

**ST BERNADETTE'S PARENTS AND FRIENDS ASSOCIATION
GENERAL MEETING MINUTES**

Wednesday 19 February 2014 7:30pm – Yr 5 Learning Space

1. Meeting opened: 7.58 pm with an Opening Prayer by Fr John Watkins

2. Attendance

Apologies: Jennifer Wakeling; Sharyn Kinnane; Rachel Gibb; Damien Kelly; Stu Thom; Georgette Hadchiti; Laudie Farah.

Present: Jeff Younis; Katrina Leonardi; Brenda Hughes; Leanne Nettleton; Cherie-Ann Kelly; Fr John Watkins; Marian Dodd; Melissa Northey; Fiona Carrozzi; Fiona Ryan; Helen Stockdale; Lucy Losurdo; Belinda Adorna; Melissa Younan; Joanne Khoudair; Sarah Hope; Alison Silvester; Dianne Zeaiter; Vittoria Anderson; Carol Barakat; Sonia Kassis; Pam Waters; Karen Grace; Therese Qasabian; Bernadette Rushe; Ann Hishion; Michael Leong; Lara Thom; Naffa Arraf; Anabel Formosa

3. Acceptance of previous minutes

Motion "That the minutes of the previous meeting held on 27 November 2013 be adopted as a true and correct record".

Moved by Fiona Carrozzi, Seconded by Naffa Arraf. Carried.

4. Matters arising from previous meeting

Item	Action required	Discussion / Status
1.	Dates for diaries	Noted
2.	Welcome BBQ	Concluded. See also Hospitality Report
3.	Movie Night	Ongoing. To be discussed later in meeting
4.	Future event suggestions	To be discussed in general business.

5. Correspondence In/Out

Incoming Correspondence

- Lara Thom advised received correspondence from photographic company regarding family portrait fundraiser for Mothers Day. Will be forwarded to Executive for consideration

Outgoing Correspondence

- Nil

6. Reports

President's Report (Jeff Younis)

2013 was a fantastic year for the St Bernadette's Parents and Friends Association. We held so many community events and also raised a record amount of money. We donated \$80,000 to the school which has been well spent on the new bottom court structure and new bathrooms.

For many years the P&F elections were held at the beginning of the school year. Last year were reverted back to what was written in the constitution and our elections were held in Term 4 last year and the elected members have all been working very hard.

Since the AGM, the executive committee have had a number of informal discussions, corresponded through email many times and held a meeting to discuss various aspects of the association. The amount of time and effort that the executive committee put into this Association is amazing.

At the time of writing this report, there are a number of discussion points regarding events etc that are still in progress and will be detailed in General Business.

2014 commenced with an outstanding welcome BBQ. Many thanks to our hospitality coordinators, Katrina Leonardi and Fiona Carrozzi for professional catering service that they always provide at our school functions. It was great to see so many members of the P&F executive attended the evening and make the new families feel so welcome.

In 2014, we again aim to provide our children with fun events and raise a bit of money along the way.

Our next event is the Outdoor Movie Night which will be held on the 28th of this month. Helen Stockdale has been doing an excellent job coordinating the event and will present a report later in the meeting.

To Mrs Nettleton and her teaching staff we say thank you for your dedication and commitment to the education of our children. The extra hours, including many late evenings, haven't gone unnoticed and are definitely appreciated.

Finally, I state again that all parents should feel comfortable in attending and becoming actively involved in St Bernadette's P & F Association. So if you have an idea or a concern please feel free to contact me or any member of the executive.

Principal's Report (Leanne Nettleton)

Mrs Nettleton advised that all MAI's have been completed and all data submitted to the Diocese now.

All teachers are working hard particularly in terms of our literacy initiative. All children are bringing home their instructional reader as part of this initiative. We are always looking to increase our literacy resources and recently received more books for our library as a result of the Woolworths vouchers we collected last year.

The goals for teaching this year are:

1. Numeracy – to improve student learning in this regard
2. Literacy – improve English & levels and types of text the children are using.
3. With Fr J.J, staff are looking at scripture, starting with the Gospel of Mark.

We have two new teachers this year: Christina Teylan and Rochelle Borg.

The toilet refurbishment is almost completed and it is hoped they will be opened tomorrow.

The post for the new fence between top and bottom courts has gone in.

It has been difficult these first few weeks with all the work on the church site.

It appears we may have enough money to look at the refurbishment of the bottom toilets. The estimated cost will be approx. \$85,000. We may be looking at this happening either next holidays or the holidays after that.

Mrs Nettleton advised, in response to a question from the floor, that the cleaning contractors had been changed and that she is pleased with the job they are doing.

In response to a question about the “circles” at lunchtime, Mrs Nettleton advised that it allows proper time for the children to sit down and eat without wasting food. It encourages social interaction and assists litter management.

In relation to litter, we must be sustainable. The school is trying to get the children to waste less. Messy foods and containers are still thrown in bins but children are asked to take paper rubbish home as a litter management strategy.

