



St Patrick's Catholic Primary School P&F Association

Minutes for P&F Meeting – Term 1, 2015

Thursday 12 March 2015

Chairperson: Rachael Brady

Meeting opened: 7.10pm

Record of Attendances – Rachael Brady, Annabel Cockerton, Julia Conroy, Michelle Cormack, John Malicki, Michelle Perry, Adrienne Prazauskas, Angela Stitt, Cassandra Mansell, Samantha West, Jessica Donnelly, Katie Talbot, Belynda Vassallo, Dawn Smit, Marcus Hams, Janell Tredwell, Yolanda De Silva, Olivia Hughes, Leona Holliday, Paul Toomey, Patti Cox, Father Tadeusz

Apologies – Chris Williams, Karen Hayhurst, Jane Farrugia and Jodie Frost-Foster

Confirmation and acceptance of previous minutes – accepted Annabel Cockerton, 2nd Marcus Hams

Presidents Welcome – Rachael Brady

Thanked everyone in attendance for their ongoing support and handed in her resignation as P&F President. Rachael was very grateful for the support and help of Michelle Cormack and Annabel Cockerton especially.

NEW PRESIDENT ELECTED

Michelle Cormack was nominated by Rachael Brady, 2nd by Annabel Cockerton. Michelle accepted this role. She then had to resign from her secretary position.

NEW SECRETARY ELECTED

Angela Stitt was nominated by Annabel Cockerton, 2nd by Rachael Brady. Angela accepted this role.

(From this point in time, Michelle Cormack took over the Chairperson role, Angela Stitt took over the minutes)

The Annual General Meeting will now be held in TERM 4 (November) each year. This was voted by the Executive Committee on 6 March. Previous AGM's have been held in August. To bring into line with the school year, it was decided to move the AGM to the end of the year.

- **Correspondence IN**

Date	From	CORRESPONDENCE
February	Gift Suppliers	Mother's Day catalogues
11 March 2015	Rachael Brady	President's resignation letter

- **Correspondence OUT - NIL**

REPORTS

PARISH – Father Tadeusz

- Thanked everyone for attending the wonderful jubilee celebration.
- Reminder of the reunion (Sunday 15 March) for any child who made their 1st Holy Communion last year. A great opportunity to celebrate Mass together once more and catch up with friends.
- Baptisms for this year – any child at St Pat's wishing to be baptized can do so in a lovely celebration with school community. Usually 5-8 children per year are welcomed into the church through St Pat's school.
- Parish Facebook page is becoming very popular. Lots of information of things coming up, prayers for the day, funny jokes and images from the Parish. Please like!
- Pint sized Paddy's is alive and well! A great turn out last week. Thank you for the support.
- Easter Sunday will hold a family Mass at 10:30am. All welcome to attend. Father mentioned he is hoping to secure Scot Fraser to play the guitar and have the children of the school sing the songs.
- Dinner dance to be held now later in the year on – **Saturday 24th October 2015.**

PRINCIPAL –

- Paul thanked everyone for the warm welcome from the school and Parish community. He feels blessed to be a part of our great school.
- Great start with the MAI – all done.
- Parents information meetings all held and very successful.
- Children are very settled into learning already.
- Beautiful Opening Mass, Ash Wednesday and 50th Jubilee celebrations. The liturgical movement was outstanding. A great outcome for this celebration.
- Staff of Broken Bay Diocese attended a Mass with the Bishop at the Waitara Cathedral.
- Looking forward to –Infants Fun Run, St Patrick's Day Mass and Celebrations, Trivia Night.
- A new Senior Admin Officer has been employed. Her name is Natalie Introner and she will commence very soon.
- On the lookout now for a new groundskeeper.
- Interactive Whiteboards and projectors have been installed in the K/1 rooms. 35 iPad's have been ordered for yrs. 5 and 6.
- St Pat's staff is extremely dedicated and Paul was so proud at how they knew the children so well so soon. Staff was able to talk with him in depth about children's reading levels, math's ability etc. only after a few weeks.
- Shade sail update - looking like being replaced with an all weather cover so the children can still play under it during wet weather days.
- Future projects: meeting room on the primary side for parents/teachers, sports equipment shed to be one spot for all. Infants retaining wall, room for teachers to work on the infants side instead of the staff room.
- Paul mentioned air conditioning – far too expensive at this stage. Previous committees have investigated the possibility but grid issues and prices are not cost effective.

TREASURER – Annabel Cockerton

P & F Financial Report – March 2015

Audit for accounts conducted for 1/7/2011 to 31/12/2013 in October 2014 – finds from this audit were as follows –

- We were in need of a final stock take at the end of each year – this was put into place end 2014
- Petty cash box was needed for both accounts and cash books – this has been set up with a \$50.00 float and funds will be issued on a Thursday

2014 books are with the Auditors now and should be back end of March (returned 11 March). P&F and canteen accounts will now be audited at the end of each school financial year (ending 31 December)

Canteen – Closing Balance **31/12/2014** - \$17,938.34

P & F Account – Closing Balance **31/12/2014** - \$13,029.67

Signatures have been updated and Annabel now has access to both accounts online.

