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

**Minutes of General Meeting – Tuesday 27th August, 2019**

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|  | **Meeting Opened 7.30pm** | **Action By** | **Date** |
| **Present** | Barry Nas, Brent Wilson, Louise Madden, Sarah Axman-Friend, Cate Pel, Rebecca Millwood and Tahnee Hodgetts |  |  |
| **Apologies**  | Phil Illingworth and Nat Zegveld |  |  |
| **Minutes from Previous Meeting** | Minutes from last meeting circulated to the committee. * Moved that they are accepted Cate Pel, seconded Louise Madden.
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| **Business Arising** | **Formal Transaction Authorisation Process** – Brent Wilson will email Neil Reardon to clarify date of handover/transfer, also to ascertain other P&F processes or if they have a proforma currently in place**Playground 2020** - $15,000 will be committed to the Playground for 2020 by the P&F, moved to be accepted by Louise Madden, seconded by Sarah Axman-Friend. Further decisions on monetary contributions will be made on a year by year basis.**Water Fill Up Station** – Order completed, Phil Illingworth to send invoice to P&F. School will pay for installation and maintenance.**Rock n Roll night** - 30th August 2019 6-8pm. * Rebecca Millwood will arrange table cloths, garbage bag, masking tape, cleaning requirements for toilets and First Aid Kit.
* Sarah Axman-Friend and Tahnee Hodgetts to set up at 2-3pm.
* Cate Pel will arrange float and leave at office for Rebecca Millwood to collect.
* Doors open at 5.45pm, Rebecca Millwood and Nat Zegveld will be on the door, Tahnee Hodgetts available after 6pm.
* James Madden will be First Aid Officer for the evening if required.
* Clean up post event, bathrooms, pack away tables and chairs, sweep floors and discard rubbish.
* Brent Wilson to take money to office.
* Rock n Roll Night booked 28th August 2020.
 | Brent WilsonPhil IllingworthCate PelCate PelRebecca MillwoodNat ZegveldLouise MaddenSarah Axman-FriendTahnee Hodgetts |  |
| **Correspondence** | Nil |  |  |
| **Principal’s Report** | Principal’s Report circulated to the committee **Uniform Team** – Survey to be resent to Parents, also emailed.**Future Years Team** – Established to look at forward planning for the possible integration of 3-year-old children into schools. Planning for the SETUP program for B-4 children. | Brent Wilson |  |
| **Financial Report**  | Nil report for this month. As per Business Arising $15,000 for Playground 2020. Legacy Plaque for 2019 possible $1000-$1200, add to agenda for next meeting. | Cate Pel |  |
| **General Business** | **Fair 2020 –** Barry Nas noted that there is a possibility Gala Day is the 3rd April 2020. Therefore, Sacred Heart oval will be unavailable for Gala Day activities due to Fair setup.**Tasmanian Catholic Schools Parents Council 60th Anniversary Conference and AGM** – Discussion if any members able to attend. No members available to attend.**Sacred Heart Board invitation to P&F Committee, 7pm on 15th October 2019** – Cate and Tahnee able to attend, send email to Nat Zegveld to confirm if available, will await confirmation and then RSVP.**First Eucharist, 22nd September 2019** - $200 to contribute towards morning tea, moved to be accepted by Sarah Axman-Friend, seconded by Rebecca Millwood. Rebecca Millwood will email Carolyn Symons for clarification on requirements for 22nd September 2019.**Candles for Carols** – Rebecca Millwood will check stock of Candles, to be added to Agenda for next meeting.**MEETING CLOSED 8.35pm****Next Meeting –****24th September 2019, 7.30pm**  | Brent WilsonTahnee HodgettsRebecca MillwoodCate PelRebecca MillwoodTahnee Hodgetts |  |