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

**Minutes of General Meeting – Tuesday 24th August, 2021**

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|  | **Meeting Opened pm** | **Action By** | **Date** |
| **Present** | Brent Wilson, Bec Bowen, Bea Clark, Nat Zegveld, Agnieszka Szpyrka, Emma Adams, Alison Cooper, Cate Pel, Louise Madden, Rachael Richmond |  |  |
| **Apologies** | Tiffiny Lynch, Rebecca Millwood, Tahnee Hodgetts, Megan Brown, Suze Chappel |  |  |
| **Minutes from Previous Meeting** | Minutes from last meeting circulated. Accepted by Bea Clark, seconded by Nat Zegveld. |  |  |
| **Business Arising** | **Online Auction:**  Still only 5 items provided.  Nat Zegveld to create A5 handout to be provided to all students to take home. Additional Newsletter and Compass notifications to also be issued.  Progress update to be email to Committee by Nat by the 10th September. If provided items are still low Bec/Nat will hit the streets and speak with local businesses over 11th/12th September.  Nat to update Facebook auction page with items progressively as of now and get Russell to regularly post on Facebook.  Brent to follow up with Lidia around payment options for auction items and update committee outside of session.  **Paint and Sip:**  Louise has spoken to Mel H. in relation to the Paint and Sip and is awaiting a costing sheet from Mel to determine if viable. To be discussed next meeting.  **Fair 2022:**  Date confirmed for 2022 fair as the 25th March/1st April back up.  Catherine Pel and Bec Bowen to act as co-chairs of the committee.  Rachael Richmond and Agnieszka Szpyrka to act as convener chairs.  Fair Committee meeting set for Thursday 9th September 3.15-4.30pm at the school. Catherine will follow up with Russell to add to newsletter calendar/Facebook etc.  Standing agenda item moving forward.  **Rock n Roll night:**  As per school newsletter, Rock n Roll night will not proceed in 2021.  Discussions to be held once new music teacher appointment has been made as will be dependent on capabilities.  Discussion on alternative options such as disco night?  To be updated next meeting by Brent.  **Eucharist morning tea/cake:** Eucharist is being held on the 12th September.  Rebecca Millwood is kindly organising the cake for the morning tea. Louise Madden has offered assistance to serve.  Due to COVID-19 restrictions, the morning tea has been moved to the presentation gym, and as a result will not have access to usual supplies from the parish.  Agreed to utilise disposable cups/lids/stirrers which will be ordered in addition to the Father’s Day supplies by Brent Wilson/school.  Brent will follow up with Anna/Rosie in relation to using the parishes tea, coffee, sugar/milo.  **Legacy Plaque:**  Agreed $600 budget in line with last year costs.  Brent to follow up with Phil and Gr6 cohort to start planning.  **Father’s Day:**  Discussion around who is responsible for the cost of holding the Father’s Day BBQ. Agreed that the celebratory activities are the school’s responsibility.  As the morning BBQ is a first-time event, the BBQ will be funded by the proceeds of the Father’s Day Stall operated by P&F. Any surplus funds raised will be held by P&F, and any shortfall in the cost will be covered by the school.  Accepted by Louise Madden and Seconded by Bea Clark.  Brent will provide itemised invoice for BBQ purchase for records, and provide breakdown of Father’s Day stall proceeds to reconcile.  The Father’s Day stall is gaining momentum, and Nat Zegveld and Bec Bowen will set up stall after school on Monday 30th and determine if any additional items are required.  **Carols:**  There will be carols in 2021 however at this stage how this will look is yet to be determined and will be discussed in coming meetings.  There are plenty of candles left so no purchase required from P&F. | Nat Zegveld  Nat Zegveld/Bec Bowen  Nat Zegveld  Brent Wilson  Louise Madden  Catherine Pel  Brent Wilson  Brent Wilson  Brent Wilson  Brent Wilson  Brent Wilson  Nat Zegveld/Bec Bowen |  |
| **Correspondence** | Nil |  |  |
| **Principal’s Report** | Principal’s Report circulated to the committee  Brent advised the attendance of the dinner to celebrate 200 years of Catholic Education with five representatives from Sacred Heart including the board and P&F. Was a fantastic night celebrating with other schools.  Circle of Life program was well received and positive feedback provided. |  |  |
| **Financial Report** | **Finance Report** as attached |  |  |
| **General Business** | **MEETING CLOSED 9.20pm**  **Next Meeting (AGM and General Meeting)–**  26th October 2021 7.30pm, Sacred Heart School Staffroom |  |  |