



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday June 7 th , 2017
Meeting Venue	Staff Room
Meeting Time	9.00 – 10.30 am
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Wendy Stafford (Treasurer) • Garry Miller (Vice President) • Jo Whittington (Committee Member) • Paula Smith (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Nicola Lee • Jim Miller • Fiona Hepi • Janine Walsh • Amanda Murphy
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Mandy Wallace • Jude O'Loughlin • Lucia Chodorowski • Natasha Watts • Shauna Alban • Craig Hutchinson • Rose Dorazio
Apologies	<ul style="list-style-type: none"> • Annamaria Cream (Staff) • Andrew Harris (Committee Member) • Tracey Gall (Parent) • Siobhan Allen (Parent) • Frank Alban (Parent) • Jenny Raymond (Committee Member) • Daniela Ronon (Parent)



St Brigid's College Parent Forum

Discussion Points

Agenda Item 1 - Meeting opened at 9.00 am.

Dave gave a welcome to all and especially to new comers. Round table done to introduce everyone.

Agenda Item 2 - Opening prayer ... Paul Kettle. Whilst every effort was made to live up to Tracey's Prayer reading prowess, it was unanimously agreed that the delivery did not meet the standards previously set.

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

1. SBC Events for 2018 ... actioned and closed.
2. MNO Posters and Flyers ... actioned and closed.
3. A Frames for Parking ... actioned and closed.
4. Promote Parents Reps ... actioned and closed.
5. Email for Big Morning Tea ... actioned and closed.
6. Reminder for Protective Behaviours ... actioned and closed.

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

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

Still waiting on some receipts for the MNO. Protective Behaviours cost to be queried as we have already paid for this ... have confirmed one grant only approved (\$ 1,730). (**AI - Wendy to confirm and advise at the next meeting**). \$ 85,243.03 closing balance. Paula asked if there is a chance for Mazenod and SBC to combine Protective Behaviours Seminars for Parents / Guardians ... could be due to the age and focus of each presentation. (**AI – Fiona Hepi to speak with Kaelene re suitable and then a leadership decision**). Wendy has put together a process for expense reimbursement + a reimbursement form ... (**AI – PAK to put on the SBC PF Webpage**). Any questions, refer to Wendy ... will include both documents in the meeting minutes.



St Brigid's College Parent Forum

Agenda Item 5 - SBC PF Grant Applications:

1. **Purchase of Veggie Garden Items** ... Veggie Garden Ambassadors.

Logo and slogan for the garden (attached to minutes email) ... have been selling the produce grown. Looking for \$\$ to improve and keep it going. Kids learn where the good comes from ... know how to take care of it ... healthy foods and vegetables ... handling money ... have named all the trees. Purchase some seedlings and a climbing rose to add some colours. Would like to have some more pretty flowers. We have a worm farm but no worms ... need some worm farm supplies. Have sold \$ 102 worth of vegetables ... this money has been re-invested back into the garden. Everyone has an opportunity to get their hands dirty. They are thinking about how to advertise the selling of Vegetables. Canteen does not want to use the Vegetables, mainly due to the volume. Will also be going organic ... not use pesticides. Anyone can go into the Garden and look around, just not allowed to pick ... someone has been taking the Strawberries. Any support from School Gardening Committees outside of the School – very expensive. **Grant Approved \$ 1,000** ... Jo Whittington abstained from voting as her daughter was presenting.

2. **Fencing for Junior School Oval** ... Craig Hutchinson

Issues with kids going down to get the ball ... serious safety concerns (summer being a particular issue for snakes) ... prevents anyone getting access ... there will be 2 gates that can be accessed if required. 2 of the quotes are from People who have Kids at the College (includes removing other fence). Most competitive quote was a Parent of a Kid at the College ... Jim supports it very much ... costs a lot of money to lose balls. PAK and Jo abstained from voting due to conflict of interest. Need to educate kids not to kick over the fence ... will be maintenance ... this will be a School issue. Galvanised and Powder Coated (need a guarantee). Warranty period is 12 months ... need to keep an eye on corrosion, as it is galvanised, will be better protected. **Grant Approved ... \$ 13,465.**



St Brigid's College Parent Forum

3. **Purchase of 3 Phase Power Equipment** ... Garry Millar

Getting access to power for college events is a big issue. If food vans and stalls use too much power it throws the switches. In the past we have hired 3 phase power leads and splitter boards which come through at a higher voltage, but this is expensive, about \$4.5 K each time.

Garry spoke to local electrician Ben Harrison for advice and they are going to seek further advice from Power Australia. Cheaper options are available on the internet, but they may not conform to safety policy and the required black tagging.

A question was raised about the use of generators, but these are more expensive at about \$12.5K.

It was also raised that given these leads are to be used for College events, should they not contribute towards the cost? But they have not budgeted for this, so have no funds. College maintenance can whip up a device for moving and handling the cords once purchased. **Approved Grant for \$ 7 K ...**

4. **Mobile Mass Kit** ... removed as Debbie has not been able to meet with the Father.

Agenda Item 7 – Sub-Committees:

Nil to report ... Andrew will report on MNO at the next meeting.



