></li> <li>• Primary swimming carnival</li> </ul>		
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		<p><i>An idea is to have a twilight carnival and the mums and dads come along and supervise their children. Damo asked why aren't we teaching swimming, Angela said because curriculum is covering RE and it's crowded, they decided not to have swimming lessons and it's been taken out of levy. Decided just to have water safety classes last year. Carnival this year would be a social engagement idea as a community event. Mandy said you could have the bbq – sausage sizzle next door in the park afterwards. Damo could talk to Joe at the pool and see if they can come to some arrangement.</i></p> <ul style="list-style-type: none"> <li>• Damo asked why iced coffee is being sold at the tuckshop? <i>He's aware that primary students are buying it. Angela's not aware of that and will check why.</i></li> <li>• Neil asked about potential for robotics. <i>Mandy said there's really old stuff – need 6 sets at about \$600 a pop. Mandy will put in a funding request about \$3600. Moved: Neil, Seconded: Alice.</i></li> <li>• Angela asked about seating in the Year 12 square. <i>To discuss at another meeting. Damo said to ask Bron – there is a better brick sandstone look that may be used.</i></li> </ul>	<p>Damo to contact Pool to see if BBQ allowed at primary carnival.</p> <p>Angela/Alice to check on sale of Iced Coffee at tuckshop.</p> <p>Mandy to submit funding request for robotics.</p> <p>Angela to ask Bron about seating.</p>	<p>Damo</p> <p>Angela/Alice</p> <p>Mandy</p> <p>Angela</p>
	<p><b>Funding requests</b></p>	<ul style="list-style-type: none"> <li>• Sound resources for the musical (headset mics and receivers and a multicore cable) – Jane</li> </ul> <p><i>Loaned from SB Musical comedy society last year and students broke 3 of them. Jane has researched wireless radio mics, need good sound for the kids. Quote for 5 headset mics but also pack to put them in to keep them safe. \$7714 was quote but \$100 more for big box. Jane to research a multi-core cable cost. Need training on the gear.</i></p> <p><i>Neil said he supports this – need to think of the fact that we support all areas of the school and will this be used for more than music. Yes for other performances too.</i></p> <ul style="list-style-type: none"> <li>• Jane also asked for a tidy tray on wheels – <i>to keep a tray for</i></li> </ul>	<p>Jane to research cost further and submit funding request to P&amp;F.</p> <p>Angela to get Alice to contact ? re free training.</p>	<p>Jane</p> <p>Angela/Alice</p>

		<i>each class in the music room as students are always forgetting to bring their stuff from their own classrooms. Alice said Tania might be able to find a cheaper supplier</i>	Alice to show Tania and she will research prices.	Alice
	SMCC Board – Report from Rep, Board Minutes & education Brief	No report		
	<b>Meeting closed</b>	8.45pm		
	<b>Next meeting</b>	Tuesday, 21 March 2017 - AGM		

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

Reconciliation per Cash Book	
Opening Balance as at ( 01.12.2016	\$ 48,002.40
Add Deposits	\$ -
	<u>\$ 48,002.40</u>
Less Withdrawals	\$ 50.00
Closing Bank Balance as at 31.12.2016	<u>\$ 47,952.40</u>
Reconciliation per Bank Statement	
Balance per Bank Statement 31.12.2016	\$ 47,952.40
Add outstanding Deposits	\$ -
	<u>\$ 47,952.40</u>
Less Unpresented Cheques	\$ 3,146.00
Closing Balance 31.12.2016	<u>\$ 44,806.40</u>
<b>LESS outstanding commitments</b>	<b>\$ 3,300</b>
<b>Closing balance</b>	<b>\$ 41,504</b>

Committed Expenditure (DONATIONS TO SMCC)	2016		Total Spent 2016	Total Left to Spend in 2016
	2016 Still to be spent	Committe d		
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	\$ -	\$ 931	\$ 931	\$ -
Ipad covers SWANS	\$ -	\$ 5,300	\$ 5,300	\$ -
Cellos and Cases	\$ -	\$ 2,561	\$ 2,561	\$ -
Kokoda Challenge Walk	\$ -	\$ 500	\$ 500	\$ -
Music Equipment	\$ -	\$ 300	\$ -	\$ 300
Tuckshop oven	\$ -	\$ 1,598	\$ 1,598	\$ -
Prep garden mural	\$ -	\$ 211	\$ 211	\$ -
Equestrian - Jade Novak	\$ -	\$ 150	\$ 150	\$ -
<b>Other Recurring Commitments</b>				
Federation of P & F levy	\$ -	\$ 3,500	\$ 3,251	\$ -
Year 6 graduation gifts 2016	\$ -	\$ -	\$ -	\$ -
Year 12 graduation gifts 2016	\$ 417.00	\$ 900	\$ 696	\$ -
\$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	\$ -	\$ 1,000	\$ 1,000	\$ -
Futsal (?? State Representative Amount??)	\$ -	\$ 600	\$ 600.00	\$ -
P & F Academic Excellence Award - Awards Night prize	\$ -	\$ 200	\$ 200	\$ -
<b>Grand Total</b>	<b>\$ 2,367.00</b>	<b>\$ 20,751</b>	<b>\$ 16,998</b>	<b>\$ 3,300</b>

**St Mary's Catholic College Parents and Friends Association  
Bank Reconciliation  
For the Period 1 January 2017 to 31 January 2017**

Reconciliation per Cash Book	
Opening Balance as at 01.01.17	\$ 47,952.40
Add Deposits	\$ 2,972.58
	<u>\$ 50,924.98</u>
Less Withdrawals	\$ 99.00
Closing Bank Balance as at 31.1.2017	<u>\$ 50,825.98</u>
Reconciliation per Bank Statement	
Balance per Bank Statement 31.1.2017	\$ 50,825.98
Add outstanding Deposits	\$ 3,374.38
	<u>\$ 54,200.36</u>
Less Unpresented Cheques	\$ 3,049.00
Closing Balance 31.1.2017	<u>\$ 51,151.36</u>

**LESS outstanding commitments (see below) \$ 7,400**  
**Closing balance \$ 43,751**

**Family fun day**

Some drinks left - in Mary Knoll canteen  
Sausages left in freezer - (2 packs)  
Net cost of running the day was approximately \$725 (plus \$900 to be donated to the Yr 12's)

Committed Expenditure (DONATIONS TO SMCC)	2016		2017		Total Spent 2017	Total Left to Spend in 2017
	2016 Still to be spent	Committe d	2017 Committed	Total Spent 2017		
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	\$ 450.00	\$ 900	\$ -	\$ -	\$ 900	\$ -
Academic Competitions - 3 x \$100 prizes	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Chess competition prizes	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -
Bacolod Kindy	\$ 900.00	\$ 900	\$ -	\$ -	\$ 900	\$ -
Senior students formal attire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Musical licencing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ipad covers SWANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cellos and Cases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kokoda Challenge Walk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Music Equipment	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Recurring Commitments</b>						
Federation of P & F levy	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -
Year 6 graduation gifts 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Year 12 graduation gifts 2016	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -
\$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	\$ -
<b>Grand Total</b>	<b>\$ 3,600.00</b>	<b>\$ 7,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,400</b>	<b>\$ -</b>