Sacred Heart School – Parents & Friends Association

Minutes of Meeting – Tuesday 24th November, 2015

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| Opening Prayer | **Meeting Opened 7.30pm** | **Action By** | **Date** |
| Present | Tamsin Walker, Rebecca Millwood, Angela Bevis, Jo Marsden, Nic Duffy, Samantha Buchanan, Phil Illingsworth, Kelly Cox, Jennifer Brock, Anthony Brock, |  |  |
| Apologies | Michael Quill, Tracey Meek, Nat Zegveld & Kate Leonard |  |  |
| Principal’s Report | No principals report |  |  |
| Correspondence | Nil |  |  |
| Financial Report | At 20th Novemeber 2015  Cash balance $7,486.62  Term Deposit $40,000.00  Term deposit matures 28/11/15  Ok to leave as is  Moved – Kathy  Accepted – Kelly  Bank Signatories  New signatories list required for 2016.  Get all current and new signatories to fill in form | Kathy | 28/02/16 |
| Business Arriving from minutes of Oct 20th Meeting | Last months minutes accepted as read  Moved – Samantha  Seconded – Kathy  Our second Market on the Green was cancelled due to lack of stallholders.  Fair – committee is making progress on stall conveners and licensing requirements. Further discussions in general business.  All other business held over until new school year |  |  |
| General Business | Proposed P & F Meeting Dates for 2016  List presented and accepted  Moved – Kathy  Seconded – Kelly  Legacy Plaque  Design formalized by Gr6, Kelly to organise with Trophy House and pay on pick up. $495 cheque to be raised, same as last year and no indication price will be different this year.  Moved – Rebecca  Seconded - Kathy  Retiring/ Leaving Staff Gift  None required this year.  Carols on the Oval  Candles have arrived  Sell for  Orange $2 ea  Coloured $3 each or 2 for $5  Signage for table required.  Create and leave at office with float.  Candle Sales Roster  Jo and Samantha 6:15 – 7pm  Kelly to take over 7 – 8 pm  Moved – Kathy  Seconded – Tamsin  Welcome BBQ  Planned for Fri 19th Feb, 5:30 – 9:00pm  Movie – G rated, still to be determined. Any suggestions??  Kelly to buy food and things required  Moved – Samantha  Seconded - Rebecca  2016 Fair  Fair raffle – decision by end of year on whether fair raffle to continue or just add prizes to the chocolate wheel.  Notice to go in newsletter & twitter to find more prizes and plants. Major prize still required to run raffle.  Parent Portrait –convenor required  Name tags - for conveners to assist new parent to school and to identify someone who knows what is going on at change of shift.  Kathy to supply labels for name tags  Each section (sub committee) to produce a timeline (road map) at the end of the fair about how we prepared this year to make future fairs easier.  Next Fair Committee Meeting – 9th Feb 2016  Fair float of $500 to be raised and kept in school office for bill payments  Raise and cash cheque, hand over to school office  Moved – Angela  Seconded - Samantha | Kathy  Kelly  Kathy  Kathy | 02/12/15  March 16  02/12/15 |
|  | **Meeting Closed: 9.15pm** |  |  |
| Next Meeting | **February 23rd 2016** |  |  |