



Sacred Heart School Mundaring P & F Meeting Minutes

Date of Meeting: Monday 14th August 2017 9am - Staff Room

Meeting opened at 9am. Chaired by Emma Crean

- 1.0 Prayer:** Our Father
- 2.0 Present:** Frances Haji-Ali, Emma Crean, Vanessa Scott, Rachel Wigley, Wendy Hooper, Eley Hooper, Elisha Congreve, Fleur Ryan, Chris Verco, Caran Fraser, Nicky Coniglio, Fay Noble, Michelle Hay, and Sara Skeaf,
- 3.0 Apologies:** Amelia Hunter, Clare Wood, Kylie Vardy and Orla Burrows
- 4.0 Confirmation of previous minutes**
Move by Eley Hooper, 2nd by Elisha Congreve
- 5.0 Business arising from previous minutes**

ITEM	PREVIOUS MINUTE	ACTION
5.1	New treasurer	<ul style="list-style-type: none"> • Emma conveyed thanks to the New Treasurers for their appointment. • Caran confirmed they will look a previous Minutes for approved expenditure and change bank account details.
5.2	Father's Day Breakfast	<ul style="list-style-type: none"> • Wonderful success and gratitude and thanks to everyone involved in such a special time for the community. • The budget of how it was achieved will need to be reported for next year's planning. • Thank-you's for all who donated.
5.3	Sport's Day Lunch	<ul style="list-style-type: none"> • 160 orders received, \$160 for the school P&F. Many thanks to Elisha Congreve for overseeing the payments and orders and to her and Fay Noble for arranging collection on the day.
5.4	School Stage	<ul style="list-style-type: none"> • Elisha has contacted and will follow up appointment for the company to come to the school to quote • Tony to discuss when he returns from leave.
5.5	School Photos	<ul style="list-style-type: none"> • Frances will choose a new company for the school photos.
5.6	Canteen on Monday	<ul style="list-style-type: none"> • Carried over to next meeting

6.0 Correspondence - nil

ITEM	MINUTE	ACTION
6.1	None provided for meeting	Carried over

7.0 Reports

7.1	Treasurers Report	<ul style="list-style-type: none"> Carried over until next meeting.
7.2	Board Report	Fleur confirmed nothing to report.
7.3	Principals Report	<ul style="list-style-type: none"> See attached written report.
7.4	Presidents Report	<ul style="list-style-type: none"> Father's Day Breakfast was indicative of how wonderful the community is and how productive the P & F is. With regret, due to family commitments no longer possible to continue in role as President. Frances will advise who will substitute in the role until the AGM.
7.5	Class Representative Reports	
	Kindy	Nil
	Pre-Primary	Nil
	Year 1	Nil
	Year 2	Nil
	Year 3	Nil
	Year 4	Nil
	Year 5	Nil
	Year 6	Nil

8.0 General Business

ITEM	MINUTE	ACTION
8.0	Market Day	<ul style="list-style-type: none"> Nothing to report
8.1	Cyber Safety Workshop	<ul style="list-style-type: none"> Frances tabled organization that Hillary endorsed to run a program for Staff, Students and Parents. Funds approved to pay for Parent workshop and to assist with Student workshop. Caran to review funds available for this. Frances to confirm if incursion levy can be applied to student component.
8.2	Playground – Nature Play	<ul style="list-style-type: none"> Top area- Imaginarium space has commenced and special thank you to Rachel Wigley and Juliet and Roger Allcock and Damian and Orla Burrows for their work in this area. Next step – noise makers. Bottom oval area – sand pit and mulch initial quote is for around \$5K. P & F have allocated \$2,500. Rachel Wigley to conduct informal parent survey on Sports Day to see if there is support for fundraising to meet this cost. Noted that the play area has significant parent support. Next step to consider source of funding.
8.3	Grants	<ul style="list-style-type: none"> Three grants (Mundaring and Telstra) One will be towards market day One towards the garden area Emma to draft
8.5	Drink fountain	<ul style="list-style-type: none"> Carried over to next meeting

8.6	Sacramental Gifts	<ul style="list-style-type: none"> • Cupcake to be provided to each child at ceremony and medallion at assembly after. Emma to provide.
8.7	Night meetings	<ul style="list-style-type: none"> • Frances confirmed that all parents are part of the P & F and there are many people supporting the school in different ways. • A night meeting and regular meetings will make sure other people can be involved. • Dates set for the rest of the year.
8.8	Grandparents Morning Tea	<ul style="list-style-type: none"> • Email should have gone out to all classes from the class reps about bringing a plate to the Grandparents Morning Tea. • Wonderful community event • Rachel Wigley and Vanessa Scott indicated they would assist. • Everyone is welcome to assist in some way.
8.9	First Aid	<ul style="list-style-type: none"> • Fay Noble to provide information from Australian Medical and Training Solutions. • Course at an approx. cost of \$120 pp. 15 per class. • P & F can add additional cost for fundraising. • Frances will set a date and write out to school for registration. • Fay will provide Frances with information.
8.10	Camp	<ul style="list-style-type: none"> • Emma to provide Mrs Muller with prize box for students on Yr 5/6 camp.
8.11	Interschool sports carnival	<ul style="list-style-type: none"> • Previously lolly bags provided to interschool teams. This needs to be attended to.

9.0 Parish Matters

- Wendy confirmed nothing to report.

10.0 Next Meeting

Next meeting night meeting at 6.00pm on 16th October 2017

Final meeting day meeting at 9.00 am on 13th November 2017

AGM on 22nd November 2017