

ST AGNES CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING



Minutes of Meeting held at 7pm on Monday 10th September 2018

Attendees: Bernadette Judd, Liam Beatty, Steve Harris, Johnny Nohr, Andrew Lankowski, Elliott Murray, Julie Kluck, Michael Gleeson, Keira Sommerfield, Andrew Catto, Penelope Savage, Claire Benham.

Guests: Cr Krista Adams

Apologies: Olivia Keegan, Katrina Ryan, Carla Troon, Nelle Griffin, Georgie Thomson, Geoff Owen, Gareth Greenwood.

Item	Topic
1	Welcome: Meeting opened at 7.03pm
1.1	Steve Harris opened meeting and welcomed attendees.
2	Opening Prayer
2.1	School Prayer delivered by Liam Beatty.
3	Previous Minutes
3.1	Minutes from previous meeting (14/8/2018) ratified.
3.2	<p>Actions from previous meeting:</p> <ul style="list-style-type: none"> • P&F Federation – part paying member <ul style="list-style-type: none"> ○ Full payment invoice incorrectly sent by Federation; Federation have been asked to update with \$400 amount and re-send. • Funding to school for equipment shed near tennis courts <ul style="list-style-type: none"> ○ Builders needed to know thickness of concrete, Bernadette progressing. • Funding to school for flexible furniture and iPad Brydges <ul style="list-style-type: none"> ○ Ordered and awaiting delivery. • Bunnings BBQ follow-up <ul style="list-style-type: none"> ○ BBQ pre-Christmas confirmed. Two BBQ requests for 2019 acknowledged.
4	Community Updates
4.1	<p>Krista Adams MP – Councillor for Holland Park</p> <ul style="list-style-type: none"> • Checking in to confirm how the traffic/parking situation was going post signage installation.
5	Principal's Report – Bernadette Judd
5.1	<ul style="list-style-type: none"> • Refer Principal's report below.
6	Committee Updates
6.1	General - Executive
	<ul style="list-style-type: none"> • Executive members stepping down at end of year: Steve (President) and Olivia (Treasurer) will not be re-nominating for election, at AGM in November 2018. Johnny (Vice-President) and Andrew (Secretary) still considering nominating for Executive positions in 2019. • Executive plan to be updated, to incorporate funding opportunities for school for next 3 years.
6.2	Treasurer – Olivia
	<ul style="list-style-type: none"> • Refer Treasurer's report below.

**ST AGNES CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING**

6.3	<p>Tuckshop – Julie</p> <ul style="list-style-type: none"> • Refer Tuckshop report below.
7	General Business
7.1	<ul style="list-style-type: none"> • Discuss additional funding requests (following on from August meeting): <ul style="list-style-type: none"> ○ Flexible furniture for remaining class room \$10,000 ○ 10 new iPads with iPad Brydges \$8,250 ○ MOTION 1 (raised by Steve, seconded by Johnny): P&F to fund remaining \$18250 as per above - PASSED. • School dance (Keira) <ul style="list-style-type: none"> ○ Date confirmed for 9th November ○ Potential times (TBC) 6-8pm. ○ School24 available to use for ticketing. ○ No theme ○ DJ tentatively booked: Brad @ Activate (\$400). ○ Hall is available. May need to split times for ages, but need to know age ranges planning to come to allow for planning. ○ MOTION 2 (raised by Keira, seconded by Steve): P&F to fund \$400 for DJ payment - PASSED • Mini Mudder (Claire) <ul style="list-style-type: none"> ○ Refer Mini Mudder update below. ○ Bernadette to continue working on quote for long jump pit. ○ MOTION 3 (raised by Steve, seconded by Andrew): Mini Mudder to fund long jump pit - PASSED. • Environment Sustainability <ul style="list-style-type: none"> ○ <i>Postponed to next meeting</i>
	Next Meeting: <i>Tuesday 9th October 2018</i>

ST AGNES CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING

Principal's Report

Since our last meeting we have continued to have plenty of events at St Agnes with wonderful community engagement.

