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

**Minutes of General Meeting – Tuesday 22nd October, 2019**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Meeting Opened 7.54pm** | **Action By** | **Date** |
| **Present** | Barry Nas, Brent Wilson, Phil Illingworth, Nat Zegveld, Louise Madden, Sarah Axman-Friend, Cate Pel, Rebecca Millwood, Kim Barrett and Tahnee Hodgetts |  |  |
| **Apologies** | Nil |  |  |
| **Minutes from Previous Meeting** | Minutes from last meeting circulated to the committee.   * Moved that they are accepted Cate Pel, seconded Louise Madden. |  |  |
| **Business Arising** | **Formal Transaction Authorisation Process** –  Process in place for Lidia Williams to email Cate Pel one week prior to P&F meeting with report on Finances.  **Water Fill Up Station** – feedback from Phil Illingworth that station is well used and working smoothly.  **Rock n Roll night** – feedback from Barry Nas that a successful evening. Barry has purchased a sound system with microphone for the music department and other maintenance items. Barry thanked the P&F for their support of the evening. P&F thanked Barry for his ongoing running of the event.  **Uniform Team** – no clear outcome from the survey, over 130 responses. Multiple comments in regards to more options for girls (trousers currently available but somewhat outdated). No significant changes for 2020, possibly changes 2021, awaiting uniform committee meeting prior to circulating this information in newsletter. General comments that the current uniform is smart.  **Future Years Team** – forward planning for the integration of 3-year-old children into the school. School needs amenities to comply, will requiring planning and discussion with the school Board. Planning underway for the SETUP program for B-4 children with a qualified teacher.  **Fair 2020 –** noted that there is a Gala Day on the 3rd April 2020. Therefore, Sacred Heart oval will be unavailable for Gala Day activities due to Fair setup.  **Sacred Heart Board/P&F Committee meeting** – discussion on current and future projects. Board offered assistance/advice. Discussion on annual dinner meeting commencing 2020.  **First Eucharist, 22nd September 2019** – thank you to Rebecca Millwood for assistance. An additional cake was donated.  **Candles for Carols** – requested purchase order for 1000 candles sent to Lidia Williams.  **Legacy Plaque** – Lidia Williams emailed by Brent Wilson to check price of recent plaque for school playground. Last years invoice approximately $1200. Phil Illingworth will follow up with the Grade 6 team to put together ideas for the plaque. Presentation of the plaque will be at the final assembly 13th December 2019 1.30pm.  Up to $1200 authorised by P&F committee for Legacy Plaque 2019, moved by Nat Zegveld, seconded by Cate Pel. Brent Wilson will notify Lidia Williams.  **Entertainment Books Fundraiser 2019** – Rebecca Millwood reported raised $1941 with 149 memberships this year, approximately $1000 more than 2018. Worthwhile sending books home, only 8 memberships not paid/returned. Digital memberships only in 2020. Christmas fundraiser available for circulation, decision to not email. Request to allocate money to a set fund for 2020. | Brent Wilson  Cate Pel  Lidia Williams  Brent Wilson  Brent Wilson  Brent Wilson  Cate Pel  Phil Illingworth  Brent Wilson |  |
| **Correspondence** | Grade 1&2 team email to Nat Zegveld in thanks for P&F class allocation of funds of which they purchased resources for maths, an activity pond and stand, and coloured card.  Grade 6 team email sent to Rebecca Millwood in thanks for P&F class allocation of which they purchased sets of novels for their class book club sessions. |  |  |
| **Principal’s Report** | Principal’s Report circulated to the committee    **Playground** – Thank you from Brent Wilson to all present. Currently awaiting grant/funding for next stage.  **Basketball** – tournament last weekend, a large number of Sacred Heart community participating in the event in many different capacities. 15 teams playing throughout all divisions. The P&F funded tops looked smart, and to add to this the students representing the school wore their rugby jumpers.  **P&F Collective** – Thank you from Brent Wilson to the members for their time and hard work.  **Swimming Program** – discussion in regards to no swimming program for Grade 5-6, possibly due to competency at this age group. However, Brent Wilson states this may need to the revisited. Currently swim program is not mandated. Efficient to run the program through Launceston Aquatic Centre due to student numbers and qualified instructors. | Brent Wilson  Brent Wilson |  |
| **Financial Report** | P&F account closed, $84,000 transferred to school account, with $40,000 towards the playground, therefore, balance of $44,000. Cate Pel has final financial transaction statement. P&F will need to approve all purchase orders. A permanent cash float will be available, this can be used for authorised reimbursement. | Cate Pel |  |
| **General Business** | **Recruitment of Members and Fair Rosters** – suggestion from Brent Wilson to the Board that they run one of the stalls at the Fair for 2020. Social media to boost coverage with 2 posts per day. Launceston Church Grammar School posted video from P&F pre Fair with highlights. “Sign Up Genius” recommended for Fair roster, easy to use and visible to sign up with friends. <https://www.signupgenius.com/>  Suggestion of prize for the Class who has the most Parent help for Fair 2020. Suggestion of a representative from each grade on the P&F. Members asked to consider further options and to be added to agenda for November meeting.  **MEETING CLOSED 9.05pm**  **Next Meeting –**  **26th November 2019, 7.30pm** |  |  |