This School year (January 2015 – 11 March)

P & F Balance 4/3/2015 \$17,512.22

Canteen Balance 1/3/2015 \$16,912.16.

Nb - \$13,000 has been given to school for the primary garden. Cheque was presented to Paul on the evening. Canteen funds as of 11 March - \$4,938.34

Canteen outgoings for month of February \$4,226.73 - all invoices paid

Canteen taking for February 2015 \$3,590.55

Which is a loss of \$636.18 – note please remember this is our first month back and both Canteens needed to be restocked, and first week canteen was opened is always slow for business.

School Disco Sales from Canteen - \$1,119.00 this was deposited on 4.3.2015 – cost of purchasing for canteen were \$631.90 – canteen profit \$487.10. \$250 paid to Scott McKinnon for DJ. Total profit of disco \$237.10. (Entry fee not included, this is donated to charity)

Wish list – coin counter to be used for balancing canteen takings, school banking and for the office use – this has been approved at the P & F meeting 12/3/2014

GENERAL BUSINESS

Sports Report – Paul Toomey

School Swimming Carnival was a huge success as was the Cross County. A suggestion was raised about the whole school being involved with the swimming carnival and whether to hold it at the end of term 4 due to the business of the start of the school year. The Cross Country – could this be whole school as well? Matters for further discussion.

Canteen – Adrienne

New helpers are fantastic! Thank you.

Introduction of meal deals seem to be going well. The suggestion from parents not attending the meeting was can the canteen be open on a Monday as well as some parents find the start of the week hectic and this would be helpful. It was discussed and the plan is to send a survey home to all parents. This would be to see what parents would really like from their canteen as well as positive and/or negative feedback about the menu/days of operation etc. **ACTION - Adrienne and Jess will coordinate the survey to be issued Week 1, Term 2**

Painting primary canteen (internal). The primary canteen is quite dated and in need of a face lift. Looking at repainting to freshen it up a bit. Need volunteers to paint inside. **ACTION – Michelle and Adrienne to speak with John M.**

The garden by Primary Canteen was also brought up as the area is uneven and Adrienne trips over quite regularly!

Disco – Rachael

The discos were a huge success! Again, children beautifully behaved. A suggestion was brought to Rachael's attention at the disco that we need to nominate a first aid officer as some times it is difficult to manage your job as well as find band aids, ice packs etc. This was seen as a great idea and will be included in the list of jobs at the next disco. The officer will need their working with children check as well as a current first aid certificate. 2nd disco of the year – date to be determined at next meeting

Mother's Day Stall

Volunteers will be needed to order, wrap and sell presents for the stall on Thursday 7th May. \$5 per gift. There will be still be two stalls, one on either side of the campus. If double ups occur in families, they will be able to swap their gifts the following day. Children absent on the Thursday can purchase gifts from the canteen on Friday. ACTION – people needed to run the stall. Patti will co-ordinate the purchases of gifts.

Future P&F Meetings

An idea was suggested that the P&F meetings could be a time where information for parents, courses, subject focuses, guest speakers could run the night. All the P&F reports could be put up for everyone to view and any concerns/questions arising from those can be dealt with before the theme of the night commences. Reports could also be emailed to the parent body so they can read them before attending the meeting. (Next meeting will be on Social Media – TBC)

Weather Proof Notice Boards

Many suggested a weather proof notice board to go up on both sides of the campus for parent information. These will be placed in areas where there is a high volume of traffic (people). Notices can be put up regarding future events, important dates etc. Voted on the purchase of these. Vote was unanimous. We will be buying two weather proof notice boards in the future.

Safety Fence – Marcus

Safety fence on the infants side along York Rd separating the road from the footpath (like near east Gosford Public School) This issue was discussed and Paul is still waiting to be contacted with the date of commencement. It has been passed through council.

Michelle Perry

Care Groups were discussed. Care groups provide families in need with meals. Michelle has asked for a freezer to be bought especially for this service as the canteen freezers and staff room freezer are too small to stock extras. This is something that we all felt was desperately needed. Anyone wishing to go on the care group list should contact Maria in the office.

MEETING CLOSED – 8.45pm

NEXT MEETING

TERM 2 MEETING

Thursday 28th May 2015

6:45pm for a 7.00pm start

in the LARC, Primary Campus (Victoria Street).

Any matters for consideration to be forwarded to the Executive Committee via email to SPEGparents@dbb.org.au by Thursday 21st May 2015.