**Sacred Heart School – Parents & Friends Association**

**Minutes of General Meeting – Tuesday 30th July, 2019**

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|  | **Meeting Opened 7.05pm** | **Action By** | **Date** |
| **Present** | Nat Zegveld, Brent Wilson, Louise Madden, Rebecca Millwood, Cate Pel, Phil Illingworth, Lidia Williams, Neil Reardon, Tahnee Hodgetts |  |  |
| **Apologies** | Kim Barrett and Barry Nas |  |  |
| **Minutes from Previous Meeting** | Minutes from dinner meeting circulated to the committee. |  |  |
| **Business Arising** | **Structure of P&F** - Neil Reardon from Finance in Hobart attend to address P&F questions.    Attached are his responses to P&F questions.  Summation of response **P&F Structure**:   1. Requirement that P&F funds are to be handled through the school accounts. 2. Role of P&F treasurer remains unchanged and will have oversight of P&F accounts. 3. P&F funds will need to be authorised through an approved process (Agenda item for August meeting to discuss formal process). 4. Many schools use Qkr for uniform shop and canteen. 5. Preferable not to have a petty cash box. 6. A cash float for fundraisers can be arranged with advanced notice to Lidia Williams. Any monies spent from the float must be substantiated with receipts (Agenda item for August meeting to discuss formal process). 7. P&F monthly and annual reports will be produced by the school in line with current financial reporting processes. 8. It is not possible for the P&F to view the P&F account electronically as it is the school operating account. 9. A transaction listing can be produced from QuickBooks for the P&F account to check for unauthorised transactions. 10. The school will comply with all financial annual audits and will bear the cost of the audit. P&F financial audit cannot be separated from school audit report. However, school will supply a copy of final page of audit stating it has been completed.   Neil Reardon will supply information re. current processes for payment of accounts for P&F via school account.  Summation of response **School Fair**:   1. Preferential to procure through businesses that will provide an invoice to the school. However, in the instance where a store account is not available, then the P&F member will be reimbursed by the school through the approved process. 2. There is no approved supplier list. 3. Any suppliers can be added by the school on provision of purchase order/invoice. 4. All cash from the Fair will be receipted in total by the school after the event, with separate record of takings from individual rides/stalls. 5. Invoices from Fair paid as per approved process.   No restrictions on number of Store accounts.  Pre-Fair float (smaller amount, possibility to retain Christmas Carol float) and Fair float (previously $4000).  **General Finance:**  Lidia Williams able to generate a high level and low-level report of P&F account.  Term deposit not feasible when P&F account incorporated as part of school account. However, interest can be portioned out based on funds available. | All members  Brent Wilson  Cate Pel  Neil Reardon  Lidia Williams  Lidia Williams  Cate Pel |  |
| **Correspondence** | Nil |  |  |
| **Principal’s Report** | Principal’s Report circulated to the committee    **Playground**   * Review of first stage positive with good usage, will be some variation to allocation of use. * Plaque recognizing financial contribution from P&F in process. * Feedback for next area for development, possibly loose parts play (near Phil Illingworth’s shed) and one of the basketball courts (? conversion for soccer), central avenue (Prep to Music room) trampettes in ground, and large slide. Issues on Western boundary (outside Grade1-2 classes) in regards to retaining walls and drainage. * Financial support from P&F for Stage 2 redevelopment (Agenda August meeting). | Brent Wilson  Brent Wilson  Cate Pel |  |
| **Financial Report** | Financial Report circulated to the committee | Cate Pel |  |
| **General Business** | **Car boot/garage sale/market stalls**   * Term 4 busy. * Will require parent/volunteer input and coordination. * Possibility of community service rather than a coordinated fundraiser. * Discussion around keeping one major fundraiser at the school (Fair) rather than small fragmented fundraisers. * Decision not to proceed, moved by Cate Pel, seconded by Phil Illingworth.   **Hand makers Stall Fair 2020**   * Charge per table. * Guidelines around what is ‘allowed’. * Decision will be made at the Fair Committee Meeting.   **School Fair 2020**   * Date confirmed Friday 3rd April 2020   **Uniform Committee**   * Sarah Axman-Friend and Nicole Martin to be on Uniform committee. Brent Wilson to email Nicole Martin. * Discussion around lack of adherence to school uniform/dress code, Brent Wilson will take to Uniform Committee.   **School Photo Company**   * Negative feedback from 1 person. * ‘Easy to deal’ with from administration. * Parents are to provide feedback to Brent Wilson if any issues, please advise parents if approached.   **Water Fill Up Stations**   * Proposal to install water fill up station near the gym/presentation hall, near the current drink fountain. * Approximately $3000 purchase and $800 installation. * Bottle height not specified, and not detailed if school logo on unit is included in price, Phil Illingworth to enquire. * Discussion around unit paid for by P&F, installation and ongoing costs from school funds (Agenda August meeting).   **Rock and Roll Night**   * Friday 30th August 2019 6-8pm. * $10 per family. * Cash float required. * Table cloths and garbage bags. * Grade 6 set up and P&F members. * Assistance on door required from P&F. * Notice in newsletter. * BYO food and drinks. * Children must be supervised.   **MEETING CLOSED 9.35pm**  **Next Meeting-**  **Tuesday 27th August 2019 7.30pm** | Cate Pel  Brent Wilson  Brent Wilson  All members  Phil Illingworth  All members  Cate Pel  Rebecca Millwood  Tahnee Hodgetts |  |