



P&F 2018 Annual General Meeting Minutes

7:00pm: Guest Attendance: Belle Property East Gosford (school sponsorship)

- School to decide what activities we would like Belle Property to support, ideas to be voted on by the P&F at the term 2 meeting
- St Pat's to promote the upcoming Belle Property Easter Picnic – Elizabeth Ross Park in the school newsletter

Chairperson: Angela Stitt

Meeting opened: 7:18pm

- **Prayer:** Partners Together
- **Record of Attendance:** Eileen Mattson, Kendal Carbonara, Gemma Haskell, Lisa Maloney, Annie O'Shea, Nick Carbonara, Louise Bridekirk, Marie Walsh, Renee O'Regan, Suzanne Simpkins, Belinda Brooker, Katie Talbot, Maria Palmer, Angela Stitt, Jessica Fisher, Nicole Patrick, Cheryl Walsh, Michelle Perry
- **Apologies:** Rachael Playle, Michelle Cormack, Emma Paulley-Hughes
- **Confirmation and acceptance of previous AGM meeting minutes:** accepted by Katie Talbot, 2nd by Angela Stitt
- **Correspondence IN:** Nomination of Vice President for Rachael Playle via email
- **Correspondence OUT:** Nil

Annual reports

- Principal: see attached
- President: see attached
- Canteen: see attached
- Treasurer: see attached
- Audited financials: see attached

2019 Teams and leaders

- ❖ **Social Team:** coordinate children and adult P&F social events including discos, trivia nights, movie nights etc
- ❖ **Celebration Team:** coordinate P&F run Mother's Day and Father's Day stalls, Easter raffle, Christmas raffle, World teacher's appreciation day
- ❖ **Welcome Team:** Welcome school mass morning tea, kinder first day "tears & tissues", welcome BBQ night, kinder orientation, assist school with Mother's day and Father's day breakfasts
- ❖ **Canteen Team:** coordinate the running of the canteen

Volunteers were called upon and the following people will run the teams and organise people to help them:

Social: Emma Paulley-Hughes **
Celebration: Katie Talbot & Annie O'Shea
Welcome: Louise Bridekirk
Canteen: Rostering: Ange Stitt
Ordering: Maria Walsh
Financial: Nick Carbonara

** Emma Paulley-Hughes would like the record to show that she runs an event and entertainment business (JC Entertainment) and in 2018 Emma's business was paid fees to host the school disco and movie night. Any previous and future costs paid to JC Entertainment are purely for her to cover her staffing costs and not a conflict of interest in her coordinating the social team.

Election of new officers for 2019

All positions declared vacant and called for nominations

Nominations for President:	Ange Stitt (nominated by N.Patrick, 2 nd M.Walsh)
Nominations for Vice President:	Rachael Playle (nominated by N.Patrick, 2 nd A.Stitt)
Nominations for Secretary:	Renee O'Regan (nominated by Ange Stitt, 2 nd Belinda Brooker)
Nominations for Treasurer:	Nick Carbonara (nominated by Katie Talbot, 2 nd Louise Bridekirk)
Catholic School Parent (CSP rep):	Kendal Carbonara & Belinda Brooker (nominated by Eileen Mattson, 2 nd Renee O'Regan)

Meeting closed: 7:41pm

St Patrick's Catholic Primary School

P&F Association AGM Reports 2018

Principal Report
President Report
Treasurer Report
Canteen Report
Audited Financials



Principals Report 2018

- **Compass Training: Go To Team-** Steve Harris, Jade Conwell, Natalie Introna, Michelle Perry. We started the pilot with the attendance area of Compass. The staff started using it at the end of week 5, so far there have been no major issues but we are still learning all of its functions. The Go To Team will hold parent sessions during Transition as well. These sessions will show parents how to enter their child's absences, late arrivals and early departures on the parent portal of Compass.
- NAPLAN results are in and we are happy to say we are above state average in all areas, particularly our Year 3 cohort.
- Kinder enrolments for 2019 are up to 53. Kinder Transitions days have been on the Fridays in November.
- Year 5 had their Leadership Camp this term which was a great success. We will now work towards organising and voting for our school leaders for next year.
- We will have surf days for the primary classes and swimming lessons for year 1 and 2.
- The Colour Fun Run was on Friday 2nd November, and although it was great fun we didn't raise as much money as last time. We need to think of another fun fund raiser for 2019
- Grandparents Day was Friday 26th October. We had open classrooms in the morning followed by 9am Mass, morning tea then assembly. It was great to see so many Grandparents join us for the morning.
- Graduation is Thursday 6th December at 6.30pm – Year 5 parents host the evening supper.
- The CSO has changed the way we purchase IT. We now have to lease the items over 2 years. We do need to invest significantly in IPADs for the primary students. This will mean ordering 132 Ipads at a cost of approximately \$36000 per year for two years. If the P & F can support this, then in 2020 we will work towards Year 4 having BYOD (IPADs) which can be used for the next three years. The school will then look at how we can support the school with IT in the other classes.
- We have our Thank you morning tea also at the end of the year in week 9.

