

Sacred Heart Parish Primary School

Parent Group Committee

Minutes of the Committee Meeting

Held on Tuesday 30 August 2016

At SHPPS Administration Building, 192 Lane Street, Broken Hill

- Meeting Opened:** 9.15am
- Chairperson:** Annmaree Crittendon
- Present:** Annmaree Crittendon, Mariette Curcuruto-Dunlevy, Selina LaRovere-Nagas, Louise Symonds, Michelle McLachlan, Caryn Muscat, Teresa Woodward, Trevor Rynne (absent for first part of meeting)
- Apologies:** Caroline Goldstone, Stacey Rynne, Belinda Miller
- Quorum:** Present
- Welcome:** Annmaree Crittendon welcomed all present to the meeting and led the opening prayer.
- Ratification of Previous Minutes:** Minutes of the Committee Meeting held 26 July 2016 were read.
RESOLVED (moved Muscat seconded McLachlan) the Minutes of the Meeting held on # are a true and correct record of that meeting.
- Correspondence:** The correspondence list was tabled for consideration at this meeting, and the correspondence folder made available for perusal.
- Secretary/Treasurer's Report:** A written report was tabled at the meeting from the Treasurer Selina LaRovere-Nagas, and is incorporated as an annexure to these minutes.
Selina advised that as yet, the reimbursement of the St Pats Raffle takings for 2015 and 2016 have not been transferred from the school account to the Parent Group Account. There are some invoices that the Parent Group must reimburse the school, including meat, canteen convenors wages and so on. The term deposit will be reinvested in October when it matures, in the same sum as is currently invested, an amount of approximately \$65,000.00.
RESOLVED (moved Symonds, Seconded Muscat) that the Treasurer's report be accepted.

**Canteen Convenor's
Report:**

No written report was provided by the Canteen Convenor, and in Stacey Rynne's absence, no oral report was provided.

**GENERAL BUSINESS
AND ACTION LIST:**

Fete:

Michelle McLachlan reports that all seems to be progressing well for the fete. More volunteers are needed to assist on the day, and an appeal to parents will be made through the office via letter.

Trevor Rynne raised the issue of purchasing banners for the fete from Easy Signs. A promotional email had been received, which provided a number of pricing options. The best seems to be 3m x 1.5m banners which are \$109.50/banner for one, and for a bulk order of 5, \$84.80/banner. It was generally agreed that the purchase was necessary, with Trevor to determine how many were required and what would be on each banner. It is noted that the cost to set up school artwork is approximately \$35.00.

The Fete in a Box pack was forwarded by Mariette to Michelle.

**Improvement of
Playground:**

Selina LaRovere-Nagas reported from the subcommittee meeting. It has been determined that that preferred provider for playground equipment is Moduplay. Moduplay is an Australian company, with a good reputation, and comparatively excellent pricing. A brochure which detailed Moduplay's products including photos of other Moduplay installations in schools and parks was circulated during the meeting.

It has been decided to obtain a Play module including overhead activities, a climbing web and slide. Moduplay also provide tables and chairs, but each module costs approximately \$3,000.00 and is too expensive to source from Moduplay. As a result, we will be looking for another provider for tables and chairs.

Contact had also been made with the provider of soft-fall surfaces. The cost to come to Broken Hill to install is approximately \$5,000.00 with the Soft-fall surface costing approximately \$250.00 to \$350.00 per linear metre.

It is anticipated that the cost of the Playground equipment and soft-fall surface will be approximately \$25,000.00.

Paving Fundraising:

Selina LaRovere-Nagas reported from the subcommittee meeting. It has been determined that the preferred provider is Signature Paving. Signature offer 3 modes of paver which will be offered to parents – a single paver with standard font text, a single paver with child's drawing/writing and a double paver set

for families and businesses. Pricing for the fundraiser is yet to be set.

It is anticipated that the fundraiser will have its own Facebook page, and perhaps a go-fund-me page as well, with a letter going to all families and alumni for their consideration.

