



SBC PF - Meeting Minutes

Meeting Date	Wednesday May 3 rd , 2017
Meeting Venue	Staff Room
Meeting Time	18:30 – 20.00
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none">• Garry Miller (Vice President)• Wendy Stafford (Treasurer)• Paula Smith (Committee Member)• Andrew Harris (Committee Member)• Jenny Raymond (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Nicola Lee• Geraldine Wood• Marie Keleher• Rob Hill
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Tracey Gall• Kristen Sankey• Mandy Wallace• Siobhan Allen
Apologies	<ul style="list-style-type: none">• Dave Thomasson (President)• Saxon Gee (Parent)• Daniela Tonon (Parent)• Jo Whittington (Committee Member)• Paula Galvin (Committee Member)• Janine Walsh (Staff)• Jim Miller (Staff)• Jonathan Brain (Staff)• Annamaria Cream (Staff)• Cate Mitchell (Staff)• Natasha Watts (Parent)



Discussion Points

Agenda Item 1 - Meeting opened at 6.30 pm.

In Dave's absence, Garry (Vice President) will chair the meeting. Welcome to everyone by Garry. A very special thanks to Maria Keleher for her amazing food she prepared ... definitely lots of smiles and happy tummy's ... Grazie Mille (a thousand thanks)

Agenda Item 2 - Opening prayer ... Tracy Gall.

Agenda Item 3 – Review of Previous Minutes ... Paul Kettle.

1. **Movie Night** ... refer below. **Item closed.**
2. **Plaques** ... all done and they look great. Maintenance request to get them put up have been submitted (not just the cottage plaque, all others eg. cricket nets / music room). Agreed these were a great idea and should always be considered for major SBC PF Funded Items. **Item closed.**
3. **SBC PF Logo Competition** ... competition closes this week. So far, 20 entries have been received. Nicola mentioned that this was plugged at the Assembly. **Item closed.**
4. **Thankyou letter** ... thankyou letter for the IGA has been sent ... **Item closed.**
5. Check with 2 other local IGA re Loyalty Programme ... completed, PAK made contact with both, neither do the School Loyalty Programme, but both do the Community Chest, have requested for the SBC PF to be a part of this. **Item closed.**
6. **2018 Events** ... to ensure we are more proactive and organised for 2018, will put as an Agenda Item for July Meeting. **Action PAK.**
7. Email to Annamarie re Year book Nicola advised that this will be distributed over the next few weeks. **Item closed.**

Agenda Item 4 – Financial Report ... Wendy Stafford.

Refer financial summary at the end of this report ...



Agenda Item 5 - SBC PF Grant Applications:

