

# Sacred Heart Parish Primary School

## Parent Group Committee

### Minutes of the Committee Meeting

Held on Tuesday 25 October 2016

At SHPPS 9.15am, 192 Lane Street, Broken Hill

- Meeting Opened:** 9.20am
- Chairperson:** Caroline Goldstone
- Present:** Michelle McLachlan, Caroline Goldstone, Louise Symonds, Selina LaRovere-Nagas, Mariette Curcuruto-Dunlevy
- Apologies:** Trevor Rynne
- Quorum:** Present
- Welcome:** Carolyn Goldstone welcomed all present to the meeting and led the opening prayer.
- Ratification of Previous Minutes:** Minutes of the Committee Meeting held 20 September 2016 were read.
- RESOLVED** (moved Louise Symonds seconded Michelle McLachlan) the Minutes of the Meeting held on 20 September 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.
- 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.
- A Policy and Procedure for Cash Handling was tabled by Selina. The Policy incorporates the following principles for each event for which a float is required:
- Coordinator is assigned to each activity for which a float is required
  - The coordinator is to request a float at least one week before event.
  - Float request form to be completed.
  - Receipts are not to be left unattended.
  - The float and receipts are to be stored in an appropriate container.
  - The change docket is to be completed by the coordinator.
  - Receipts are to be Counted and recorded.

- Receipts are to be placed into the safe with coordinators name phone number and details of event.
- Moneys are not to be taken home.
- Principal or assistant principal or secretary to be contacted to put in safe immediately.
- Receipts will be collected for banking as soon as possible by treasurer.

A copy to of this policy and procedure is attached to and forms part of these minutes.

**RESOLVED** (moved Michelle McLachlan, Seconded Caroline Goldstone) that the policy and procedure for cash handling as tabled by the Treasurer be approved and adopted.

Selina to follow up with Trevor and Belinda the creation of Facebook page and sending out order form and letter to existing families. Given the issue of parents wanting to pay by credit card, Louise proposed that the Parent Group set up a Paypal account for the parent group's use. In addition, the creation of a sub-bank account for the purposes of collecting monies for the Paver Fundraiser was proposed.

**RESOLVED** (moved Michelle McLachlan, Seconded Caroline Goldstone) to create a Paypal account for the parent group, and that the Treasurer be authorised to take all such steps required to set up and establish the Paypal account, including but not limited to setting up a dedicated email account and sub-account linkage for Paypal.

**RESOLVED** (moved Michelle McLachlan, Seconded Caroline Goldstone) to create a separate bank account for the purposes of the Paver Fundraiser to link with Paypal and all other deposits and donations attached to the paver fundraiser, with the flexibility to allow for this account to be used for other specific large fundraising events. The same approval and signatories to be assigned to this account are required for the head account for the Parent Group (such as signatories including the Parish Priest and Treasurer etc.).

Playground redesign was displayed at fete. Selina reported that there was really good feedback with parents very positive. Selina has liaised with Moduplay who has confirmed that the cost to provide the design will be in excess of \$50,000. Freight will be a large expense and we are working on reducing this expense. Peter Bartlet who has installed Moduplay equipment locally and has been recommended by Moduplay will install the playground equipment here at school. Softfall costs and provision have been down and budget increased accordingly.

Mariette to talk to council grants officer, Clubs NSW, Department of Education etc. to source possible funds for shade sails over the play equipment and seating area.

Fete breakdown is attached. Our banking this time in contrast to last time was excellent - \$8385.95 bankings this year as opposed to last fete which was about \$6000.00.

Novelties that we purchase and then sell on the day would be great as they are big sellers – such as tattoos etc. Fun activities also make money. Maybe selling site spots for businesses to come in to the fete would also be a positive. It would be great if we could have all of the food together in one area as well. Would it be a good idea to do the fete one year and the Agfair the next year? Generally this suggestion was well received.

Do we have a spot for where anything fete goes? Perhaps we could look for a spot? Could we look at the under-stair area? As a result, we may need a working bee to clean up and set up storage space in the school.

Mariette to chase up orders – write letter home to parents to confirm orders and also to seek further orders for Water Bottles, Lunch Bags, Aprons.

**RESOLVED** (moved Caroline Goldstone, Seconded Louise Symonds) that the Treasurer's report be accepted.

**Canteen Convenor's  
Report:**

No report was provided.

**GENERAL BUSINESS  
AND ACTION LIST:**

**St Pats Raffle Transfer:**

Monies reconciled and to be transferred from the school account to the Parent group account soon.

**Fete:**

A site map would be a good idea for next fete at the entrance to the school so that people can find things that they wish to visit. Some people went to North and our fete and the comments were that our fete was better and that we had double the amount of stuff at our fete. It seems from the taking that the fete did not suffer from being on the same night at North Fete. Fr Nick was a great attraction. Ponies were a hit. Mariette to order fete banners.

**RESOLVED** (moved Louise Symonds, seconded Caroline Goldstone) to pass a formal vote of thanks to Michelle McLachlan for coordinating the fete and to all helpers who assisted with the fete.

- Cinema Night:** To be cancelled for this year.
- Canteen Rename and Branding:** Mariette to follow up with Trevor. Signage sheets have been purchased – for signage stickers. These are located in the storage area under the school. If we have a quote for backing and this may then lessen the cost.
- Classroom and Play space rejuvenation:** The subcommittee will work school holidays to get a plan together and costings. Louise spoke to a friend who works at Burke Ward – great resources, chalk, water play and sand play, sensory gardens. Mariette spoke to Tennille at Silverlea about consulting on ideas for sensory garden, play spaces and class room design.
- Toy Catalogues:** This fundraiser will not be held this year
- Fundraising Calendar:** The draft fundraising calendar was circulated for all to view. It was determined to hold a free welcome to school BBQ in the first month of first term and to have the AGM at the same time and also our fundraising planning to involve as many parents as possible.
- Draft constitution:** Mariette has reviewed the existing Parent Group constitution and as a result of viewing a suggested draft from the Catholic Education Office Sydney, has drafted a suggested new constitution for the parent group.
- Mariette will send around the existing constitution and suggested draft to everyone on the email list and Trevor for comment.
- Convening the Christmas float:** Mariette to send out flyer to seek expressions of interest for anyone to convene the Christmas pageant float.
- Rural Women's Breakfast:** Short discussion on organisation of the Rural Women's Breakfast. Breakfast is on between 8.15am and 8.45am on Sunday 30 October 2016. We need to forward an invoice to the Rural Women's Gathering 2016 Broken Hill in an amount of \$3000 (250 people at a cost of \$12.00 per head). Mariette to forward information on to Selina for Selina to prepare the invoice. We are making 500 pancakes, and we have a deal from Jason King at Bells for Maple, Chocolate, Vanilla and Caramel Syrups. Mariette will also prepare Fruit salad as well as an option.
- Council are providing coffee and tea. We are not providing drinks. Mariette has sourced forks, knives and spoons, plates and noodle boxes (for fruit salad) and napkins. Mariette to liaise

with Trevor about what kit is to be delivered on Saturday.  
Cooking and set up will start at 7.00am.

Mariette has sent out a volunteer appeal yesterday.

**There being no further business, the meeting closed at 11.20am.**

**Next Meeting to occur:**

**Tuesday 6 December 2016 at 7.15pm (Administration Building)**

Confirmed as a correct record:

Dated:



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**Mariette Curcuruto-Dunlevy, Secretary**