



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

Date of Meeting: Friday 26th of March 2021 @ 9am - Staff Room

Meeting opened at 0902 Chaired by Meegan Mirco

Meeting closed 1015

1.0 Prayer:

O God, our help in days past,
Our hope for years to come,
Our shelter from the stormy blast
And our eternal home. Amen.

Welcome and Opening Prayer

2.0 Present: Meegan Mirco, George Firns, Louise Elmore, Joanne Traeger, Penny Watkins, Kristy Horsfall, Clare Wood, Elisha Congreve, Rebecca Drew

3.0 Apologies:

Karen Pitt, Wendy Cooper, Orla Burrows, Kylie Vardy

4.0 Confirmation of previous minutes:

Kristy Horsfall, Clare Wood

5.0 Business arising from previous minutes

Item	Previous Minute	Budget	Action	Ongoing/ Complete	Update by:
5.1	Water level signage for water tanks			Complete	Orla
5.2	Waste Wise Audit		Working towards achieving accreditation	Ongoing	Orla
5.3	Mural water tanks			Complete	Orla
5.4	Banking- bank accounts to be updated to reflect changes to committee members			Complete	
5.5	AEIM- Aboriginal Education Improvement Map Bush tucker garden and yarning circle		Development of bush tucker garden and yarning circle	Ongoing	Clare and George
5.6	Sausage Sizzle Thursday 1 st July Friday 24 th September Term 4-TBA		Provide students and staff with the opportunity to participate in a sausage sizzle once per term	Ongoing	
5.7	Family Sundowner			Complete	
5.8	Mother's Day Stall		Gifts to be obtained and	Ongoing	

	Thursday 6 th May		stall ran		
5.9	Bendigo Bank Raffle Tickets		Fundraising	Ongoing	Orla
5.10	Sacraments		Class cake donation	Ongoing	Amy & George
5.11	Bottle Recycling		Fundraising	Ongoing	
5.12	Father's Day breakfast 3 rd September 2021		Host a breakfast at the school prior to the faction carnival	Ongoing	Clare
5.13	Faction Carnival 3 rd September 2021		Fundraising	Ongoing	
5.14	Easter Raffle		Fundraising	Complete	
5.15	Classroom Budgets		Provision of items to be used in the classrooms	Complete	

6.0 Correspondence -

ITEM	DESCRIPTION	ACTION
6.1	Quote for Kindy wall mural	Retained by Secretary for future reference
6.2	Email- picture plates	Picture plates not to be done this year

7.0 Reports

7.1	Advisory Council	<ol style="list-style-type: none"> 1. A joint meeting to be held between the Advisory Council and the P&F to allow members to meet 2. A joint project to be decided between the Advisory Council and P&F to be undertaken, project to be confirmed 3. Wendy Hooper is to join the P&F as the Advisory Council Representative 4. Review of school marketing material underway and update of website, banners and social media.
7.2	President's Report	
7.3	Treasurer's Report	<ol style="list-style-type: none"> 1. \$473 from the Sundowner- profit of \$219 2. Karen to submit ACEN report and then logins to be changed 3. Audit report to be completed
7.4	Principal's Report Budget: \$635 requested for CSPWA payment- 1 st C W, 2 nd EC Budget \$3600 requested for classroom items- 1 st AC, 2 nd PW	<ol style="list-style-type: none"> 1. Sacraments to commence- cake to be provided by the P&F on the day after for the class to enjoy. 2. Year 3 undertook persuasive writing challenge- several suggestions to be implemented 3. Canteen- Penny to assist in coordination, volunteers are needed to assist and each year group will be asked to provide volunteers. Coles card to be held by Penny. 4. Affiliation CSPWA- P&F to pay annual fee to retain membership to organization. 5. Teachers have been asked to prepare a wish list for items to be used in the classroom. List has been approved by GF. Budget requested

		to purchase items and passed. 6. P&F levy to be deposited
7.5	Parish Matters	1. Donation of Easter Eggs to parish for Father to distribute in the community
7.6	Class Representative Reports	
Kindy	Amy Lymbery	
Pre-Primary	Louise Elmore	
Year 1	Joanne Traeger	
Year 2	Penny Watkins	
Year 3	Kristy Horsfall	
Year 4	Clare Wood	
Year 5	Elisha Congreve	
Year 6	Karen Pitt	

8.0 General Business

Item	Minute	Budget	Action	Ongoing/ Complete	Update By:
8.1	AEIM- Aboriginal Education Improvement Map Bush tucker garden and yarning circle School Incursion date 9 th June for years 4&5	\$1000 1 st :AL 2 nd :KH	Mark from Tucker Bush has visited the school to do a site inspection. A new garden site has been selected Reticulation is needed- drip irrigation recommended A complete list of supplies required to be compiled \$1000 P&F budget to be used for supplies Repurposing of existing structures in garden area to beautify the entrance to the school and garden. The yarning circle area to be established once the garden is underway.	Ongoing	Clare & George
8.2	Mother's Day Stall Thursday 6 th May	\$400 1 st : PW 2 nd :MH	Gifts being purchased Gifts to be finalized early next term	Ongoing	Meegan
8.3	Sundowner notes		Left over supplies of lollies to be sold. Cola products don't sell	Complete	
8.4	Tablet or Laptop		The possibility of purchasing or a tablet or laptop to be investigated. The purpose of the equipment would be to take photographs, run the payment square, maintain records. Windows based operating system would allow access to school printer etc.	Ongoing	Rebecca

8.5	Allergy cooking kit	\$200 1 st AG 2 nd EC	A set of cooking equipment including an electric frying pan to be purchased and used for children with allergies when cooking on communal equipment is not appropriate. Information from the Coeliac Association to be included to explain care of equipment and cross contamination minimization.	Ongoing	Rebecca
8.6	Inclusive/Sensory Subcommittee		A subcommittee to be developed to review inclusive/sensory play equipment, class equipment. Interest expressed by Elisha, Kristy, Rebecca and Penny to be on committee	Ongoing	
8.7	Fundraising		General discussion on fundraising ideas- markets etc.	ongoing	

10.0 Next Meeting

Friday 30th April 2021, 0900