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

**Minutes of General Meeting – 23rd November 2021**

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|  | **Meeting Opened 7.30pm** | **Action By** | **Date** |
| **Present** | Brent Wilson, Bec Bowen, Bea Clark, Agnieszka Szpyrka, Alison Cooper, Louise Madden, Rachael Richmond, Tahnee Hodgetts, Megan Brown, Suze Chapple, Tiffiny Lynch, Alison Cooper, Emily Pintarich |  |  |
| **Apologies** | Nat Zegveld |  |  |
| **Minutes from Previous Meeting** | Minutes from last meeting emailed. |  |  |
| **Business Arising** | **Paint and Sip:**   * Unable to get an answer from the facilitator to do this term. * Postponed to 2022. * Will add to February 2022 Agenda. * Bea will follow up with a friend of hers to see if they might be interested in hosting a Paint of Sip once or twice free of charge.   **Fair 2022:**   * Due to the unknown once the borders open to Tasmania, the Annual Fair originally scheduled for March 25th, 2022, has now been postponed until Term 4 2022. * Proposed date of Friday 11th November. * Add to February 2022 Agenda. * Potential opportunity to try a biannual Fair.   **Legacy Plaque presentation at grade 6 assembly:**   * Suze Chapple will present these at the assembly on Friday December 10th commencing at 1.30pm.   **Carols:**   * Carols is on Wednesday 8th December commencing at 5.30pm. * There will be 2 entrance points to the school that will be staffed by one volunteer at each table between the hours 4.45pm and 6.15pm. * There will be one central point for people to purchase candles. * **Gate 1**   4.45pm-5.30pm: Emma Madden  5.30pm-6.15pm: Suze Chapple   * **Gate 2**   4.45pm-5.30pm: Tiffiny Lynch  5.30pm-6.15pm: Megan Brown   * Please contact Bec should these times not be appropriate.   **Father’s Day (remaining funds to Snag Chat):**   * $464.95 was raised at the Father’s Day stall. * Moved by Tiffiny and second by Tahnee that $200 will go to Vinnies Minnies in 10 x $20 in Coles Vouchers. * Bec will email Lidia to arrange this. * $200 will be donated to Snag Chat. * Bec will speak to Lidia to see how we go about that. | Bea Clark, Bec Bowen  Bec Bowen  Suze Chapple  Bec  Emma Madden  Suze Chapple  Tiffiny Lynch  Megan Brown  Bec |  |
| **Correspondence** | **Online Auction:**   * Letter/Certificate of recognition to people who donated Online auction items. * Suze will communicate with Nat to get the list of who donated items and design a template to issue all with a letter/certificate of recognition. * Megan available to help should she be needed. | Suze Chapple and Megan Brown |  |
| **Principal’s Report** | Principal’s Report circulated to the committee |  |  |
| **Financial Report** | **Finance Report**   * Closing balance as of November 2021 of $61,032.12 |  |  |
| **General Business** | * Entertainment Books- Follow up with Hannah and add to February 2022 Agenda. * Commonwealth Bank have stopped their school banking system. * To introduce acknowledgement to country at the start of all P&F meetings in the future. * Having a central platform for all P&F and families to access agendas, minutes, and other related materials. * Megan to communicate with Russell the most appropriate central platform and what this might look like.   **MEETING CLOSED 8.28pm**  **Next Meeting –**  22nd February 2022, 7.30pm, Sacred Heart School Staffroom | Bec  Megan |  |