- The Book Week parade was well supported, and the children enjoyed dressing up as their favourite character from a treasured book. We have the Great Book Swap this week which assists in raising funds for literacy resources for Indigenous kids and families in remote communities.
- We were blessed with a beautiful day for the Athletics Carnival earlier in the term which was supported by our families and Clairvaux MacKillop students. Following on from the carnival we have about 70 students going to the Catholic Zone 2 Carnival this Thursday.
- We had a great trip to Canberra with Year 6 and have scheduled again for 2019. Fundraising will start with a sausage sizzle on the last day of Term 3.
- Our third round of debating was held at St Agnes last week. This was a new initiative this year between St Agnes, St Joachim's and St Elizabeth's. It was a wonderful experience for our Year 5 and 6 students. We will run the program again next year and hope to attract some more schools in the local area to join us.
- Amazing parent engagement in the Father's Day breakfast and events – thank you to Liam Beatty, Julie Kluck and Johnny Nohr for their assistance with the breakfast.
- Last Friday our Year 1 students had a wonderful morning with their grandparents sharing stories and memorabilia from their past - transport, school, utensils, communication, toys and technology.
- We had a good turnout of around 50 parents to our Technology Information Night last week. Liam Beatty is currently creating a list of questions and answers to put on the Parent Portal to assist clarify points around the 1 to 1 program. The list will be on the portal by the end of term.
- A little rain last week didn't dampen our St Agnes Blessing and Opening of the new courts. The choir and senior strings performed beautifully. Mr Ross Vasta officially opened the courts finalising the project.
- Tomorrow our St Agnes choir will have a daylong rehearsal at St Francis Xavier before the Choral Festival at night. Thanks goes to Rosemary Zorzetto for her time in preparing the students for the event and to Claudio Zorzetto for his assistance in arranging the collection of choir stands from the participating schools.
- Wednesday night we have the Sacrament of Confirmation at St Joachim's church for our Year 3 students. We thank Lesley van Trier for her continued commitment of the Sacramental program.
- The BCE Parent Survey results will be available for us in Term 4. In the last week we had an increase in responses, ending with 66% of families participating.
- We have continued to have new furniture going into classes from a BCE grant. Preps and learning support are finding their new "jellybean" conferencing tables very useful and great for small group work and focused teaching. 3 Red's furniture arrived last week, and 3 Blue has new furniture arriving at the beginning of the holidays. The funds committed by the P&F will go towards furniture orders in the coming weeks for Year 2, 4 and 5.
- The iPad Brydges purchased with the P&F funds will be ready for start of Term 4.
- Katie Noonan and Erica Hughes have been selected to participate in a Chinese Language Learning Program sponsored by Brisbane Catholic Education. The program includes a within country language learning and cultural experiences as well as pre and post language lessons. The program aim is to have teachers who can look at ways of sustaining language learning within the school other than just the specialist lessons. We congratulate both Katie and Erica and wish them all the best as they visit China in the September holiday break. We look forward to them working with Desiree McInnes our Chinese teacher on new ways of including language learning in our early years.

ST AGNES CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING

Treasurer's Report – August 2018

Funds Available

- **\$124k** represents cash account balance as at 31 August 2018. Please note that the funding requests and the 2015 grant money discussed at the prior meeting has not been transferred to the school yet, so this balance will reduce when this happens.

Activities Report – 1 August 2018 to 31 August 2018

- Inflows: \$22k
 - \$4.9k – 2015 Volunteers grant as discussed at last meeting.
 - \$11.3k – Term 2 tuckshop sales
 - \$2.2k - uniform shop sales
 - \$700 Father's day stall profit
- Outflows: \$7k.
 - \$5k tuckshop – supplies and wages
 - Other some remaining minor fete expenses, Father's Day stall expenses

Other Points:

- We currently have a real cash balance of approx. \$80k when accounting for the \$38k approved funding request as per last meeting and the 2015 grant monies. We expect to finish this financial year (Sept 30) with a balance of \$75k. Forecast shows that even with conservative forecasting, that if we were to fund the additional \$20k the school has provided options for, we would still predict to have a cash balance around \$46k post 2020 fete. This is a sufficient balance to ensure we can cover cash flow needs around the 2020 fete and uniform shop supplies.

Prepared By: Olivia Keegan (Treasurer)

Date: 9 September 2018

ST AGNES CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING

Rolling 24 Month Forecast				
		24 Mth Fcast	FY Oct-Sep	Prior Year
		2019-2020	2018	2017
TUCKSHOP				
	Income	\$72,600	\$28,817	\$45,048
	Expenses	\$74,500	\$33,383	\$36,306
	TOTAL	(1,900)	(4,566)	\$8,742
UNIFORM SHOP				
	Income	\$104,000	\$53,617	\$47,944
	Expenses	\$99,800	\$27,773	\$56,089
	TOTAL	\$4,200	\$25,844	(8,145)
FUNDRAISING				
	Easter Raffle	\$3,000	\$1,981	\$1,776
	Stalls - Mothers and Father's Day	\$400	\$1,131	\$907
	Bush Dance	\$0	\$0	\$1,239
	Athletics Carnival	\$2,400	\$919	\$892
	Trivia Night	\$0	\$0	\$3,000
	Mini Mudder	\$1,000	\$6,551	\$5,680
	Fete	(100)	\$38,061	(3,270)
	Art Fundraiser	\$0	\$0	\$1,552
	Entertainment Books 2016-2017	\$900	\$481	\$763
	Other Fundraising Income	\$800	\$1,184	\$194
	Other Fundraising Expenses	\$0	\$0	\$0
		\$8,400	\$50,307	\$12,732
Admin and Recurrent Contributions				
	Interest	\$0	\$0	\$0
	Oval Annual Maintenance (no-dig garden)	(2,400)	(1,200)	(1,200)
	Rite of Passage	(1,000)	(654)	(819)
	Year 6 Camp Bus	(4,000)	(2,000)	(1,255)
	Year 5 Camp Bus	(2,400)	(1,200)	(1,255)
	Year 4 Camp Bus	(1,600)	(800)	(800)
	Parent Focus Evenings	(1,800)	(450)	(900)
	Admin expenses (Bank chg, postage, stationery, audit gift)	(3,200)	(3,288)	(1,900)
	Christmas Concert Sound & Lighting			(150)
	P&F Catering (BBQs, M/Teas, W/Bees, Mtgs)	(1,000)	(665)	(947)
	School Learning Resources	\$0	\$0	\$0
	P&F Federation Membership	\$0	\$0	\$0
	Assistance to Family in Need	(1,000)	(250)	(270)
	Xero monthly fee	(900)	(350)	(263)
		(19,300)	(10,857)	(9,759)
	Projects Contributions	\$0	\$0	\$0

