MINUTES OF MEETING
Monday, 3 March 2014 7.00pm

• Prayer: Maree M
• Attendees: Jeanette B, Melissa B, Danielle L, Annette S, Barbara T, Michelle B, Christine O, Melissa S, Angelique E, Amanda L, Maree M,
• Apologies: Danni M, Natasha D
• Confirmation of minutes from the 2 December 2013
  o MOTION by Annette S: That the minutes of the 2 December 2013 were a true and accurate record
  o SECONDED by Michelle B

REPORTS and UPDATES

Principal’s Update:
Country fair – St Madeleine’s School is supporting the new church fundraising for parish and the areas of responsibility and commitment for our school includes:
  o donation of books
  o Danni Miesch – Glee club and dance fever showcase
  o Mufti day on 14 March ($2/child to wear green for Catholic schools weeks and Jubilee Garden opening blessing). Money from mufti will go to Kim and Maree (buy items for showbags or pre-made showbags).
  o School will support selling of raffle tickets and wrist bands for rides (wrist bands to be pre-sold at school, JB to confirm, Maree noted for previous fairs, tickets and wristbands were sold up to three weeks before event).
  o Sally Coppini running kids activities (sand art, face painting etc) and senior primary students will help out.

• Library parent support – it has come to Jeanette’s attention that a quiet space would benefit children. Idea of opening library up to kids at lunch with volunteer parents providing supervision. Jeanette has checked with CEO HR and they have confirmed this is OK but issues such work health and safety education and training on school policies such as student management, medical, evacuation and emergency procedures.

• Flexi school update – Jeanette has contacted auditor at CEO. To use the Flexischool program, an ABN is required and the P&F doesn’t have an ABN, only the school does. Created some complication as all monies would have to come through the school. Teresa has gone back to Flexischool and Jeanette has been assisting process through contact with CEO auditor. Other schools, including catholic schools have outsourced canteen to an external entity with an ABN. Ongoing discussions occurring to resolve the current issues.

• Jeanette has raised idea of remunerating Tracey H for the consistent extra hours completed each week, Tracey does in excess of hours she gets paid. Tracey is paid for 10hrs a week. Trial to see what hours Tracy is doing (timesheet), item ongoing for further discussion.

• Procedures for handling cash – Jeanette reminding P&F of the due processes (as instigated by outgoing Treasurer – Felicity) in handling monies taken at fundraising events. New treasurer Melissa S will ensure a continuation of transparent processes to ensure all monies are recorded and reconciled by nominated P&F personnel, as recognised and supported by CEO auditor. The verification process is important and
recognised by entire P&F. Melissa S distributed the form (template) Idea of a primary checker nominated prior to event was raised. Idea of also utilizing night deposit facility such as ANZ and Westpac. Proceeds can be kept in school safe (up to 24hr) and Louise G in office will receipt takings (needs to be bagged and tagged with identifier prior to taking to office).
  o ACTION – Melissa S to add a ‘Proceeds Taken’ by line in template.
  o ACTION – Maree to investigate getting calico bags for money collection.

- Update on current school improvements –
  o Garden near PMPA is going well, just resolving final repairs to work area and garden will soon be completed. Official opening in Catholic Schools Week.
  o Toilet refurbishment to be finished this week and inspection will be taking place. Jeanette noted there are a few defects which need to be rectified, Jeanette is resolving with CEO this week.

President’s Update
- Maree is reading through the P&F information booklet (available on school website and notes some sections are out of date or need refreshing). Suggestion that a revision number and date is required in footer of document.
  o ACTION – all P&F members to review position description in information booklet and report back changes to be made with a view to make it easier to follow. All recommendations to be made at next P&F meeting. (Note – mentioned too many positions (sub committees and this contributing to difficulties in filling all positions at nomination time)
- Calendar of dates need to be set – affects contact mums currently so need this task to be done ASAP.
- P&F meeting DATES proposed –
  o Monday 5th May for P&F (executive) at 7pm; meeting to open to general attendance at 7.30pm.
  o Monday -26th May
  o Monday – 4th August
  o Monday –17th November Final P&F – Nominations
  o Monday – 15th December (Christmas drinks/dinner)
  o ACTION - Calendars to be put on the website – Term 1 (Google docs) and updated when dates added/changed
  o Staff development T2 – 30/5; 27/6; T4 – 2 days at the end of year. Note, no staff development day in Term 3
- Class masses – Mr. Hatcher to send calendar date so these can be included in overall calendar.
- Student awards and reconciliation. Tracy could email the parent (BCC) stating your child is getting an award at assembly.