Thank you to the school community and the P & F for their continued support once again this year.

I look forward to working with you all in 2019.

President's Report, 2018

Another year done and dusted for the P&F of St Patrick's School, East Gosford! This year saw many changes to the Executive Team, myself being one of them. Michelle Cormack stepped down from President after a fabulous three years as well as Annabell Cockerton, the Treasurer. Both ladies contributed so much of their time to the P&F and I thank them greatly for their involvement.

Nick Carbonara took over the lead of Treasurer for us and Sharon Bevan is now the CSP (Catholic School Parent). Nicole Patrick has continued to be the greatest P&F Secretary going around. I thank all of the exec team for their support and their valuable input into the school and their children's experience here. They all do a fabulous job and support me no end. We make a great team!

A very special thanks to Cheryl Walsh, Michelle Perry and the whole staff of St Pat's for their support in everything we do. They are always willing to help out and make things happen! A big mention to Maria, Nat and Cheryl VT in the office... those ladies are worth their weight in gold and I cannot thank them enough for the role they play in our P&F. Many thanks, ladies.

2018 was a year to help the school with technology purchases. Mrs Walsh was very grateful for the financial support we gave throughout this year for ipads, and coding technology. We have promised over the next two years to give \$32,000 to go towards ipads for each classroom, insuring that there is a set of 30 per grade. This way, a class can have enough ipads for every child, or, one between two if the whole grade is using them.

We have ran, or helped with, a lot of events this year. St Patrick's Day celebrations, Mother's stall and Father's Day raffle, discos, carnivals, World Teacher's Day lunch, the annual Trivia Night, Kindy Orientation mornings just to name a few. These events could not happen without the help of many parent volunteers and we thank them for always answering the call when needed. These events, along with the profits raised from the canteen, ensure we can raise enough money to help the school purchase needed items.

Unfortunately, the canteen has lacked parent volunteers this year and we have had to close on many Fridays. It's very disappointing, but something we just cannot control. We have a great group who regularly roster themselves on the roster however, no new blood seems to be offering their time. Hoping for some in next year's new Kindy parents!

It is truly an honour and a wonderful experience to be the President of this P&F. I've enjoyed working alongside many parents and the staff to make our fantastic school an even better place. We are very blessed to belong to a loving and caring community and hope for 2019 and beyond, we can continue our tradition of helping our school be the best it can be.

Ange Stitt

**ST PATRICK'S P & F ASSOCIATION
TREASURERS REPORT
YEAR ENDED 31 DECEMBER 2018**

PARENTS & FRIENDS ASSOCIATION

During the year the P & F undertook various fundraising activities and the net profit made on these activities are summarised as follows:

Easter Raffle	Profit	\$1,439
Mother's Day	Profit	\$1,172
Movie Night	Loss	(\$390)
Disco	Profit	\$ 943
Father's Day	Profit	\$ 545
Trivia Night	Profit	\$2,633
Grand Parents Day	Profit	\$ 12
Christmas Raffle	Profit	\$ 709

Total net profit from the fundraising activities \$7,063 (Last Year \$10,594)

There was however an increase in the P & F levy for the year to \$29,490 from \$23,821 in 2017 which compensated for the decrease in fundraising activities.

The total overall profit for the year was \$35,979 and increase of \$1,883 compared to the previous year of \$34,096.

During the year the P & F also received a donation from the Canteen account for \$12,486 (Last Year \$Nil) which assisted in the donation to the school of \$42,700 for the building works on the canteen.

The accumulated funds of the P & F account as at 31 December 2018 was \$31,110. This was made up as follows:

Cash at Bank	\$30,602 (2017 \$25,345)
Cash on Hand	\$ 509 (2017 \$Nil) Christmas Raffle Income unbanked by year end.

Canteen Report 2018

The year started off with many changes!

The primary canteen received a much needed facelift over the holidays and the results are fantastic. Lots more bench space and excellent storage. A huge bonus for the volunteers, that's for sure!

Qkr! What a brilliant introduction to our Canteens! This has made the canteen job such an easier one. The ordering is so simple and parents have embraced it! We are very grateful that all our orders now are on line. It saves the volunteers at least half an hour sorting money and tallying the orders.