Treasurer’s Report (Brenda Hughes)

(see Attachment A)

Brenda also took the opportunity to thank Jennifer Wakeling for all her invaluable assistance in the past.

Uniform Shop

Have had trouble with their phone line. Jeff asked them to book it in with Telstra to have the line checked and fixed.

Uniform shop on track with summer uniforms supplied to students.

New families to our community accommodated for.

At this point Mrs Nettleton thanked the ladies for the pastoral care shown to some of the schools families.

Winter uniforms are being ordered for availability to our students week 8 of this term.

The school policy of “mainly white sportshoes” was reiterated. Mrs Nettleton explained that this meant NO fluoro pink, yellow, green etc nor any coloured shoelaces. Parents need to support this school uniform policy.

Student Banking has kicked off wonderfully. Children are keen to get back into it.

Great new gifts to redeem and competitions started. Bank info being handed out and flyers also. Last year we raised just under \$1200. Every new account opened generates \$5 each.

Hospitality Report (Fiona Carrozzi/Katrina Leonardi)

The year started with 'Tea & Tissues' for the Kindergarten 2014 parents. Approximately 25 parents/ grandparents in attendance with some tissues required!

Our second event in week two of the term was the Welcome BBQ. A total of 268 RSVP's were received (114 adults and 154 children). It was difficult to assess how many people actually attended, as the event was spread over top court and the grass area. The BBQ ran smoothly thanks to the fantastic number of year one families who volunteered to help. We had 25 volunteers spread evenly throughout the setup, serving and clean up timeslots. We are very grateful for their support and hard work on the night. Although a logistical challenge the top court area again worked well in terms of space and atmosphere. Craft, face painting and tattoos were also provided.

Coming events are the Cuppa 'n Chat and parish/school working bee.

Maintenance Co-ordinator's Report (Naffa Arraf)

The first working bee, a combined parish/school initiative will be held on **15 March from 9am-1pm** with morning tea and a sausage sizzle to be held at the end.

This needs to be advertised in the school newsletter, parish Massabielle and on Facebook page.

Parent Representative Council (Karen Orsini)

No further updates since last meeting.

Next meeting, which includes the AGM, will deal with ipad safety and privacy and will be held on **3 March 2014 from 7-9pm** at Blacktown. All welcome to attend. Karen Orsini will resend ipad app listings via link on website.

Other meetings throughout the year will include one on anxiety and an address by the Bishop. Reminders will be posted closer to the dates. All welcome.

Grade Parent Co-ordinator Report (Alison Silvester)

Alison advised that class lists are now almost complete and will be sent out soon. All grades now have a grade parent allocated- lots of existing mums with some new ones as well.

Jeff advised we may need to review the Grade parent process later in the year to reduce amount of work/streamline procedure.

Book Club Report (Cherie Ann Kelly)

Cherie advised she now doing book club with Lucy and Ann.

First book club order has been submitted. This will result in \$1079 in vouchers for the school. It was suggested that this order was a little early in the year and that maybe be only send out editions 2,4,6,8 in future.

The was general discussion about the return date for catalogues. It was suggested that a reminder be put on Facebook, in newsletter and maybe an email be sent out. It as left to the Book Club co-ordinators to determine this.

Social Media Co-ordinator

Stuart Thom has resigned from his elected position and Lara Thom has been instated in his place.

Lara advised that there is now a clear delineation between the school and P&F facebook pages. Ours will really be used for updates and as an effective way to communicate events and information to parents.

It was suggested from the floor that it be used for grade parent events.

Mothers/Fathers Day stall Co-ordinator

Marian Dodd resigned from her elected position due to other commitments this year, leaving Adrienne McGovern as sole co-ordinator.

Jeff Younis encouraged everyone to assist if inclined to do so.

7. General Business

Carpark:

Mrs Nettleton voiced her concern over the carpark, particularly the entry off Old Northern Road, especially following a dangerous incident involving Mr Bye that day. It is a concern that the children have to cross too many crossings between Old Northern Road and school entry. Mrs Nettleton has been on duty in the carpark twice per week but queried whether some P&F members may be able to assist on other mornings.

Fiona Ryan mentioned that many parents turning left at the bottom of the driveway, then performing a 3-point turn, near the bus bay and intersection of Mercer st. May need to contact the council rangers again and get them to come back out to monitor.

Mrs Nettleton thought that the general Kiss 'n Drop was working well but the floor disagreed. Mrs Nettleton advised that like last year, she is happy to write letters to people doing the wrong thing. Fiona Carrozzi suggested putting something in the newsletter to advise that parents are encouraged, if seeing someone/something dangerous in the carpark, to take the rego details down and provide to the office.

Jeff raised the possibility of getting some members to assist in the carpark.

Movie Night:

Helen advised we have 98 RSVP's so far and more slips are being returned daily so expecting a good response. Have 7 sponsors so far but most aren't school families. Using same company as last year.

It was suggested that we ask grade parents to seek helpers from each class to assist with set up/serving/cleaning up on the night, in half hour shifts. Helen to send to Lara for Facebook entry.