Fundraiser’s Update
- 4th April to have fundraising monies from snacks received. Healthy snacks going out on Friday – letter gone out today. A reminder has gone to the teacher. Labelling of snacks being done on Friday - $48 for whole box.
  • Lion King tickets – ordered more tickets, another 30 tickets grabbed and sold. Event now sold out
  • P&F donated 2 Lion King Tickets to parish Country Fair.
  • 20 June – movie night. Michelle B to work with Jeanette.
  • Trivia night has been earmarked for Friday 17 October at the Australian Brewery in Rouse Hill.
  • Danni M updated Michelle on Mother’s Day stall –ordered most of stock, jewellery stockiest meeting next week. Danni to discuss with Melissa S direct ($500) spend and she is going also utilizing left over stock in the P&F cupboard. Suggestion to use paper bag again rather than wrapping presents.
  • Welcome Picnic – Jay Jay Jumping Company has offered jumping castle (4hrs free) – Jason Hatcher to use in the amazing race day.
  • Janine (friend of school) has noted she will put an ad in parent directory and is happy to help with fundraising (sponsor for a table or stall at Country Fair)
  • Welcome night – there has been some confusion as to who is doing what. Resolved at meeting.
Treasurer's Report:
Melissa S is to set P&F up on MYoB. This is easier for Melissa as she hold licence and uses it in her today-to-
day business. Easier to reconcile than using excel. Can be easily exported into CSB file when next treasurer
takes over in future.
- Reporting standard will be equal or better than previous treasurer.
- Bank account signatories for accounts - DDF (Melissa S has access), Felicity awaiting form (JB – CDF).
  Louise G is the extra signatory. ANZ form floating around, Melissa S will track down and complete 100 pt
  check at bank to complete change of signatory process.
- For the change in signatory, banks need a copy of minutes as well as confirmation of signatories in 2013
  and the new signatories for 2014. These are Jeanette B, Melissa B, Louise G and Melissa S.
- Melissa provided template for receipting monies and will make changes, as per Principal’s update.
- Melissa S notes – imperative that the process for money handling consistently followed, due-process and
diligence is required.

Nomination – Parent Coordinator
- Nomination of Barbara T
  - MOTION – Barbara T be elected as Parent Coordinator
  - SECONDED – Jeanette

GENERAL BUSINESS
- Welcome picnic update –
  - Handover issues through titles, beginning of year and president handover created some
    confusion - Natasha D is organising volunteers for BBQ, The activities - jumping castle and
    horizontal bungee will run by the activity company.
  - Maree has ordered food through canteen (Catherine C).
  - It is expected all P&F hands are on deck. Request that P&F members mingle and talk, as well
    as helping where possible. Suggestion about buddies – families to match up.
  - 27 new families to introduce - need to look out for new families and encourage inclusivity.
  - ACTION – Maree to provide special invitation to new families.
  - Good feedback - new families at swimming carnival said that they were happy.
  - ACTION – Need to remember a microphone for the night.
  - ACTION – Danielle is in process of organising coffee van – donate 20% back to school
  - Sausages - gluten free, $6.50kg, minute steaks $14.99 kg (Dural chicken outlet as supplier).
  - ACTION – reinforce message to families on Welcome Night form that the event is largely a
    free event to St Mad’s families (sausage sizzle, activities) – Tracey to put another note in
    newsletter.
  - Welcome night – idea to run egg and spoon races, etc no prize, just fun events.
- Discussion about how much and what we are funding at the school past, present and future (will be
  discussed at an extraordinary meeting) – in past it is $30k per year, based on historical accounts and
  amount raised.
  - Last year $15k was spent on the Year 6 furniture. Jeanette has championed the cause to get
    CEO to acknowledge our school needs for learning areas to be updated and refurbishments
    where possible.
- Hall set up – issues when booking hall.
- After-school care update – our school is one of five – issues exist with red tape in getting OOSH
  service set up. Process is taking longer than anticipated and still issues to be resolved.
- Parent Directory update – Christine is doing contact data entry, Angelique is doing format. Annette is
  finalising the ads for the directory.
- List of oldest child and corresponding class– aim to save on the amount of duplicated notes that goes
  out.
- Family run sports – Maree has contacts with individuals within school community who run clinics
during school holidays. Suggestions include soccer and cricket clinics.

Meeting closed: 9pm
**Next Meeting:** 7.00pm, Monday 5th May 2014