Selina will speak to Trevor and Sandra about the Parent Group using the School's credit card facilities for the fundraiser, as it is anticipated that most families and businesses would prefer to use credit card rather than pay cash.

It is anticipated that the width of the paved area will be approximately 6 to 7 metres, with tables and chairs to be situated on the paved area. The anticipated cost is approximately \$25,000.00.

As yet, we have not budgeted for installation of shade over the areas. Mariette to investigate any grant applications which may assist in purchasing shade for the area.

Classroom and Play-space rejuvenation:

Louise Symonds raised the issue of improvement of the classrooms and play-space. It is noted that currently the classrooms allow for limited learning modes, and that current learning models include use of traditional desks and chairs, technology centres, kneelers, floor space, chill out space and so on. In addition, the play-space does not make any accommodation for water play, sand play, measuring, or many outdoor games.

It was determined that next year's fundraising efforts would go towards rejuvenation of one classroom per semester, perhaps starting with the Kindergarten Classroom. Further discussion of this will need to be undertaken with the school committee, Teachers and the Principal.

A subcommittee of interested parents to work on this issue will be formed.

In addition, Mariette to follow up with Trevor if all items in the Yard-Games Cart have been received.

Cinema Night Fundraiser:

Louise Symonds advised that she had spoken to West Darling Arts about the need for an APRA Licence, which they were currently undertaking. Louise to determine which movie to show, and negotiate licensing fee with relevant distribution company.

Louise to discuss with Stacey arranging for the Canteen to be open on the night, arranging a BBQ and also whether we would sell popcorn and fairy floss. Date set is Thursday 22 September 2016.

Canteen: Mariette advised that the Voting Paper for the Canteen rebrand has been drafted and is going out through the office this week. Names to be voted on are The Snack Shack, Loaves and Fishes and the Garden of Eatin’.

Trevor and Selina to discuss further the installation of new doors.

School Trip: A letter and cheque for the \$500.00 donation to the Year 5/6 excursion has been forwarded to Mrs Denton.

Year 6 Bears and Balls: An order has been placed for 100 each of Bears and Balls with School Gifts. The invoice has been received and payment is being arranged.

Father’s Day: Belinda Miller has arranged for the purchase of Father’s Day gifts which have been wrapped. The Father’s Day stall for children to purchase their gifts is being held today.

The BBQ has been arranged for Friday 2 September 2016, and if the weather is inclement, the BBQ will be moved to the hall.

Caryn Muscat has arranged the Father’s Day Raffle, which has 4 prizes donated from various businesses. The raffle tickets have been sent home with the children to be returned on Thursday with the Raffle drawn on Friday at the BBQ.

Thank you notes to all businesses who donated Raffle Prizes to be sent out by Caryn.

Globe Timber Fundraiser: The day was well attended and our thanks offered to the volunteers who assisted on the day.

Once expenses were taken out (it is noted that the bread was donated by McLeods at no cost, steak was left over from previous fundraiser, sausages were purchased from Blende Street Butchers and drinks were purchased from Woolworths), the funds raised amounted to approximately \$800.00.

OTHER BUSINESS:

Fundraisers: Toy catalogues have been received from Parent Direct, Chalk and Educational Experience. Mariette will review and arrange for early next term.

Further Fundraiser ideas were received regarding Herb Tins, Stuck on you Allergy Alert Labels and Advanced Life Photos for a family photo fundraiser.

Given the number of fundraising activities this year, it was determined to leave these ideas for next year.

In addition, McLeod's Bakery forwarded a fundraiser for a Pie Drive. It was determined to discuss running a pie drive with McLeod's in Term 2 2017 rather than this year. Caryn Muscat to discuss this with McLeod's Bakery.

There being no further business, the meeting closed at 10.35am.

Next Meeting to occur:

Tuesday 20 September 2016 at 9.15am (Administration Building)

Confirmed as a correct record:

Dated: 21 September 2016



Mariette Curcuruto-Dunlevy, Secretary