

Sacred Heart School – Parents & Friends

Minutes of Meeting – February 24th, 2015

	Meeting Opened 7.30pm	Action By	Date
Opening Prayer			
Present	Louise Madden, Matt Jones, Tracey Meek, Fiona Bennetts-Menis, Kate Leonard, Gina Campbell, Beth Rickerby, Kelly Cox		
Apologies	Rebecca Millwood, Kathy Taylor, Natalie Zegveld		
Minutes of Previous Meeting	Accepted by: Fiona Bennetts-Menis Seconded: Tracey Meek		
Business Arising	<p>Market on the Green – review mid-year to decide if we'll hold it again</p> <p>Working Bee – Will be held late term 1</p> <p>Babies and Kids Markets – Not viable to continue doing the BBQ at these markets. KL to email Lisa to advise</p> <p>Basketball Tops – for use at school tournaments, this is a justifiable cost.</p>		
Correspondence	Alison Smith – Thank you for retirement gift Wendy Nas – Thank you for Welcome BBQ		
Principal's Report	See attached report		
Financial Report	See attached report Point raised from Tasmanian Catholic Schools Parents Council P&F Guidelines regarding financial management.		

- Deciding how to spend the money raised by the Parents and Friends Associations, including voluntary contributions, should be discussed as widely as possible in the school community. The Parents and Friends Association meetings are the ideal forum for discussion on how to spend the funds raised, as both the principal and at least one of the parent members of the school board are likely to be present to explain the school's needs and to suggest priorities. For some schools the principal provides a "wish list" for the Parents and Friends Association to consider
- Any expenditure should be formally moved and seconded at a meeting of the Parents and Friends Association. Major proposed expenditure should be notified in advance of the Parents and Friends Association meeting so as many parents as possible have opportunity to vote or have a say.
- That those who are handling cash, are protected by an appropriate check-up system that will not give a third party room to make unfounded accusations, which cannot be refuted because of poor practices; A minimum check-up system has two people to count any cash together, and initial the entry in the record book.

In addition it was suggested that a specific dollar amount be decided upon, above which no expenditure could be made without being discussed and formally moved at a meeting. This would allow for minimal expenses for events while protecting the treasurer from undue pressure to provide payment for items not discussed at

	meetings.		
General Business	<p>Entertainment Books – Will go ahead again this year</p> <p>Presidency – Position will continue to be vacant, Kate will stay in role as Acting President</p> <p>FAIR</p> <p>Licensing – no cost if we can proof we are not for profit</p> <p>Building permit avoided by using gazebos and keeping under the specified sizes for stalls. May need to purchase another small gazebo to meet requirements</p> <p>Main costs at this stage, Fridge & freezer trailers, van hire, fryer hire, food etc.</p> <p>Foods</p> <p>Menu shown Festival Foods</p> <p>BBQ Kerry Luck & Tim Piper Levee & Jailhouse grill donating some burgers</p> <p>Pancakes Nick Duffy family arranging</p> <p>Coffee van Aromas</p> <p>Rosters</p> <p>Fri planned that rosters will go up along with a grade specific letter asking for volunteers with return slip</p> <p>mystery prize for class that does well ?? ice cream for each child</p> <p>Donations: Statewide Embroidery \$100 Mckenzie Building \$150</p> <p>Treasure Chest Applied for sponsorship with Bendigo bank \$100 prize \$50 Smiggle voucher, \$50 iTunes G5 kids donate to fill with lollies</p> <p>Raffle After email discussions \$600 1st, \$400 2nd Flight vouchers Virgin because best terms & conditions</p>		

	<p>3rd Platypus house family pass</p> <p>Books of 10, one book per family. Couldn't be printed in books of 15 as discussed in emails. This way keeps within legislation.</p> <p>Photo - booth change from Russell</p> <p>A friend of the Roneys recently purchased booth and will use as a practise run to get used to the booth. Photo cost \$2.50 will give school \$1 from each photo. USB of all photos at end.</p> <p>Assistance: Anyone with any spare time in next 3 weeks Kelly will be in the office area and happy for any help people can give.</p>		
	<p>Meeting closed 9.25pm</p>		
<p>Next Meeting</p>	<p>March 24th, 2015 7.30pm</p>		