**ST BERNARDINE’S CATHOLIC SCHOOL**

**PARENTS & FRIENDS ASSOCATION**

**MINUTES OF MEETING**

Tuesday 12 July 2016

**Attendees:** Jo Leitch, Lauren Harrison, Nick Gallen, Darren Hutchison, Stacey Davis, Denita Castley, Isaac Naughton & Julie Lawson.

**Apologies:** Cherie Dalley, Annette Darlington, Simone Flanderka & Kate Thomas.

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Meeting opened in the new Library at 7:10 pm by – Darren Hutchison - President

**Cherie Dalley:**  Apologies due to being away on Council business.

**Minutes from previous meeting are accepted as a true and accurate record.**

Moved: Isaac Naughton

Seconded: Denita Castley

**Business arising from minutes**

* Hall fans arrived today (12th July 2016). Fans will be installed before summer.
* Water bubblers to be installed in the next month by Darren.
* The new 900mm wide Tuckshop oven was fitted today (12th July 2016) and the cabinetry was completed during the June/July holiday break. Two of the four extra racks that were purchased for the oven were fitted into the oven to create four tray racks and it was decided that they extra two racks will be held on to to enable a rotation for cleaning purposes.
* Bendigo Bank will donate $500 towards a Crowd funding account to enable the tuckshop to purchase a dishwasher. Councillor Cherie Dalley said that LCC will also contribute. School will continue to promote the Crowd funding account on its Facebook page and website with additional promotion in the newsletters.
* Bendigo Bank will be given the opportunity to establish school banking accounts during the Prep Orientation day on October 18th, 2016. Darren to follow up and Scott to be contacted for further promotions.
* ‘Ranbuild’ has been contacted and has supplied a quote and is to supply the shed for the P & F storage. A price of $6, 420 will pay for the slab and shed and racks to be incrementally constructed. It is hoped that the work is completed before the Father’s Day stall in September, 2016.
* A site for the Father’s Day stall will be determined closer to the date.
* Darren to follow up on request for recycling bins from Bunnings. Four bins have been requested for recycling purposes and it is hoped that the provision of infrastructure will encourage and facilitate behaviour change to, reduce landfill coming from and, increase recycling efforts within the school. It was suggested that the school’s students paint the bins with art works in a project that represent Sustainability and Environmental concerns simular to LCC’s Environment & Sustainability Calendar competition that occurs annually.

**Principals report – By Nick Gallen**

* A focus on study to continue
* A number of events are happening this term with Year 6 camp occurring on 18th – 20th July, Catholic Education week 25th – 29th July, Grandparents Day on the 27th of July, School photos on the 2nd and 3rd of August, Year 1 excursion to the planetarium on Wednesday the 3rd of August, Author visit by Deborah Abela on the 4th August for years 4 – 6, Ekka Logan holiday on the 8th of August, Under 8’s morning on the 9th of August, P&F meeting in the library at 7pm on Tuesday the 9th, Book Week parade in Sienna Hall at 9:30 am on the 10th of August, Band and Choir performance QCMF August 12th, Father’s Day Stall August 30th.
* Arborists were called in during the holiday period and a total of 19 Gum trees were removed for safety reasons. These trees will be replaced with the 50 trees that LCC gives to the school each year and a new habitat area will be created to make up a part of the Master Plan for the school’s future.
* Stormwater erosion reduction efforts were constructed during the holiday period along the Mount Lindsay Highway side of the top oval and cement now flanks the oval in effort to reduce soil erosion, and create a more stable surface for the children to run on.
* Official thank you to Lisa Downey and all of the parents who assisted with the Mothers’ Day Stall.
* The front fence around Kolbe place was removed during the holidays.

