



**Sacred Heart School Mundaring
P & F Meeting Minutes**

Date of Meeting: Monday 19th November 2018 9am - Staff Room

Meeting opened at 9am. Chaired by Orla Burrows

1.0 Prayer: Opening prayer –

Dear Lord,

Thank you for our school and everybody who works and studies in it. We are so grateful for all the things we have learnt today.

Be with us now as we journey home.

Please keep us safe and watch over all our families and friends.

In the name of Jesus we pray.

Amen.

2.0 Present: Kylie Vardy, Orla Burrows, Fleur Ryan, Caran Fraser, Wendy Hooper, George Firns

3.0 Apologies: Clare Wood, Karen Pitt, Vanessa Scott, Chris Verco, Nat Smith

4.0 Confirmation of previous minutes

Moved by Kylie, 2nd by Fleur

5.0 Business arising from previous minutes

ITEM	PREVIOUS MINUTE	ACTION
5.1	SoM Grant	<ul style="list-style-type: none"> • The acquittal is due in March 2019 • Need to publicise the use of the equipment we purchased with the grant on facebook and in the newsletter, with a thank you sign • Sandy to follow up
5.2	Grants	<ul style="list-style-type: none"> • Applying for grants for sports uniforms • Asking local business' to sponsor teams
5.3	Collapsibe stage	<ul style="list-style-type: none"> • Clare/Fleur to provide information
5.4	Market day	<ul style="list-style-type: none"> • To be held on the 1st December • 3 P&F stalls, Jolly Jars, BBQ and Kids corner. • Clare and Vanessa to run the kids' corner, Fleur and Kylie to run the jolly jars. • Caran is organising the BBQ, will require volunteers. Will sell Hotdogs, water/cool drinks • Caran to withdraw \$500 prior for both stalls
5.5	AGM	<ul style="list-style-type: none"> • Wednesday 28/11/18 at 6pm
5.6	P&F Meetings 2019 P&F Executive roles	<ul style="list-style-type: none"> • Trial of new day • Meetings will be held at 9am on

		<p>the 2nd and 7th week in term 1 on a Friday</p> <ul style="list-style-type: none"> • Parents invited to nominate a role in the P&F
	Wastewise School (Orla)	<ul style="list-style-type: none"> • Orla has submitted a landcare grant through Woolworths for recycling, will find out next year if we are successful.
	Drinking water fountain	<ul style="list-style-type: none"> • George to look at costs of getting water to the oval first • Drinking fountain about \$3000
	P&F focus and events for 2019	<ul style="list-style-type: none"> • Week 1 – Morning Tea (6/02/19) • First P&F for 2019 – Friday 15th February at 9am • Term 1 – Sundowner <ul style="list-style-type: none"> - Easter gifts • Term 2 – Mother’s day Stall • Term 3 – Father’s day Breakfast • Term 4 – Quiz Night (16/11/19) • Sacramental gifts for 2019 will be the same as 2018. We will appoint a person to provide the cupcakes • Look at a year book, celebrating the whole school

6.0 Correspondence -

ITEM	MINUTE	ACTION

7.0 Reports

7.1	Treasurers Report	<ul style="list-style-type: none"> • New forms for expenses are in the pigeon hole, use the same existing forms for reimbursements • Bank balance is currently \$6600, will put \$4000 into short term deposit over Christmas break • P&F has its first asset
7.2	Board Report	<ul style="list-style-type: none"> • Results from the survey are in, haven’t gone through results yet. • Maintenance schedule will start and will be undertaken in 3 stages. Painting due to start in the early childhood area, then the office and Library and then into the classrooms • The board is preparing to set the budget for the year • Devonshire tea at the rotary markets went well again, will look at 2 per year in 2019
7.3	Principals Report	<ul style="list-style-type: none"> • Market Day organising is going well, there will be a break from the markets in 2019. • AGM is organised, Jane will take

		<p>the minutes</p> <ul style="list-style-type: none"> Kindy orientation went well 13 new families to start in 2019 Board will analyse the survey results, there were 45 responses Planning is underway for 2019.
7.4	Presidents Report	<ul style="list-style-type: none"> Thank you to the committee for all your support and help for the year. It has been great working with all of you!
7.5	Class Representative Reports/ New reps	
	Kindy	Emma Nuich
	Pre-Primary	Chris Verco
	Year 1	Orla Burrows
	Year 2	Natalie Smith
	Year 3	Karen Pitt
	Year 4	Cathy Brennan
	Year 5	Kylie Vardy
	Year 6	To be confirmed

8.0 General Business

8.1	P&F Funds for teachers	<ul style="list-style-type: none"> Donated funds for the classrooms has been spent on: Reading Material Science kit equipment Supplemented the Cars & Stars program Christmas activities
8.2	Grandparents morning tea	<ul style="list-style-type: none"> Each family to provide a plate P&F to help distribute food and provide tea/coffee

10.0 Parish Matters

No meeting yet. A dinner has been planned for December 2019. The Parish is looking for a new Chairperson

11.0 Next Meeting

Friday 15th February 2019 at 9am
AGM 28th November 2018 at 6pm
Meeting closed at 10:15am