

Sacred Heart Parish Primary School

Parent Group Committee

Minutes of the Committee Meeting

Held on Tuesday 20 September 2016

At SHPPS Administration Building, 192 Lane Street, Broken Hill

- Meeting Opened:** 9.20am
- Chairperson:** Belinda Miller
- Present:** Mariette Curcuruto-Dunlevy, Louise Symonds, Michelle McLachlan, Trevor Rynne, Belinda Miller
- Apologies:** Caroline Goldstone, Stacey Rynne, Selina LaRovere-Nagas, Caryn Muscat
- Quorum:** Present
- Welcome:** Trevor Rynne welcomed all present to the meeting and led the opening prayer.
- Ratification of Previous Minutes:** Minutes of the Committee Meeting held 30 August 2016 were read.
RESOLVED (moved Symonds seconded McLachlan) the Minutes of the Meeting held on 30 August 2016 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:** No report was tabled at the meeting in Selina LaRovere-Nagas' absence. Mariette Curcuruto-Dunlevy advised the meeting that Selina has indicated that as yet, she had not received another statement, and noted that there were some canteen invoices to pay.
- Canteen Convenor's Report:** No written report was provided by the Canteen Convenor, and in Stacey Rynne's absence, Trevor Rynne addressed the meeting.
The fruit promotion run through the Sydney Markets was extremely popular. Given the popularity of the fruit promotion the Canteen Convenor has determined to continue a similar fruit promotion.
The pie warmer plug needed to be replaced as it had melted due to overloading of the circuit. The plug has been replaced on

the large second pie warmer.

The Slushie machine is not working correctly and seemingly will not freeze properly. The Canteen Convenor will discuss this with the manufacturer.

The Canteen Roster for next term is being put together at the moment. We are urgently looking for more volunteers to complete the roster. If no more volunteers are forthcoming we may need to close the canteen for a day a week.

RESOLVED (moved Miller seconded McLachlan) the Canteen convenor's report be accepted.

GENERAL BUSINESS AND ACTION LIST:

Fete:

Michelle McLachlan reported on the Fete.

Healthy Harold can't make it to the Fete on the date set.

The appeal to parents has been resent by email by Mariette, and will go out to the office. The appeal has also been posted on Facebook.

Mariette to draft a letter asking for sponsors for the radio broadcast by 2BH - \$50 a spot for the 2BH live broadcast at our school fete. This will help cover the cost of having the station here for the day. Sponsors on the day will be credited, with the announcer saying "Supported by "X" and mentioned in the week leading up to the fete, and every time the station returns to broadcast from music, the sponsors will be mentioned. The letter to be on letterhead and left blank for addressees to be inserted. If they wish to sponsor this, make cheques payable to SHPPS Parent Group.

Toffee apples being organised by Louise Symonds. Transport being organised – approach Attards to see if they can get it on the truck or otherwise seek alternate transport arrangements, as it is anticipated that freight will not need to be refrigerated. Quantity – 120. Cost is \$1.50 each.

Banner to be arranged by Mariette – School name fete and space for the date and time venue. Banner to include School logo and balloons and banner. 2 x 1 metres. Check for stickers at Spicers or online.

Cinema Night

The anticipated fundraiser which was to be held on 22 September 2016 will be postponed because West Darling Arts cannot supply the outdoor screen for 22 September because of White Cliffs festival. We are hoping to arrange for the night to occur next term.

**Silver City Cinema
Fundraiser**

The Cinema fundraiser was held on Friday 9 September 2016 at 6.15pm.

It was organised by Amanda Murray and Louise Symonds. The Raffle held on the day made \$106 profit, and ticket sales made \$300 profit, a total of \$406.00 as the fundraiser.

The Parent Group moved a formal motion of thanks to Amanda Murray and Louise Symonds for their assistance in arranging the fundraiser.

5c Challenge

This fundraising idea is that in each classroom and the school office, a donation box will be placed with a challenge that any spare 5c pieces be donated to the school. This fundraiser is a good idea and will be undertaken next year and to be worked into the fundraising plan.

**Improvement of
Playground:**

Selina LaRovere-Nagas advised via Mariette Curcuruto-Dunlevy that as yet, the subcommittee is still waiting for the Moduplay quote.

Paving Fundraising:

Trevor Rynne advised that Selina, Belinda and Trevor were working on this issue, particularly arranging for finalisation of payment details and then to create Facebook page and appeal etc.

Canteen:

The name chosen overwhelmingly is the Snack Shack. Trevor to discuss this with Jade Signs who will undertake graphic design and installation. Jade Signs might be able to supply the material rather than use our existing metal sheets. Trevor to meet with them, as he is talking them about updating the wooden award boards.

Father's Day:

As yet we do not know what profit was made on the Father's Day gift stall.

Belinda Miller moved a vote of thanks to Sandra McGregor for assisting in organising the vouchers into class blocks in her absence.

Caryn Muscat advised via Mariette Curcuruto-Dunlevy that the Father's Day Raffle raised about \$600.00. A formal vote of thanks was moved to all Raffle donors.

It is noted that Elders also donated a large Eskie on the morning of the Raffle, which will be held over and used as a Raffle Prize for the fete.

Year 5/6 Trip:

Caryn Muscat, via Mariette Curcuruto-Dunlevy, moved a formal vote of thanks to Mrs Denton and Mr Rynne for being awesome parent stand ins for the Year 5/6 children who all thoroughly

enjoyed a fantastic well planned excursion. The Facebook updates and messages were a life saver and the children all returned with amazing stories of such an exciting week. This is all due to the hard work, time and effort put in by these two fantastic teachers..

Classroom and Play-space rejuvenation:

This matter is on hold for the moment, with a view to forming a subcommittee. This will also need to be considered in more detail after the finalisation of the playground revitalisation, as we need to look at funds available to the parent group after that project is complete.

Pie Drive

It is noted that this fundraiser is to be undertaken next year in Term 2.

Planning for fundraising

It was determined that the Parent Group need to draft a yearly fundraising plan to formalise and plan the amount of fundraising being done by the parent group.

This is particularly so as we have regular fundraisers, such as the Book Fair every 2 years, the Fete every 2 years, the Year 5/6 Trip, St Pats, Mothers and Father's Day Fundraisers and also Christmas Fundraisers.

It would assist in being mindful of planning around school and community activities to ensure that Families don't suffer fundraising stress.

This would also assist in allowing volunteers to commitment to run a fundraiser during the year to share the load of manning and arranging fundraisers.

Mariette to examine minutes to look at what fundraising we have done this year and start drafting a draft plan for next year.

Parent Group constitution

Trevor Rynne to send to Mariette the existing constitution of the Parent Group, to look at redraft of constitution to meet current standards of Governance, deductible gift recipient status, conflict of interest obligations, virtual meetings etc.

School Committee Report

Trevor Rynne and Belinda Miller reported on the School Committee meeting. The School Committee has received quotes for replacement of the classroom doors which are quite substantial at a cost of \$40,000 to replace 12 doors. As a result the Committee is looking to obtain other quotations.

The School Committee also received an overview of the NAPLAN results which showed some positives and things to be worked on.

The Committee also considered the current Kindergarten

enrolments.

It is noted that the Health Hub is close to completion and the temporary fence may be removed this week. It is possible that the Health Hub may be completed during the September holidays ready for use in Term 4.

There being no further business, the meeting closed at 10.10am.

Next Meeting to occur:

**Tuesday 18 September 2016 at 9.15am to discuss the FETE
(Administration Building)**

Confirmed as a correct record:

Dated: 18 October 2016



Mariette Curcuruto-Dunlevy, Secretary