**Correspondence**

* Request for funding by Israel Leota’s family to assist with his associated costs for representing the school in numerous sporting events including Met West 12’s AFL in Hervey Bay, Met West 12’s Rugby League in Runaway Bay, Met West 12’s Touch Football in Roma, Qld State 12’s in Maroochydore. A unanimous consensus was reached and an amount of $340.00 will be allocated to his family to help with the expenses associated with his participation in these sporting events and his school’s representation.
* The P & F Association’s Affiliation fee was paid, at the cost of $$4,187.19. As this is 10 – 11% of our annual P&F fees it was questioned what this charge delivered to us other than for assisting with Government funding pressures. Julie to forward P&F Association details to Isaac so that he can identify the answer through the P&F Associations transparency.

**Treasurers Report –**

* + Total income for the month of June: $9,723.24, with total expenses $12,512.27
  + Payments for the month included P&F Federation Annual payment, Audit fees and uniform shop purchases
  + Closing bank balance: $32,678.17
  + There was a query regarding the frequency of the P&F Account audits missing from the minutes. The Treasurer will address this query in business arising at the next meeting.

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| **Breakdown of Profit and Loss June 2016** | | | | | | | |  |  |
| **St Bernadine's P&F Association** | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Uniform Shop** | **Fundraising Levy** | **Social/Stalls** | **Care & Concern** | **Other** | **Total** |  |  |  |
| **Income** | $3,981.40 | $5,710.74 | $0.00 | $0.00 | $31.10 | $9,723.24 |  |  |  |
| **Expenses** | $6,006.52 | $0.00 | $0.00 | $1,214.48 | $5,291.27 | $12,512.27 |  |  |  |
| **Profit/Loss** | ($2,025.12) | $5,710.74 | $0.00 | ($1,214.48) | ($5,260.17) | **($2,789.03)** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Balance per Bank Stmt @ 31/5/2016** | **$35,497.88** | **CR** |  |  |  |  |  |  |  |
| **Unpresented Cheques:** |  |  |  |  |  |  |  |  |  |
| Transaction Fees | $ 56.04 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total unpresented cheques** | **$56.04** |  |  | $35,497.88 | Beg. June 2016 Cashbook Balance | |  |  |  |
|  |  |  |  | ($2,789.03) | Month Profit/Loss | |  |  |  |
| **Outstanding Deposits:** |  |  |  | $56.04 | Unpresented Cheques |  |  |  |  |
| Interest | $ 25.36 |  |  | $25.36 | Outstanding Deposits |  |  |  |  |
|  |  |  |  | **$32,678.17** | Bank Balance @ 30 June 2016 | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total outstanding deposits** | **$25.36** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **St Bernardine's P&F Association** | | | | | | | | |  |
| **Statement of Receipts June 2016** | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
| **Receipts** | **Uniform Shop** | **Fundraising Levy** | **Social/Stalls** | **Care & Concern** | **Other** | **Total** | **Date** |  |  |
| Interest |  |  |  |  | $ 31.10 | $ 31.10 | 1/6/16 |  |  |
| Eftpos Sales | $ 160.00 |  |  |  |  | $ 160.00 | 1/6/16 |  |  |
| Cash Sales | $ 255.40 |  |  |  |  | $ 255.40 | 3/6/16 |  |  |
| Eftpos Sales | $ 687.00 |  |  |  |  | $ 687.00 | 4/6/16 |  |  |
| Fundraising Levy |  | $ 5,710.74 |  |  |  | $ 5,710.74 | 7/6/16 |  |  |
| Eftpos Sales | $ 190.00 |  |  |  |  | $ 190.00 | 8/6/16 |  |  |
| Cash Sales | $ 275.00 |  |  |  |  | $ 275.00 | 10/6/16 |  |  |
| Eftpos Sales | $ 425.00 |  |  |  |  | $ 425.00 | 11/6/16 |  |  |
| Eftpos Sales | $ 286.00 |  |  |  |  | $ 286.00 | 15/6/16 |  |  |
| Eftpos Sales | $ 608.00 |  |  |  |  | $ 608.00 | 18/6/16 |  |  |
| Eftpos Sales | $ 160.00 |  |  |  |  | $ 160.00 | 22/6/16 |  |  |
| Cash Sales | $ 120.00 |  |  |  |  | $ 120.00 | 24/6/16 |  |  |
| Eftpos Sales | $ 815.00 |  |  |  |  | $ 815.00 | 25/6/06 |  |  |
|  |  |  |  |  |  | $ - |  |  |  |
|  |  |  |  |  |  | $ - |  |  |  |
|  |  |  |  |  |  | $ - |  |  |  |
|  |  |  |  |  |  | $ - |  |  |  |
| **Totals for Month** | **$ 3,981.40** | **$ 5,710.74** | **$ -** | **$ -** | **$ 31.10** | **$ 9,723.24** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **St Bernardine's P&F Association** | | | | | | | | |  |
| **Statement of Expenditure June 2016** | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
| **Expenditure** | **Uniform Shop** | **Fundraising Levy** | **Social/Stalls** | **Care & Concern** | **Other** | **Total** | **Chq No.** | **EFT Refer** | **Date** |
| Transaction Fees |  |  |  |  | $ 3.50 | $3.50 |  |  | 1/6/16 |
| Merchant Fees |  |  |  |  | $ 55.58 | $55.58 |  |  | 2/6/16 |
| LW Reid | $546.01 |  |  |  |  | $546.01 |  |  | 8/6/16 |
| St Bernardines School |  |  |  | $1,214.48 |  | $1,214.48 |  |  | 8/6/16 |
| Official Pty Ltd | $2,731.25 |  |  |  |  | $2,731.25 |  |  | 8/6/16 |
| Official Pty Ltd | $1,997.50 |  |  |  |  | $1,997.50 |  |  | 14/6/16 |
| Greathead & Co |  |  |  |  | $ 1,045.00 | $1,045.00 |  |  | 14/6/16 |
| P&F Federation |  |  |  |  | $ 4,187.19 | $4,187.19 |  |  | 14/6/16 |
| LW Reid | $312.00 |  |  |  |  | $312.00 |  |  | 14/6/16 |
| Get Smart Schoolwear | $419.76 |  |  |  |  | $419.76 |  |  | 14/6/16 |
| **Totals for Month** | **$6,006.52** | **$0.00** | **$0.00** | **$1,214.48** | **$5,291.27** | **$12,512.27** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Uniform Shop report –**

