

Sacred Heart School – Parents & Friends Association

Minutes of General Meeting – Monday 25th February, 2019

	Meeting Opened 7.40pm	Action By	Date
Present	Brent Wilson, Barry Nas, Nat Zegveld, Louise Madden, Rebecca Millwood, Anne Jordan, Sarah Axman-Friend, Reannah Douglas, Tahnee Hodgetts		
Apologies	Kim Barrett, Cate Pel, Nicole Martin		
Minutes from Previous Meeting	Minutes from last meeting circulated to the committee.		
Business Arising	<p>Carols – to be scheduled 3rd December 2019.</p> <p>Rock n Roll Night – booked for 30th August 2019</p> <p>Fair – scheduled for 22nd March at 5pm. Fair Committee have been meeting fortnightly. Additions to this year’s fair include BMX Display, Special Interest Cars and Costumed Characters. Will require promotion asking for assistance on the night soon. Currently finalising fair stall location (map) and grade allocations. Rostering for stalls will be available online and also rosters will be put up within the classrooms. Unable to acquire animals for a petting zoo, also no Zorb balls due to location restrictions (gradient).</p> <p>Entertainment Books – due for launch 1st April 2019 with early bird offers. Books available May 2019. Discussion in regards to “a book handout” which has been successful in other local schools. This entails each family being sent home a book in May 2019, no obligation to purchase, just send back if not required. Discussion re creating process of returning book if not required and ensuring people are aware there is no obligation to buy. Consensus to trial this year. Sarah Axman-Friend able to assist Rebecca if required.</p> <p>March P&F meeting to decide where fundraising proceeds from Entertainment Books will go for 2019. Brent will liaise with Staff.</p> <p>School Athletic tops – Cate Pel offered to repair, tops required by May 2019. Rebecca Millwood and Karen Cettolin will go through tops and select those that require repair. Those that require mending to be left at the Office for Cate to collect.</p> <p>Trestle tables – discussion last meeting that several require replacing due to damage. Some discussion that able to lend from other schools and funds may be more beneficial elsewhere.</p>	<p>Brent Wilson Barry Nas</p> <p>Rebecca Millwood</p> <p>Rebecca Millwood</p> <p>Brent Wilson All P&F members</p> <p>Brent Wilson Rebecca Millwood</p> <p>Brent Wilson</p>	26/3/19
Correspondence	Nil.		
Principal’s Report	Principal’s Report circulated to the committee	Brent Wilson	



**Parents and Friends
Principal Report 25th**

Thank you – Rebecca Millwood and Kelly Cox for their ongoing running of the Uniform Shop.

Thank you – for the Welcome BBQ and those who assisted. Approximately 30 families attended and worth continuing in 2020.

Playground Update – may be Grade allocations and some restrictions on new playground.

Changes to System

Finances are required to be under SHS, through the Office. This includes the Uniform Shop and P&F, this will come into effect 2020. There will still need to be a Treasurer of P&F. The P&F will still make financial decisions and have ownership of the funds. However, the account may be a 'sub account' under SHS. All funds will need to be processed through SHS Office. The 2020 Fair date will need to be changed from March till possibly November due to finance workload for the SHS Office at the beginning of the year. P&F levy will need clarification on when the funds are processed and which account they will be deposited. P&F will require new strategies on purchasing.

	<p>Parents and Friends Principal Report 25th</p> <p>Thank you – Rebecca Millwood and Kelly Cox for their ongoing running of the Uniform Shop.</p> <p>Thank you – for the Welcome BBQ and those who assisted. Approximately 30 families attended and worth continuing in 2020.</p> <p>Playground Update – may be Grade allocations and some restrictions on new playground.</p> <p>Changes to System</p> <p>Finances are required to be under SHS, through the Office. This includes the Uniform Shop and P&F, this will come into effect 2020. There will still need to be a Treasurer of P&F. The P&F will still make financial decisions and have ownership of the funds. However, the account may be a 'sub account' under SHS. All funds will need to be processed through SHS Office. The 2020 Fair date will need to be changed from March till possibly November due to finance workload for the SHS Office at the beginning of the year. P&F levy will need clarification on when the funds are processed and which account they will be deposited. P&F will require new strategies on purchasing.</p>		
<p>Financial Report</p>	<p>Finance Report unavailable (Cate Pel – apology)</p>		
<p>General Business</p>	<p>Dinner Meeting 2019 – discuss date and venue at March meeting</p> <p>MEETING CLOSED-8.35pm</p> <p>Next Meeting- General Meeting Tuesday 26th March 2019 No meeting in April, School Holidays</p>	<p>All P&F members</p>	<p>26/3/19</p>