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PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING**

	General contributions & charges from School	\$0	(787)	\$0
	Contribution to Maker Space resources	\$0	\$0	(4,500)
	Equipment - Tuckshop	(800)	(477)	(214)
	Equipment	\$0	\$0	(1,008)
	Contribution to the Netball Courts - 2016	\$0	\$0	\$0
	Contribution to the School	\$0	(48,000)	\$0
	Air Conditioner	\$0	(2,468)	\$0
		(800)	(51,732)	(5,722)
	TOTALS	(9,400)	\$8,995	(2,153)
	Opening Cash Position	\$75,420	\$66,426	\$65,087
	Movement	(9,400)	\$8,994	\$1,339
	Closing Cash Position	\$66,020	\$75,420	\$66,426
Note: Includes \$38k approved at the last meeting				

Future outlays to consider that are not in this table to date:

- 1 P&F Federation membership - approximately \$2500 per year.
- 2 Possible equipment required in the tuckshop - ovens, fridges etc.
- 3 Funding request from the school for iPads etc. \$20k.
- 4 Uniform shop - new supplier - need to consider if different requirements re level of stock to be purchased.
- 5 Portable stage as per executive plan \$15k-20k.

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PARENTS & FRIENDS ASSOCIATION (P&F)
GENERAL MEETING

Tuckshop Report

Hi Everyone,

Year 5 is running a sausage sizzle for first break on Friday the 21st of September.

Please place your child's order via your account in the School 24 order system, order cut off time is 8am on the Friday the 21st.

Last day for regular Tuckshop is Monday the 17th of September

Volunteers: Tuckshop is looking for help on:

MONDAY – 17th of September all day or morning

FRIDAY 19th October – morning sausage sizzles for mini mudder

Please contact me if you can help on the days listed.

Thank you to all the volunteers that have assisted in running the tuckshop this Term with a special

Thank you to **Lisa Gorry** and **Katrina Manahan** and **Johnny Nohr**

Any questions, please contact me.

Have a great holiday break

Julie Kluck

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**ST AGNES CATHOLIC PRIMARY SCHOOL
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GENERAL MEETING**

Mini Mudder Update

Item	Topic
	Overall the team are on track with the tasks to date. We have now met with Bernadette and gone over the course to review any recommended changes from last year. Last week we also launched the video with the students and based on the excitement we are hoping it is something they are all looking forward to doing again. All other communication (sponsorship forms, T-shirt orders) will go home this week and from here we will start doing updates in the newsletter and Facebook.
1	<i>Fundraising & Sponsorship</i>
	<p>For the student fundraising, the team will follow-up with an end of week email and Facebook post. As discussed, we have separated the T-shirts from the fundraising this year to allow parents to have the option vs commitment to raise \$30 as this has been a Fete year.</p> <p>In regards to external support, we have again applied via the Lord Mayors Grant to cover some new equipment purchases for Boot Camp Alley. We have also secured \$300 sponsorship from Drive Fitness in return for advertising banners on the course and in the school newsletter, Dominos have agreed to donate the Pizzas and Bunnings a voucher for supplies. We are still waiting to hear back from Subway and Redback landscapes for any support they can give.</p> <p>For the fundraising focus, the team's preference is to have a single focus and the suggestion was a long jump pit. We had discussed the idea with Bernadette and she was open to the idea. We are still waiting for an estimate on the potential costs and the other suggestion the school has put forward was a new choir stand. Our preference is to wait for the costs of the long jump pit and also review the stage option as this can be converted into a choir stand and can then have multiple purposes. The team are open to other ideas however we would like to avoid furniture and technology and have more of an outdoor or activity focus.</p>
2	<i>Volunteers</i>
	All key obstacles are now filled but we are still looking for more hands on the cleaning station. At this stage we still do not have the decontamination shower so more hands may be needed on this one.
3	<i>Course</i>
	The course will be similar to last year but we will be dropping the ice bath due to costs and the logs steps due to safety. We will be keeping the slide however we will ensure we have all hazards well covered and have extra people on shift to avoid any injuries. We will be introducing a new "Bootcamp Alley" to replace the logs which will give the children a new challenge. We are still chasing our shower and fireman for the day and really hope we can work something out with QFS as if not there will be some creativity applied to the station. We have also arranged with OHSC to get some of the dirt early so they can also use this over the September holidays.
	P&F Feedback
	We are looking for feedback on what the fundraising will go towards. We are hoping to raise between \$3k-\$5k depending on support. Can you please discuss the ideas put forward and if possible agree in concept on 1-2 ideas that can be voted on in the next meeting.