Monthly Report: Uniform Shop

P & F 12th July 2016

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month | Badge | Hats | Socks | Jack | Culottes | Day | Polo | Sports | Zip | Tracksuit | Buttons | Second |
|  |  |  |  | Shirt |  | Shorts | Shirt | Shorts | Jacket | Pants | red/blue | Hand |
| June | 1 | 12 | 41pkts | 11 | 6 | 4 | 22 | 9 | 39 | 14 | 4 blue | 2 items |
| 2016 |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Month | SCHOOL BAGS | LUNCH BAGS | SCRUNCHIES |
| June | 0 | 1 | 0 ( none in stock) |
| 2016 |  |  |  |

I haven’t heard any negative feedback from price increases, other than that, nothing to report, a short and quiet month.

Annette

**General business**

* ‘Terracycle’ to be promoted and discussed in assembly each week, in the newsletter and during morning assemblies to increase recycling efforts of oral hygiene waste products. For each item that is collected, removed from landfill waste trains, and returned to Terracycle, Terracycle will give the school 2 cents for each item. As the bin is 2/3 full now it is hoped that the remaining two terms can see more items collected and more money returned to the school for their recycling efforts.
* P&F Levy will be reviewed and increased in Term 3.
* The school will be supportive of promoting a Clean Up Australia Day event for 2017 within the community. However due to OHS reasons the school does not wish to be involved as a school or hold a school day event.
* A special mention of appreciation and thanks to Darren Hutchison for all of his efforts and contributions for the school.

**Meeting Closed:** 8:05 pm

**Next Meeting:** Tuesday 9h August, 2016 at 7pm, in the Library.