St Brigid's College Parent Forum

Agenda Item 8 – AOB:

1. **New SBC Logo** announced and shown, every one very impressed (Paul Kettle)
2. **Use of College email addresses for Executive Committee Members** (Paul Kettle)
 - PF.President@stbrigids.wa.edu.au
 - PF.Vicepresident@stbrigids.wa.edu.au
 - PF.Treasurer@stbrigids.wa.edu.au
 - PF.Secretary@stbrigids.wa.edu.au

3. **Sculptures Under the Tree** (Wendy Stafford)

Wendy suggested that an event ran by the West Leederville Primary School would be a great idea for SBC. This would be a new event for the College ... twilight event so either early or later in the year (need the weather / light). Would need to organise food vans etc. Whilst Wendy would Chair the Organising Committee, would be looking for other Parents to help. This would be done as a combined College PF event ... Wendy will speak with someone from the Arts Department to get them actively involved (Amanda). Timing of the event will be an issue for the Arts Department (i.e. not during the Catholic Arts Event). Aim to get the Arts Leaders involved, encourages them to work with their Peers. Need to start thinking about when we will hold it now ... open up to anyone in the Community. Get the kids to do a Flyer ... Sculpture by the Sea is in March. If Sculptures are left outside ... may need to think about security. Given the theme, we could look at recycling week.

4. **Jim Miller** – there will be a request for funding coming for 2 large screens for the Gym, we have received one quote (this is what the fun run spending \$\$ will be used). Will present at the next meeting (has 1 quote, waiting on the other). Looking for the PF to make up the short fall. Will put forward a grant for approval once \$\$ amount required known.
5. **Gary Millar** – fete is going ahead, Garry has had 2 meetings. Have met with the Junior School Reps ... nearly have all their stalls. Annamaria has sent details out to the Senior Schools



St Brigid's College Parent Forum

6. **Natasha Watts** - Recently assisted with the setting up of the Mother - Daughter dinner where 140 attended. She was disappointed that the cutlery did not match and the linen and glassware were in a poor state and need to be updated. She suggested the college look for a matching setting for 200 to be kept aside for special functions. On previous occasions Garry has spoken to the Caters, Neil and Annamaria and apparently the cost is about \$18K. Neil suggested they be bought at an auction, but the quality may be variable and would not have the college logos. Natasha to take on and talk to Matt and then present a Grant to the PF. On a separate issue she raised the idea of ordering more etched glassware with the college logo as a fun raising idea as many parents would support that.

Natasha to take on and talk to Matt and then present a Grant to the PF. Raffle from another School ... each person only receives 1 ticket per family ... \$ 50 Ticket ... 1st Prize \$ 10,000 School Fees, 2nd for \$ 1 K , 3rd \$ 500 for Uniform Cost (982 tickets – would make \$ 20 K). Could return the ticket if you didn't want to purchase. They got a very good response (drawn in 1 week). There have been no emails re wanting to purchase returned tickets. Would need to register the raffle ... they do it every other fete year ... why not do it every year ? We could obviously consider the ticket price and the prize. Russell – looking at fundraising for Schools online. Russell has got all the details for the Raffle Permit ... they are time poor at the moment. (**AI - PAK to email approval before call to volunteer to run**). Good to have hard copy ... in there hand ... sometimes tangible items are better. **Jo happy to be the Sub-Committee lead.**

7. **Craig Hutchinson** ... LSJFC to pay for a sign (with the new logo) as a thanks.

Meeting Closed at 10.30 am



St Brigid's College Parent Forum

Action Items ...	Assigned to ...
1. Confirm Protective Behaviours Payment (appears to be duplicated)	Wendy Stafford
2. Speak with Kaelene re the appropriateness of combining Protective Behaviour Programmes with Mazenod.	Fiona Hepi
3. Put Claim Reimbursement Process and Form on the PF Page on the College Website	Paul Kettle
4. Co-Ordinate with the Lesmurdie Saints and Craig Hutchinson for a PF Sign (using new logo) to be put up on the new Fence.	Paul Kettle
5. Send email to SLT for approval re the idea of running a fund raising raffle where the prize is College Fees.	Paul Kettle



St Brigid's College Parent Forum

Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM 7.6.17

Summary Financial Position

29-4-17 - 2-6-17

Opening Balance P & F clearing account	106,225.46
Ticket sales - Mum's Night Out	1,608.25
P & F Subscriptions - students exit	-204
Total Income	1,404.25
Prize Money for PF Logo Comp Winners	- 250.00
Kalamunda Club - Mum's Night Out - Food & Drinks	- 2,078.91
Affiliation Fee - Parent & Friends Federation of WA	- 4,237.77
Grants	
Portable PA for Music Dept	- 1,400.00
Whiteboards for Music Dept	- 920.00
Robotics	- 7,020.00
2 x Difibrilators for Nursing	- 4,750.00
Protective Behaviours Seminar	- 1,730.00
Total Expenses	- 22,386.68
Net Income	- 20,982.43
Float Cash held at School	500.00
Closing Balance P & F clearing account	85,243.03



St Brigid's College Parent Forum

2017 PF Meeting Dates

<u>Parent Forum Meeting Dates - 2017</u>		
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