

# Sacred Heart Parish Primary School

## Parent Group Committee

### Minutes of the Annual General Meeting

Held on Thursday 16 February 2017

At SHPPS 7pm, 192 Lane Street, Broken Hill

- Meeting Opened:** 7pm
- Chairperson:** Caroline Goldstone
- Present:** Trevor Rynne, Caroline Goldstone, Louise Symonds, Stacey Walsh, Ann Marie Biviano, Alan Pearce, Peter Campbell, Selina LaRovere-Nagas
- Apologies:** Mariette Curcuruto-Dunlevy, Stacey Rynne, Catherine Piasante, Sharon DeFranceschi,
- Quorum:** Present
- Welcome:** Trevor welcomed all present to the meeting and led the opening prayer.
- Ratification of Previous Minutes:** Minutes of the Committee Meeting held 25 October 2016 were read
- RESOLVED** the Minutes of the Meeting held on 25 October 2017 are a true and correct record of that meeting
- Business arising – enquiries have been made as to the status of the apron, bottles, lunch bag orders taken from fete – we will await for Mariette return re these. We also need to send out letter / order form to school for additional orders.
- Noted that Mariette has drafted a revised Parent Group constitution which we need to finalise and incorporate.
- Correspondence:** Playground project, refer general business.
- Principals Report:** A written report was read and tabled at the meeting from the Principal Trevor Rynne and is incorporated as an annexure to these minutes.
- Trevor explained the role of the parent group not only as a fundraising group to provide valuable resources for the children but also as a group that offers support to our families in need.

**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. Cash handling procedure and various Treasurer forms also attached.

Playground and Paver project deferred to general business.

Alan raised the idea of using a bank that allows electronic approval of payments. This has worked successfully in other similar organisations allowing time efficiencies while still maintaining required security. Trevor will discuss with Fr Nick and check on status of moving banking to the CDF system

**Election of Office Bearers:** Trevor Rynne thanked all past office bearers personally highlighting individually their efforts.

All positions were declared vacant, and Trevor Rynne called for nominations for the following positions for the Associations:

- Chairperson
- Secretary
- Treasurer

Nominations for those positions were called and the following persons were elected to the positions unanimously and unopposed;

Chairperson – Caroline Goldstone

Secretary – Mariette Curcuruto- Dunlevy (note Mariette indicated to Trevor she was happy to continue until she can and subject any health issues)

Treasurer – Selina LaRovere-Nagas

## **GENERAL BUSINESS**

**St Pats :** Our first parent group fundraiser – on the 18/3/2017. Trevor explained the events history and connection with the school. The school is involved with the St Pats Club which is the fundraising arm of the race meeting and is involved in 3 ways;

- Raffle – we sell via the school community which we receive \$20 per book sold as well as receive a 10% commission from the sale of tickets sold via our distribution of tickets to local business.  
Stacey has already delivered to outlying areas of town but we require help to deliver the remainder asap.
- Games Night – held the night before the races (17/3/17), this year at the Demo Club. The school mans hosts the event and mans the game tables. We derive a % from the proceeds.

- Provide the food on race day. Help needed for preparation, delivery, set up, pack down and food stall operation.

The St Pats Races are our main fundraising opportunity for our school. As much parent support is needed for the success of this event.

**Playground Project:**

Selina presented latest playground designs received from Moduplay in December 2016.

Our preference remains to engage local builder Paul Bartlett which we believe may reduce travel and accom costs from the supplier.

Selina will – follow up Moduplay to clarify some of their cost break ups, get further information on the soft fall surface option, work with Trevor to confirm measurements and make contact with Paul again to get a quote based on latest design drawings.

Copy attached of latest design and report from Moduplay.  
assisted with the fete.

**Pavers:**

Decided we would use direct deposit to existing parent group account as first payment option.

Selina will look at already drafted correspondence with the view to getting to Sandra for distribution to school community and Facebook set up.

We will also look at BDT coverage in future.

**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.

Final version to be finalised.

**There being no further business, the meeting closed**

**Next Meeting to occur:**

**Will discuss availability of Mariette and determine thereafter.**

Confirmed as a correct record:

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Selina LaRovere – Nagas

