

Sacred Heart Parish Primary School

Parent Group Committee

Minutes of the Committee Meeting

Held on Wednesday 7 June 2016

At SHPPS Administration Building, 192 Lane Street, Broken Hill

- Meeting Opened:** 9.12am
- Chairperson:** Caroline Goldstone
- Present:** Caroline Goldstone, Belinda Miller, Caryn Muscat, Michelle McLachlan, Mariette Curcuruto-Dunlevy, Trevor Rynne
- Apologies:** Selina LaRovere-Nagas, Louise Symonds, Stacey Rynne
- 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 4 May 2016 were read.
RESOLVED (moved Belinda Miller seconded Caryn Muscat) the Minutes of the Meeting held on 4 May 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:** A written report was tabled at the meeting from the Treasurer Selina LaRovere-Nagas, and is incorporated as an annexure to these minutes. Moneys from St Pats Raffle are still to be transferred from school account.
- Profit from Mother's Day raffle is \$812.00, Gift Stall is \$356.30, and Morning Tea is \$341.65. Profit from St Pats excluding Raffle is \$4,583.20 and Agfair Profit is \$5,909.00.
- RESOLVED** to again reinvest the Term Deposit for a further 3 months (moved Michelle McLachlan, Seconded Belinda Miller).
- The total available balance including the term deposit is \$81,435.00 (excluding monies owing to school and also St Pat's Raffle proceeds still to be transferred).
- Paver fundraiser summary is attached to the Treasurer's report. The subcommittee is to meet to determine the supplier and then arrange for the subscription to occur and timeframes, noting that the timeframe for installation will be dictated by the

completion of the Health Hub.

Selina LaRovere-Nagas to be consulted as to the amount of money that the Parent Group should commit to the Playground equipment and then investigate play equipment.

**Canteen Convenor's
Report:**

An oral report was presented at meeting from the Canteen Convenor Stacey Rynne by Trevor Rynne, and is incorporated as an annexure to these minutes.

Stacey is currently arranging and organising the combined cross country carnival (PSSA) which SHPPS is convening. It is expected that there will be about 320 children attending the PSSA Carnival, plus parents etc. From previous experience it is necessary to ensure that food is hot and ready to eat from 10am. Stacey will attend at 8am to set up. We need as many volunteers as possible – 8 people have indicated they will assist. It is anticipated that the carnival will finish at 2.30pm.

The Ice-cream chest freezer has broken down and nearly everything melted. Unfortunately the amount of stock lost is less than the insurance excess, so making an insurance claim is uncommercial, and the Parent Group will need to absorb the loss.

Trevor has sourced a number of quotes for a replacement upright freezer. Based on quotations it would seem that the cost will be about \$3,500.00 including delivery.

RESOLVED to purchase a single door stainless steel freezer from Broken Hill Supplies for \$3,400.00 including freight and GST (moved Michelle McLachlan seconded Caryn Muscat).

Stacey has decided to stop cutting up children's food such as apples for apple slinkies if apples are brought from home. This is now to be adopted as a policy for all canteen volunteers. It is noted that the existing policy is also that canteen volunteers will not to heat food that children bring from home.

Tiny teddies and shapes have again been reduced to \$0.50 with success, as this has again increased their popularity.

Stacey has also asked that we purchased a 4 toaster sandwich press as the existing sandwich press is not working correctly.

RESOLVED to purchase a 4 toaster sandwich press up to a value of \$100.00 (with no further approval for purchase required if the value is equal to or less than \$100.00) (moved Belinda Miller seconded Caryn Muscat).

Soup has again been very profitable this year.

\$430.00 was taken from the Sacred Heart Feast Day, which was

a great result.

RESOLVED (moved Caryn Muscat, Seconded Belinda Miller) that the Canteen Convenor's report be accepted.

**BUSINESS ARISING
FROM PREVIOUS
MINUTES (ACTION LIST):**

- Canteen:** Regarding missing doors on cupboards, Trevor has followed up but no news yet regarding doors and installation. Trevor has also spoken to Selina who has indicated that Globe Hardware will donate the doors if there is no alternate resolution to the issue.
- Playground
revitalisation and Paver
Fundraiser** Discussed in the Treasurer's report. It is noted that the subcommittee is meeting with the subcommittee formed from the School committee as well, and will arrange paver fundraising and playground equipment and design.
- Mother's Day:** Caryn Muscat advised that Thank you notes have been sent to all Raffle donors. The Committee moved a vote of thanks to Caryn Muscat for all of her hard work in arranging the very successful the Raffle.
- Canteen Bag:** Carolyn Goldstone handed samples around to those present at the meeting. Cost for the bags – all-rounders \$8.50 and the wallets are \$6.50. As a fundraiser, the bags should be priced to sell to make about \$4.00 per bag. There is also an option for allergy alert to be included in the bag. It is possible get different coloured trim and the supplier can also customise a school name tag with the school logo for a cost of \$10.00. All agreed that this was a good fundraiser, and that this should run through the fete.
- Cinema Night
Fundraiser:** In the absence of Louise Symonds to provide a further update, discussion of this matter is deferred to the next meeting.
- Canteen Rename and
Branding:** Trevor advised that Mariette had drafted the entry form for the naming contest, and that the entry form would be sent out to families soon.
- Bag Hooks:** Given the unlikelihood of further funding for classroom upgrade at this point, Trevor has indicated that the best option would be to replace the broken hooks at this moment. Trevor will discuss this with Selina in due course.
- Year 6 Bears and Balls:** Mariette reported that she had contacted both Bear and Moon and School Gifts and discussed quotations and quantities for the

bears and balls. The samples received from Bear and Moon were provided at the meeting, and the relative cost of each supplier discussed.

