Sacred Heart School – Parents & Friends Association

Minutes of General Meeting – Tuesday 26th March, 2019

	Meeting Opened 7.30pm	Action By	Date
Present	Rebecca Millwood, Cate Pel, Brent Wilson, Barry Nas, Nat Zegveld, Kim Barrett, Louise Madden, Reannah Douglas, Phil Illingworth, Nicole Martin		
Apologies	Anne Jordan, Tahnee Hodgetts		
Minutes from	Minutes from last meeting circulated to the committee.		
Previous Meeting	• Moved that they are accepted Rebecca Millwood, seconded Louise Madden.		
Business Arising	Entertainment Books – 15 pre-sale sold.	Rebecca Millwood	
	Primary Track and Field Challenge - for kids turning 10, 11 and 12 this year will be held on May 11 th . More information will come later. School sports tops will be needed.		
	Trestle tables – Discussion around need to replace our current tables with 10 new tables. P&F not in a position to do so at this stage.	All P&F members	
Correspondence	Thank you letter from Tony Claessens for retirement gift.		
Principal's Report	Principal's Report circulated to the committee	Brent Wilson	
	Parents and Friends Principal report 26th !		
	Playground - will likely be finished by the end of term, waiting on big logs to arrive.		
	Grade six camp - venue change to Blue Lagoon was a huge success.		
Financial Report	Finance Report circulated to the committee.	Cate Pel	
	 Moved that they are accepted Natalie Zegveld, seconded Louise Madden 		
	Handover of finances - completed in the 3 rd week of March.		
	Limited funds - cannot commit any further funds to the playground project at this stage.		
	Leftover food - hot dogs and sausages were sold to Nicole Martin for \$70, cash was handed over and will be banked by Cate Pel.		

General Business	Quiet Play Space - Helen Halley has enquired about a request for funds that was submitted some years ago for \$1000 to create a quiet play space. The committee agree that we should honour this as it has been voted on previously. The committee will request a submission from Helen detailing items she intends to purchase.	Helen Halley/ Brent Wilson
	Plaque for the playground - acknowledging the year of construction and the contributors, being SHS and the P&F. Phil will organise this, including the wording and layout.	Phil Illingworth
	Fair Summary	
	 Was a very successful night Some changes were implemented to stalls and layout, this will be revisited for next year Discussion of ideas looking ahead to next year including a cup cake decorating stall, free entertainment for kids, bringing back the photo booth. Suspect numbers may have been down. Will look to purchase a popcorn machine in the future. Projected profit of \$14300 	
	Structure of P&F	
	 Brent provided answers to questions asked at the last meeting. Does it change the P&F levy or just mean that this is still accountable? - no Change to P&F Levy, it will be transferred in to their trading account. Will the P&F have a 'sub account' so we know how much they have 'raised' and have access to? - I will class everything to P&F and do a report for them when needed. When is the P&F levy paid to the P&F? Especially in 2020 with a late Fair the P&F may need access to funds earlier P&F levy will be paid early January the following year as we have to include all payments made until 31 Dec of that year. How does it work when the P and F need to purchase things? Especially around Fair time? - P&F will need to use school accounts, there will be no reimbursement for credit card transactions, they can shop where needed as long as they will be in voiced for me pay via usual school procedure. 	Brent Wilson
	 Cate queried whether we would be provided with a business model as we implement these changes, 	

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Brent said no as one doesn't exist. Brent said we	
would likely be redirected to a school that has	
already implemented the changes. Committee not	
satisfied with this as it creates extra work and	
confusion.	
 Discussion around the viability of the P&F moving 	
forward. Do we disband as a fundraising	
committee and reform as a community	
committee? We can still run community driven	
events such as rock and roll night and Carols on	
the oval, but the fair would be largely reliant on	
food vans and external stakeholders, while still	
being supported by the P&F but not to the current	
degree.	
 Concern over the already difficult task of getting 	
volunteers becoming even harder as processes and	
procedures make it more difficult to get things	
done.	
Concern about not being able to raise a	
worthwhile profit from the fair due to not being	
able to search out and utilise the best deals.	
Query as to who/where this directive has actually	
come from within the TCEO. Brent unsure, but	
feels it may be the result of an audit. Request for	
specific details around this.	
Request to make contact with TCEO, preferably in	
person at a meeting. Brent feels this is unlikely to	
happen, best case scenario may be a facetime	
opportunity.	
Request for Brent to organise for President of	Brent Wilson
Larmenier P&F to attend next meeting so we can	
ask questions.	
 Query as to whether or not P&F funds are incorporated in school finance reports. Brent said 	
yes. Concern that this may influence allocation of	
funds in the future. Brent confident it won't.	
 It was mentioned that school board members are 	
not in agreeance with changes.	
 Suggestion to trial TCEO process for 12 months 	
before making a decision about the future of the	
P&F.	
 Cate suggested that we prepare our own business 	
model given that one has not been provided to us.	All P&F members
model given that one has not been provided to us.	
MEETING CLOSED	
Next Meeting-	
General Meeting Tuesday 26 th May 2019	
No meeting in April, School Holidays	