1. **Purchase of Portable PA System** ... Geraldine attended on behalf of Jonathan (he is on the Year 11 Camp). Geraldine wanted to acknowledge the work of Kathryn Wade. Said that whilst Jonathon was fairly new, he has shown himself to be a very talented musician and singer (including Opera – taken some leave to be a part of the Merry Widow Production). He is very focused on lifting the profile of music within the school. Portable PA System is designed to be easily moved around by the Students and allow the to do more Lunchtime Concerts. Will also allow students to develop skills in the use of a PA System. **\$ 1,400 ... approved.**
2. **Purchase of Music Whiteboard** ... interactive piece of equipment that has a 25 year warranty (just for senior music room). Depending how it goes, could look at another in the junior music room. They allow for the demonstration of aural and theory concepts in real-time, modelling of compositional activities, basic music-reading activities and the displaying of scores and chord charts to the class. **\$ 920 ... approved.**
3. **Purchase of Robotics** ... wanted to start with a thanks for the \$\$ from last year (\$ 1 K) ... started in around 2013. Club began with a \$ 20 K grant from the Bendigo Bank ... Jenny Shipley coordinated the purchases. Rob began in 2014 ... had 12 students, 2 sessions per week. School based challenges ... learnt a lot. Entered first comp in 2015 (1 rescue ... 3 x dance) ... people who participated in this are now mentors as they have graduated from the programme. Entered a team in Leggo League ... SBC covering entry fees through Budget – no cost to students. 2016 ... big year James and Cath came on board and run extra session. Intro club shirts ... entered 4 dance and 4 rescue teams ... able to use 2 robots for dance team (SBC PF Grant) ... learnt a lot ... entered 2 teams in FLL each team won an award in the regional competition. 1 team made it to Nationals (Macquarie University) ... learnt a real lot ... + realised that they had a lot to learn. 2017 demand for places has skyrocketed ... have added a 3rd session ... had to turn people away from the 60 places they have. FLL (9 and 16 YO) ... Robo Cup anyone can enter ... restrict to year 4 (capable year 3 students). Tryouts open for Year 3 ... it is a commitment ... eg. have to give up their lunch time. Want to enter 9 Dance and 3 Rescue ... to do that we need 12 new robots ... last year they did not have staff ... this year they do ... they are going to do a wild card entry for Nationals. SCARSA required in 2018 (curriculum authority of WA). As an acknowledgement of the SBC PF, the will add the PF logo to the back of their Shirts. **\$ 7,020 ... approved.**
4. **Purchase of 2 Defibrillators** ... questions asked about if this should be paid for by the school. Currently, this is not a legal required, given the cost of each unit, not in the School Budget. Refer Annexure 1 for Answers to some questions raised at the meeting (by Cate Mitchell – College Nurse). **\$ 4,750 ... approved.**



Agenda Item 7 – Sub-Committees:

Mother's Night Out (Sub-Committee Chair – Andrew Harris). MNO will be a similar style event as it was last year. To be held on the 20th of May (7 – 11 pm) at the Kalamunda Club. Bookings being done through try bookings. Thanks to Russell for the Poster. Chris will be MC and in charge of all the Games.

This year, the Catering to be done by the Club. This year's theme is " Bollywood ". We believe that this is why Dave was in India instead of the meeting, he was doing research on his Bollywood Dance Moves. Ticket numbers are a little low at the moment, as we are committed, need to push and get as many as we can (last year we had 100).

We would still like a couple of more volunteers if possible. Maximum number is 120 ... ticket sales will be available at the door. \$ 30 Ticket and this includes a meal (including dessert, which the SBC PF are doing) and a \$ 15 Drink Voucher. For those who like to sing for each, we will again have karaoke. Andrew will email Kate to ask about flyers / posters ... Nicola will chase up with the Parent Reps to help promote ... Andrew to organise make up posters on A Frame Signs (Patty has the A Frames) through Kate ... to put them up with the parking ...

Agenda Item 8 – Vice President Updates:

1. **Fair update** ... Garry met with Annamarie. Art Festival will go from Friday through to Sunday (10/11/2017). The fair will be held 11/11/2017 (Saturday) 3 – 8 pm. Games and rides on senior oval ... cars on junior. Fair and art show programme well on the way ... stall holders and artists. All classes are in the process of selecting stalls. Staff working with Parent Reps directly. Nicola to organise a Parent Rep meeting at Night (Junior School – Senior School does not have Parent Reps). Nicola to speak with Fiona re Parent Reps re Year 7 ... Nicola happy for them to join.
2. **Grandparents day** ... date not yet decided ... Annamaria will be doing this again this year, date not yet decided. Last year had 50 RSVP and around 200 show up.
3. **Big Morning Tea** ... Poor response to big morning tea ... if numbers don't improve, may not go ahead. Nicola to send another email ...
4. **Carols by Candlelight** ... this year there will be no external bands (students only), everyone really happy about this. Food vans were a great success and will happen again.
5. **Parent Reps** ... Garry will meet with Parent Reps in Junior School.