RESOLVED to purchase Bears and Balls from School Gifts at a price of \$10.45 including GST with the number to be ordered to be determined by Trevor (moved Caryn Muscat, seconded Belinda Miller).

CCSP: Mariette reported that she had had some discussions and viewed the website of the Council of Catholic School Parents (CCSP). CCSP is essentially a political action group that represents catholic school parents regarding funding at both State and Federal Government level. Mariette arranged for us to obtain newsletters. It is noted that there is no fee.

GENERAL BUSINESS:

Apron Fundraiser: Mariette put forward the idea of an apron fundraiser, as a result of a number of parents at St Pat's indicating that they would like to buy a school apron. It was determined that this fundraiser be conducted at Fete together with the lunch bags, water bottles etc.

Father's Day: Belinda Miller has kindly agreed to arrange the Gift Stall for Father's Day and it is noted that the 3 catalogues already received have been handed to Belinda at the meeting. Caryn Muscat has kindly agreed to arrange the Raffle.

Father's Day will be celebrated with a BBQ at school. Dates designated for activities are Friday 2 September 2016 for the BBQ, and Tuesday 30 August 2016 for the Gift Stall. Volunteers to help set up and serve the BBQ and to man the Stall are required.

Fete: Michelle McLachlan has again kindly agreed to convene the Fete this year, and it was determined at the meeting that the Fete will occur on 19 October 2016.

Stalls arranged and summary of discussion is as follows:

- Aprons, lunch bags, water bottles – Caroline to convene.
- Canteen – Stacey to convene.
- Teddy Bear competition - usually Ms Zammitt organises.
- Second hand book stall – usually Mrs Smith organises.
- Second hand clothes stall – usually Lena and Sharon organise with Michelle to confirm.
- Choir to sing– Mrs Denton to arrange.
- White Elephant Stall – Caryn Muscat and Mallory to convene.

- Tattoos (approach Lifeline for use of their machine) – Michelle to convene.
- Raffle – to be arranged.
- Jumping Castle to be arranged.
- Ys Men to arrange carousel ride.
- BIU Band and Cameron Pipe Band to be approached to play.
- Pony rides – to be approached to attend.
- Fr Nick (accordion) Fr Simon (Guitar) – to be invited to perform.
- Face Painting – Mrs Cough to arrange.
- Hair Accessories – Sharon.
- Cupcake Decorating – Louise and Mel usually convene.
- Plant stall – to be arranged.
- Cake stall – to be arranged.
- New Goods store – to be arranged.
- Need to arrange for more food stalls if possible.

Mariette advised the meeting that SHPPSPG had been asked to again arrange the catering for the Globe Hardware birthday celebration to be held on 31 July 2016. It was agreed that the Parent group can do the BBQ and if Globe would like us to man the fairy floss or popcorn machines, that we can do that as well. Mariette to contact LeeLee James at Globe Hardware by 10 June 2016 to confirm: email corpservices@globehardware.com.au

Miners Memorial Day:

Mariette tabled correspondence from the Broken Hill City Council which invited the SHPPS to participate in the Inaugural Miners Memorial Day. This is to occur on 9 October 2016, with activities to take place at the Miner's Memorial, and a market at Sturt Park as well. The SHPPS Parent Group was asked to consider a food and drink stand with a heritage theme. Given that the event is to occur on the last weekend of the school holidays, it is determined that the Parent Group will not take part.

School Committee Report:

Bus has arrived and has been used. There is a plan to consider a morning and after school run. This is not to discourage use of the Merton's Bus Service, but to encourage families who live out of zone and have young children and have transport difficulties to consider attending the school.

The School Committee is considering at a paid position for the bus driver, which would be ideal for a retired person. The School Committee is also considering garaging of the bus and also cost of running the bus. It is possible that the bus could be used for emergencies to get children home (for example if a parent who is to collect the child has a work emergency, as long as there is someone to collect the child at home, the bus could

be used to get the child home).

National Excellence in Teaching Awards

Invitation to nominate teachers for this award has been placed in the school office, and parents are encouraged to nominate teachers for the award.

Stall for Cakes for Year 5/6:

It is noted that a cake stall to raise funds for the Year 5/6 Trip will occur at the Plaza on 18 June 2016. Donations of cakes to sell would be greatly appreciated.

There being no further business, the meeting closed at 10.30am.

Next Meeting to occur:

26 July 2016 at 9.15am (School Administration Block)

Confirmed as a correct record:

Dated:



Mariette Curcuruto-Dunlevy, Secretary