2014 Events:

We will proceed with the suggested Bush Dance. Term 3 suggested. Selected Friday 29 August, followed by the Working Bee the following day (can tackle clean up then).

Karen Grace advised parish will be making a big fundraising push this year and running many events like a Trivia Night and Dinner Dance.

Sonia questioned whether we would again hold an Eater Egg Raffle like previously years. It was decided not to proceed this way this year.

Vittoria Andersen suggested a Bunnings sausage sizzle as she has orchestrated previously. Everyone happy to proceed with this. Vittoria to organise.

Vittoria also suggested a 50/50 draw. This was decided against as need gambling permits.

It was decided that we will also proceed with a Bingo night, in winter. All the family involved. Mrs Nettleton noted that we would need a large hall like Gilroy or Oakhill for this. We will need to contact them for availability but suggested Week 8 or Week 9 in Term 2 for this function.

Other:

Mrs Nettleton raised the option of having a Diocesan speaker attend a meeting to speak to the parents about the “bring your own devices to school” initiative. It was agreed this would be beneficial and Mrs Nettleton would try to obtain the speaker for our next meeting in Term 2.

Jeff asked Mrs Nettleton what our target was for the year and she advised that literacy and technology are targeted but declined to request a specific sum of money from the P&F to work toward given the large sum donated last year. In terms of literacy resources, Mrs Nettleton confirmed that a Book Fair will again be held at this year’s Grandparents Day.

Jeff Younis raised the possibility of an event organised for the Dad’s to meet and network, perhaps Laser Tag. It was general consensus that this is only likely to have any success if it includes kids as well. The matter was taken no further.

8. Meeting Closed

9. Next General Meeting: Wednesday, 4 June 2014

ACTION LIST dated 19 February 2014			
Item	Action required	Person Responsible	Date due
1.	Correspondence from photographic company regarding family portrait fundraiser to be forwarded to and considered by Exec Committee.	Lara Thom/ Executive	asap
2.	Uniform shop phone line to be checked and/or booked in to be fixed	Therese Qasabian/Pam Waters	As soon as practicable
3.	Working Bee to be advertised in newsletter,	Naffa Arraf, Lara Thom	15 March
4.	PRC upcoming meeting and ipad app listing to be put on website/facebook	Karen Orsini	asap
5.	Consider how best to advise parents of Book club order return dates.	Lucy, Ann, Cherie	Before next book club order
6.	Mothers Day stall to be organised	Adrienne McGovern	8 May
7.	Carpark safety issues	Jeff Younis/ Mrs Nettleton	

8.	Movie Night Helpers to be sourced	Helen / Jeff Helen / Alison	28 Feb 28 Feb
9.	Bush Dance for Term 3 – subcommittee to be formed & planning to start	Katrina Leonardi	4 June
10.	Bunnings sausage sizzle to be booked in and organised	Vittoria Andersen	asap
11.	Bingo night for Term 2 -venue and date to be determined -sub committee to be formed & planning to start	Jeff Younis	asap
12.	Term 2 P&F meeting speaker to be organised	Mrs Nettleton	4 June

Attachment "A"

TREASURERS REPORT

19-Feb-2014

Prepared by Brenda Hughes

Report of Income and Expenses for Period

1 January 2013 to 31 December 13

Opening bank balance as at 1 January 2013		<u>\$35,810.81</u>
Closing bank balance as at 31 December 2013		<u>\$22,850.54</u>
Cash on Hand		<u>\$612.00</u>
Previous years unrepresented cheques-now presented	\$15,012.98	
Unrepresented Cheques/Outstanding Deposits as at 31 December 13	\$1,061.51	

Gross Profit		<u>\$81,603.20</u>
Donation to St Bernadette's		<u>\$80,000.00</u>
Net Profit/(Loss)		<u>\$1,603.20</u>

Uniform Shop		\$12,599.43
Umbrellas		\$180.00
Movie Night 2013		\$957.69
Note \$524 (deposit paid) was expensed in LY's accounts, therefore actual profit = \$957.69-\$524.70 =\$432.99		
Movie Night 2014- deposit paid		\$(590.70)
Hospitality		\$(4,377.85)
Welcoming BBQ	\$(816.34)	
Mothers Day Breakfast	\$(501.42)	
Fathers Day Breakfast	\$(881.71)	

Misc (W/Bee,Teacher's Day, Funfair Thank You Gifts/Lunch)	\$(2,178.38)	
Mother's Day Stall Profit		\$3,911.75
Father's Day Stall purchases		\$3,326.50
Mum's Night Out Profit		\$1,555.08
Excess re Yr 6 2012 Yr Book, Graduation Supper & Decoration		\$130.00
Year 6 2013 Graduation Supper Decorations		\$(193.00)
Commission : That's Mine Labels		\$485.30
Commission : Aussie Farmers		\$458.64
Supply & finish of footpath and shed space		\$(1,595.00)
Power of One Anti-bullying workshop		\$(880.00)

Funfair

Gross Takings	106,453.53	
Expenses	-32,603.53	\$65,600.96
Float	-8,400.00	
Profit as published :	65,450.00	

Interest Received		\$34.40
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