Agenda Item 8 – AOB:

1. **Movie Night** ... everyone agrees that this is something worth doing. Refer Annexure # 2 for update on what can be done (thanks Paula). Question asked, should we tentatively book a date ? PAK to email Paula and the Committee to ask.
2. **PFF WA Subscription** ... talked about the need to support less fortunate schools. They also represent us at a National Level ... especially in relation to funding Has been the same rate for 10 years ... looking at indexing it at CPI each year (per student). Refer attachment for a medial release in relation to Catholic School Funding. Motion put forward that 2 Members of the SBC PF Executive can approve invoice (without reference back to a SBC PF Meeting). This approval process will remain in effect until the item is raised as an agenda item to be discussed at any future SBC PF Meeting. **Motion carried ...**
3. **Protective Behaviours** ... this is a SBC PF Funded event that is on tomorrow night. Nicola sent another letter on Monday. Lesson 1 ... feel safe ... Lesson 2 Body Parts, want parents to understand body part label as staff want to start to teaching the programme at School, this needs to be supported by Parents and Guardians at home. Nicola to speak with Kate about sending out a reminder.
4. A question from the floor in relation to a College Operational Matter was raised. This will be taken off line and referred to the College SLT.

Meeting Closed at 8.00 pm



Action Items ...	Assigned to ...
1. Put the 2018 SBC PF Events as an Agenda Item for the July SBC PF Meeting (26/07/2017).	Paul Kettle
2. Email Kate re MNO Posters and Flyers.	Andrew Harris
3. Organise Posters on A Frames for Junior and Senior School Parking.	Andrew Harris
4. Promote to the Parent Reps.	Nicola Lee
5. Send email out promoting Big Morning Tea.	Nicola Lee
6. Ask Kate to send a reminder for the Protective Behaviours Workshop.	Nicola Lee



Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM 3.5.17

Summary Financial Position

2-3-17 - 28-4-17

Opening Balance P & F clearing account	112,138.81
Income since last meeting	
P & F Subscriptions - students enrol	825.20
School Banking Commission	286.92
Ticket Sales - Welcome Garden Party	503.22
Welcome Garden Party Raffle	175.00
JS Swimming Carnival Coffee Stall	129.00
Ticket Sales - Blue Whale Production	18.18
Adjustment for Float Cash held at school	500.00
P & F Subscriptions - students exit	- 586.50
Total Income	1,851.02
T Brutti - PF Welcome Garden Party	- 1,437.61
R Thomasson- PF Welcome Garden Party	- 68.57
Drinks for meetings	- 407.04
Deposit - Kalamunda Club MNO	- 300.00
Cost to replace pavers	- 150.00
Grants	
Mobile white board & manipulatives - Maths Department	- 1,951.15
Purchase of a new Ciborium for the Heritage Chapel.	- 1,200.00
Purchase of 4 x House Championship Shields	- 500.00
Purchase of Furniture & Equipment - Language Acquisition Programme - French	- 1,250.00
Total Expenses	- 7,264.37
Net Income	- 5,413.35
Float Cash held at School	500.00
Closing Balance P & F clearing account	106,225.46



Annexure # 1

Answers to questions raised re the Grant Application for 2 x Defibrillators by Cate Mitchell, College Nurse.

1. It is NOT mandatory for College Health Department to have defib or oxygen (hence the request for funding). It is mandatory for the pool to have one, which they do! But this machine is serviced, maintained and consumables are managed by them (not college or nurse department).
2. Anyone can use the Defib as they are designed to be user friendly and will only shock if there is a "shockable" cardiac output. And the oxygen tanks will only be provided with mask and with a low flow (hence the difficulty getting more than one quote) this will prevent any harm if oxygen turned onto full. The oxygen will not harm anyone if used through a mask and on low output even if used by someone with no first aid training.
3. The Boarding defib and O2 will be stored in housemothers office, with sign to direct public to where it will be available. All devices (OWC and boarding) will be serviced, maintained and consumables replaced by the College nursing department) . The O2 for OWC will be stored in nursing office with the defib.
4. I do annual PD for all staff (including housemothers) for use of defib and oxygen. DVD and instruction for use are with appliances, provided to staff and available at college nursing department for upskilling. All teachers that attend camps or excursions and all housemothers at SBC are required to be first aid trained and have annual CPR (and defib) competencies. The College nurses are required to complete annual advanced life -saving competencies.
5. The hire of the tanks (monthly fee) includes maintaining and servicing and exchanging tanks as per OHS standards for a supplying storing and using a "gas" appliance. The tanks are portable to be used in the event of a fire at school to help if we should require first aid support for smoke inhalation.