The canteen produced an updated menu adding many new items to the list. We are very aware that we need to be more compliant with what we sell to the children with regards to everyday foods and sometimes foods. The ration is 75%/25%. This ratio will need to be met for government standards by 2020.

We have added many healthy sandwich options as well as a range of homemade meals supplied to us by Fresh Food Fast, a local catering company who run three canteens on the Central Coast. They now provide us with lasagne, pasta bolognese, honey soy chicken and rice (GF) and pasta meatballs. The meals are delicious and the children seem to enjoy them. The penne bolognese has been the least popular so we will look into swapping this next year.

We introduced gluten free breads and rolls and the loaf of GF bread that was purchased on the first week of school, was still unopened in the freezer on the last week. Not one GF sandwich order was placed all year. I was previously asked by a lot of people to add more GF items to the menu so that's why I added the sandwich options and the honey soy chicken. We even have separate sandwich toasters and chopping boards set aside for this. Anyway, the option is still there, we just wont cater for it until we have to.

Due to the introduction of the homemade meals, the frozen lasagnes that we used to order have now discontinued and a hawaiian pizza wrap made on site has replaced the frozen pizzas. These, as well as the new BBQ chicken wraps have been a huge hit. We seem to be making a lot of beef burgers and cheese burgers too, all made on wholemeal rolls and fresh salad. The chicken salad wraps continue to sell very well.

Our chicken fingers sales are still huge. The GF nuggets and Dino Snacks are still ordered but not as popular. These items will have to be looked at when we become fully compliant in 2020.

We had some fun days this year in the canteen ... Fruit Frenzy was very successful and something we need to continue. The parents of grades 2 and 4 donated all of the fruit so it was total profit. We made fruit kebabs, fruit salads with yogurt or custard, fresh fruit juices and smoothies.

**ST PATRICKS CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION**

FINANCIAL REPORTS

FOR THE YEAR ENDED 31ST DECEMBER 2018

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Statement of Financial Position

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Statement of Financial Performance

Cash Flow Statement/Bank Reconciliation

Depreciation Schedule

*Prepared by:
Community Audit Service Inc.
Telephone 02 4369 6545*

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL PARENTS & FRIENDS
ASSOCIATION**

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2018

	2018	2017
Accumulated Funds as at 1st January 2018	25,344.82	39,236.55
Operating Surplus for year transferred from Statement of Financial Performance	<u>35,978.85</u>	<u>34,096.17</u>
	61,323.67	73,332.72
Donations for P & F Association	12,486.37	-
Donation to School	<u>(42,700.00)</u>	<u>(47,987.90)</u>
ACCUMULATED FUNDS AS AT 31ST DECEMBER 2018	<u><u>31,110.04</u></u>	<u><u>25,344.82</u></u>
 <u>The above Funds are represented by:</u>		
CURRENT ASSETS		
Catholic Development Fund – Diocese of Broken Bay Account No. 1589 S81.4	30,601.54	25,344.82
Cash on Hand	<u>508.50</u>	<u>-</u>
TOTAL CURRENT ASSETS	<u><u>31,110.04</u></u>	<u><u>25,344.82</u></u>
NON CURRENT ASSETS		
Plant & Equipment – at cost	1,160.05	1,160.05
Less: Accumulated Depreciation	<u>1,160.05</u>	<u>1,160.05</u>
TOTAL NON CURRENT ASSETS	<u><u>-</u></u>	<u><u>-</u></u>
 NET ASSETS	 <u><u>31,110.04</u></u>	 <u><u>25,344.82</u></u>

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL PARENTS & FRIENDS
ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST
DECEMBER 2018**

	2018	2017
MOVIE NIGHT Income	502.00	-
EXPENSES Catering & Equipment Hire	891.89 <u>(389.89)</u>	- <u>-</u>
DISCO Income	1,187.00	-
EXPENSES Sundry	243.65 <u>943.35</u>	- <u>-</u>
FATHERS DAY Income	561.10	-
EXPENSES Raffle Books	16.00 <u>545.10</u>	- <u>-</u>
TRIVIA NIGHT Income	2,633.00	-
EXPENSES	- <u>2,633.00</u>	- <u>-</u>
GRAND PARENTS DAY Income	61.50	-
EXPENSES Prizes	50.00 <u>11.50</u>	- <u>-</u>
CHRISTMAS RAFFLE Income	754.15	-
EXPENSES Sundry	45.65 <u>708.50</u>	- <u>-</u>

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL PARENTS & FRIENDS
ASSOCIATION**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2018**

