Sacred Heart School – Parents & Friends Association

Minutes of Meeting – Tuesday 24th November, 2015

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| Opening Prayer | **Meeting Opened 7.30pm** | **Action By** | **Date** |
| Present | Tamsin Walker, Rebecca Millwood, Angela Bevis, Jo Marsden, Nic Duffy, Samantha Buchanan, Phil Illingsworth, Kelly Cox, Jennifer Brock, Anthony Brock,  |  |  |
| Apologies | Michael Quill, Tracey Meek, Nat Zegveld & Kate Leonard |  |  |
| Principal’s Report | No principals report  |  |  |
| Correspondence | Nil |  |  |
| Financial Report  | At 20th Novemeber 2015Cash balance $7,486.62 Term Deposit $40,000.00Term deposit matures 28/11/15Ok to leave as isMoved – KathyAccepted – KellyBank SignatoriesNew signatories list required for 2016.Get all current and new signatories to fill in form | Kathy | 28/02/16 |
| Business Arriving from minutes of Oct 20th Meeting | Last months minutes accepted as readMoved – SamanthaSeconded – KathyOur second Market on the Green was cancelled due to lack of stallholders.Fair – committee is making progress on stall conveners and licensing requirements. Further discussions in general business.All other business held over until new school year |  |  |
| General Business | Proposed P & F Meeting Dates for 2016List presented and acceptedMoved – KathySeconded – Kelly Legacy PlaqueDesign formalized by Gr6, Kelly to organise with Trophy House and pay on pick up. $495 cheque to be raised, same as last year and no indication price will be different this year.Moved – RebeccaSeconded - KathyRetiring/ Leaving Staff GiftNone required this year. Carols on the OvalCandles have arrivedSell for Orange $2 eaColoured $3 each or 2 for $5Signage for table required. Create and leave at office with float.Candle Sales RosterJo and Samantha 6:15 – 7pmKelly to take over 7 – 8 pmMoved – KathySeconded – TamsinWelcome BBQPlanned for Fri 19th Feb, 5:30 – 9:00pmMovie – G rated, still to be determined. Any suggestions??Kelly to buy food and things requiredMoved – SamanthaSeconded - Rebecca2016 Fair Fair raffle – decision by end of year on whether fair raffle to continue or just add prizes to the chocolate wheel. Notice to go in newsletter & twitter to find more prizes and plants. Major prize still required to run raffle.Parent Portrait –convenor requiredName tags - for conveners to assist new parent to school and to identify someone who knows what is going on at change of shift.Kathy to supply labels for name tagsEach section (sub committee) to produce a timeline (road map) at the end of the fair about how we prepared this year to make future fairs easier. Next Fair Committee Meeting – 9th Feb 2016Fair float of $500 to be raised and kept in school office for bill paymentsRaise and cash cheque, hand over to school officeMoved – AngelaSeconded - Samantha | KathyKellyKathyKathy | 02/12/15March 1602/12/15 |
|  | **Meeting Closed: 9.15pm** |  |  |
| Next Meeting  | **February 23rd 2016** |  |  |