Annexure # 2

Movie Night – 2018 Event (Paula Galvin).

- All up it will only cost about \$1300 which will include the movie rights.
- End February or beg of March is usually the best time (not long weekend March).

The reason this event was so successful for the 5 years

- advertised months in advance- the year before school ended with a save the date.
- The tickets prices were reasonable - \$10 Adults and \$5 per child
- Family friendly event with no babysitters
- BYO food and drinks (no added costs if you didn't want or couldn't afford)

This event is only successful if you have about 6-8 people organizing and the support from the school. I am happy to lead but only with a team of dedicated helpers.

The school needs to support with

- their own security
- opening and cleaning of toilets
- lighting to and from the toilets
- bunting erected to seal off the area. (Our bunting Dad has now left the school).
- first aider on site

Just an Idea ...

Perhaps we could raise funds for a particular project around the school (a physical project that people can see an end result- like new water fountains, new benches around the school or something similar that is needed.) The junior school primarily support this event so it would make sense for the project to be visible in the junior school

See below for email from Supplier ...



Email from Aussie Outdoor Cinemas ...

From: Cameron Vinicombe <info@aussieoutdoorcinemas.com.au>
Sent: Wednesday, 1 March 2017 4:46 PM
To: mrsjgalvin@hotmail.com
Subject: Paula Galvin

Good afternoon Paula

I am happy to offer you the pricing schedule as below

Commercial Rates

Our commercial rates are normally charged hourly, however as we support our local community we are willing to offer the capped price per night as below.

I will include the hire, installation and management of our 6 Meter Parkview Screen for use at the Rockingham Raptors movie night. Our staff will attend your event where we install and manage our equipment allowing for the screening of your marketing material prior to the movie screening.

Event price \$660

(6m Park View Series Screen, Projection and AV Equipment & Technicians)

We also have available for hire

Bean Bags \$25 each

Pop Corn Machines \$130 includes kernels, oil, salt, and bags

Slushy Machine \$75 plus syrups

Fairy Floss Machine \$75 (normally \$120)

Wrist Glow Sticks \$1 each (normally \$2)

All prices quoted are ex GST.

I trust this meets your expectations. Please feel free to contact me directly if you have any queries.



2017 PF Meeting Dates

Parent Forum Meeting Dates - 2017

Term 1	Wednesday, 1 February 2017	Friday, 7 April 2017
	PF Meeting 1 (Week 2)	Wednesday, 8 February 2017
	PF Meeting 2 (Week 6)	Wednesday, 8 March 2017
Term 2	Wednesday, 26 April 2017	Friday, 30 June 2017
	PF Meeting 1 (Week 2)	Wednesday, 3 May 2017
	PF Meeting 2 (Week 7) - 9 am	Wednesday, 7 June 2017
Term 3	Tuesday, 18 July 2017	Friday, 22 September 2017
	PF Meeting 1 (Week 2)	Wednesday, 26 July 2017
	PF Meeting 2 (Week 7)	Wednesday, 30 August 2017
Term 4	Tuesday, 10 October 2017	Friday, 8 December 2017
	PF Meeting 1 (Week 2)	Wednesday, 18 October 2017
	PF Meeting 2 (Week 6) - Includes AGM	Wednesday, 15 November 2017