St Dympnas P&F | MINUTES

Meeting date | time 6/16/2014 7:08 PM | Meeting location St Dympnas Admin Block

Meeting called by President Tracey Price
Type of meeting Monthly P&F Meeting
Facilitator Tracey Price
Note taker Brad Mells
Timekeeper Brad Mells

AGENDA TOPICS

**Agenda topic** Minutes from previous meeting | Presenter Tracey Price

Discussion
Minutes from the previous to be admitted

Conclusion
Carried – Simone O’Hara
Seconded – Liz Diggles

Business arising from previous meeting

**Agenda topic** 5a. Teacher Photo board | Presenter Peter Hehir

Discussion
Janet advised that the photo board will be electronic and available on the Parent Portal when it is up and running. After photos next week a copy of the teacher’s photo will be put up at the Library for people to use as a reference point.

Conclusion: Completed

**Action items**

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**Agenda topic 5b. Alternative Movie Night. | Presenter Luisa Rose/Julie Gardner**

**Discussion**

Luisa advised that she had been in contact with Toombul and they could offer between $8 - $9.50, front area can be roped off and provided free of charge. Catering can be provided or we can cater as necessary with platters etc. information passed on to the social committee for discussion the next meeting.

**Conclusion**

Completed

**Action items**

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**Agenda topic 5c. Active Travel Program | Presenter Janet Smith**

**Discussion**

Janet arranged for Felicity from BCC to present to us the facts regarding the program and how it can be implemented. Very informative session and we have been signed up to participate. Cathy Kingston has been nominated as our representative and a committee is required to be convened comprising all stakeholders involving local councilor CR Amanda Cooper, P&F etc. Full information pack can be sourced on BCC website.

**Conclusion:**

Action completed

**Action items**

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**Agenda topic 5.d P&F Cath Ed Email Address | Presenter Janet Smith**

**Discussion**

Cath Ed has approved an email address to be created. Details are to be forwarded to the P&F Executive for use.

**Conclusion**

Action complete.
**Agenda topic Correspondence incoming | Presenter Brad Mells**

**Discussion**

1. Thank you card for flowers from Trish – Tuck-shop Convenor
2. Bel Canto Music – promotional material
3. Class Covers – promotional material
4. Read-a-thon.com – promotional material
5. Tax Office – Notification of charity status – provided to treasurer Liz Diggles

**Conclusion:**

[Closing]

**Action items**

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**Agenda topic Correspondence outgoing | Presenter Brad Mells**

**Discussion**

Nil Outgoing mail.

**Conclusion:**

**Action items**

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**[Topic]**

| [Presenter] | [Date | time] |
|--------------|--------|

**Agenda topic President’s report | Presenter Tracey Price**

**Discussion**

No discussion points from report.

Request regarding Art Union tickets – if at least one ticket can be purchased instead of returning books without tickets being sold. One per family will be fine.

Tickets will be provided to staff as this has not been done this year for tickets to be sold.

**Conclusion**

Complete
Tracey price to provide books of tickets to staff  

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**Agenda topic Treasurer’s report | Presenter Liz Diggles**

**Discussion**

Advice to the meeting regarding notation of shortfall in profits from the Mother’s Day raffle.

Checks have been made and money and stock take conducted by 3 separate people and result can only be explained by money being lost due to issues with cash tin which had not been experienced before. Measures have been put in place to ensure all stock is purchased in advance from suppliers on a buy back arrangement for unsold stock and one person responsible for cash tin each sale period.

**Balances**

1. On Call $45000.00
2. General $1858.80
3. Fete Account $7700.69

**Expenditure**

As per report

Moved: - Liz Diggles

Carried: - Sonia Catalano

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**Agenda topic Principal’s report | Presenter Janet Smith**

**Discussion**

Report submitted

**Discussion arising from report items**

**Chess Tuition**

Cathy Kingston asked where we are at with the expressions of interest that was sent out earlier this year regarding Parent Experts. Janet advised that Peter had collated all the responses and reviewing before implementing the Talented and Gifted program.

**Sports Day**

Simone O’Hara asked what year groups would be on what day. Janet confirmed that a notification was sent out last week and the grades attending each day would be: - Tuesday Years Prep - 3 & Wednesday Years 4 – 7.
**Conclusion**

Closed

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**Agenda topic Other Reports Sub committees | Presenter Tracey Price**

**Discussion**

Social Committee

Expression of interest in the Camp Out had a great response, 280 people have responded with approx 50 campsites in total. Outdoor movie has been booked and will be paid for with proceeds of the trivia night and Mother’s day and Father’s Day stalls.

**Conclusion**

Completed

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**Agenda topic General Business | Presenter Group**

**Discussion**

School Banking

Question raised regarding proceeds of funds provided to the school by the CBA could dispersed among other resources within the school i.e. resource centre instead of just to the library.

Janet advised that the funds go into one resource account for all resource functions not just the library.

**Head Lice**

Luisa Rose raised what was the requirement to notify parents of illnesses within the school as is done with head lice. Query on whether this was possible to due to no requirement for head lice however it is done.

Janet has advised that the school is not required to send out a notification as per Dept of Health guidelines.

**P&F AUDIT**

Audit has been received by the P&F for review for the period of 01/11/2012 – 31/12/2013, audit result is a deficit of approx $24K due to an extra repayment of funds towards the resource centre however this is able to be covered. Once Liz has checked the audit is ok, Tracey & Liz will sign off and then submit the audit to be ratified at the next meeting and quote performance.

As the person who completes the audit is completing for free two children’s ride passes have been provided as a thank you.
Conclusion

Action: Illness notification – Janet Smith has advised she will look into what other schools are doing in regards to notification of Whooping Cough etc and get back to the committee next meeting.

Meeting closed 8:35pm