	2018	2017
Total of bank account as at 31 December 2017	25,344.82	39,236.55
<i>Funds were generated from</i>		
Surplus for year	35,978.85	34,096.17
Income in Cash on Hand	(508.50)	-
Donation from P&F Tuckshop	12,486.37	-
<i>Funds were Applied to</i>		
Donation to School	<u>(42,700.00)</u>	<u>(47,987.90)</u>
Total of bank account as at 31st December 2018	<u>30,601.54</u>	<u>25,344.82</u>

**BANK RECONCILIATION STATEMENT AS AT
31ST DECEMBER 2018**

Catholic Development Fund – Diocese of Broken Bay
Account No. 1589 S81.4

Cash Book Balance 1st January 2018	25,344.82
Add: Receipts for year	<u>51,683.58</u>
	77,028.40
Less: Payments for year	<u>46,426.86</u>
CASH BOOK BALANCE 31ST DECEMBER 2018	<u>30,601.54</u>

**ST PATRICKS CATHOLIC PRIMARY SCHOOL
PARENTS & FRIENDS ASSOCIATION**

TUCK SHOP

FINANCIAL REPORTS

FOR THE YEAR ENDED 31ST DECEMBER 2018

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**ST PATRICK'S CATHOLIC PRIMARY SCHOOL PARENTS & FRIENDS
ASSOCIATION – TUCK SHOP**

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2018

	2018	2017
Accumulated Funds as at 1st January 2018	23,485.74	6,585.14
Operating Surplus for year transferred from Statement of Financial Performance	<u>15,790.70</u>	<u>16,900.60</u>
	39,276.44	23,485.74
Donations for P & F Association	<u>(12,486.37)</u>	-
ACCUMULATED FUNDS AS AT 31ST DECEMBER 2018	<u>26,790.07</u>	<u>23,485.74</u>
The above Funds are represented by:		
CURRENT ASSETS		
Catholic Development Fund – Diocese of Broken Bay Account No. 1589 S81.1	25,503.35	22,415.81
Cash on hand	211.85	-
Stock on Hand at Cost	<u>849.04</u>	<u>375.11</u>
TOTAL CURRENT ASSETS	<u>26,564.24</u>	<u>22,790.92</u>
NON CURRENT ASSETS		
Plant & Equipment – at cost	2,344.93	2,344.93
Less: Accumulated Depreciation	<u>2,119.10</u>	<u>1,650.11</u>
TOTAL NON CURRENT ASSETS	<u>225.83</u>	<u>694.82</u>
NET ASSETS	<u>26,790.07</u>	<u>23,485.74</u>

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL PARENTS & FRIENDS
ASSOCIATION – TUCK SHOP**

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED
31ST DECEMBER 2018**

	2018	2017
INCOME		
	42,841.17	42,983.70
<u>SALES</u>		
<u>Less COST OF GOODS SOLD</u>		
Stock on Hand 1st January	375.11	418.55
Add: Purchases for year	<u>26,752.84</u>	<u>24,603.90</u>
	27,127.95	25,022.45
Less: Stock on Hand 31st December	849.04	375.11
TOTAL COST OF GOODS SOLD	<u>26,278.91</u>	<u>24,647.34</u>
GROSS MARGIN FOR YEAR	<u>16,562.26</u>	<u>18,336.36</u>
<u>Add: OTHER INCOME</u>		
Bank Interest	19.19	16.98
<u>Less EXPENDITURE</u>		
Depreciation	468.99	468.99
P&F Expenses	<u>321.76</u>	<u>983.75</u>
TOTAL OPERATING EXPENSES FOR YEAR	<u>790.75</u>	<u>1,452.74</u>
OPERATING SURPLUS FOR YEAR TRANSFERRED TO ACCUMULATED FUNDS	<u>15,790.70</u>	<u>16,900.60</u>

ST PATRICK'S CATHOLIC PRIMARY SCHOOL PARENTS & FRIENDS ASSOCIATION

DEPRECIATION SCHEDULE FOR THE YEAR ENDED 31ST DECEMBER 2018

TUCK SHOP

Details	Cost	Date of Acquisition	Depreciation to 31 December 2017	Opening Written Down Value	Rate	Depreciation 2018	Total Depreciation	Closing Written Down Value
Rollerdoor	990.00	Dec-13	792.00	198.00	20%	198.00	990.00	0.00
Pie Ovens x 2	1,354.93	Oct-14	858.11	496.82	20%	270.99	1,129.10	225.83
	<u>2,344.93</u>		<u>1,650.11</u>	<u>694.82</u>		<u>468.99</u>	<u>2,119.10</u>	<u>225.83</u>