

Sacred Heart Parish Primary School

Parent Group Committee

Minutes of the Committee Meeting

Held on Wednesday 4 May 2016

At SHPPS Administration Building, 192 Lane Street, Broken Hill

- Meeting Opened:** 7.30pm
- Chairperson:** Trevor Rynne and Caroline Goldstone
- Present:** Caroline Goldstone, Stacey Rynne, Louise Symonds, Belinda Miller, Mariette Curcuruto-Dunlevy, Kristy McQueen, Caryn Muscat, Trevor Rynne
- Apologies:** Selina LaRovere-Nagas
- 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 16 March 2016 were read.
RESOLVED (moved Louise Symonds seconded Trevor Rynne) the Minutes of the Meeting held on 16 March 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. It is noted that no correspondence was received or sent.
- Filling Casual Vacancy – Chairperson:** Caroline Goldstone elected as Chairperson. Our thanks is extended to Caroline for agreeing to take on the position of Chairperson.
- Secretary/Treasurer’s Report:** A written report was not tabled at the meeting. Receipts from St Pats Raffle have been received into the school account and will be transferred into the Parent Group Account soon. The amount received from the raffle for 2015 was \$2,015.00, and the amount received for 2016 was \$1,600.00.
- Canteen Convenor’s Report:** Stacey Rynne reported orally regarding the canteen. Stacey reports that all days are filled by volunteers, the roller door has now been fixed, the slushie machine has now been fixed and health inspection passed with flying colours. New lines have been added to the menu and the last menu has had an increase

in price – new price list has also been published in a booklet as well. Smaller flavoured milk drinks, croissants and sultanas are proving popular. Stacey noted that the Chest Freezer is an OSH issue as the drawers are difficult to move and lift. It would be preferable to have an upright freezer with drawers as this would alleviate the OHS issue and also allow access to the fire escape exit which is currently blocked by the chest freezer and also would allow access to the hall.

RESOLVED: that the Canteen Coordinator obtain a price for the replacement of the chest freezer with an upright freezer of an appropriate type and quality and that quote be presented to the next meeting for approval for purchase as a matter of urgency, particularly as the current freezer is inappropriate due to an OHS issue. (Moved Belinda Miller, Seconded Caryn Muscat)

Stacey also noted that the cupboard doors for the canteen have not yet been fitted. Trevor to follow this up with Annette Denton regarding the installation of the doors. If issue is not yet resolved Trevor to follow up with Selina La Rovere-Nagas regarding purchase and installation of alternate doors.

RESOLVED (moved Stacey Rynne, Seconded Carolyn Goldstone) that the Canteen Convenor's report be accepted.

GENERAL BUSINESS AND ACTION LIST:

St Pat's Fundraiser:

St Pats. Raffle receipts have been received as discussed previously and it is noted that these will be banked into the Parent Group Account soon.

A formal vote of thanks was moved by the Committee through Trevor Rynne to all volunteers who assisted in months ahead, at the games night, food court and clean up.

Preliminary assessment by Trevor indicates that the receipts from the food court are about \$5000.

Mother's Day:

Caryn Muscat advised that the Raffle is looking good – so much was donated that we were able to have a lucky door prize. Only 2 people approached were unable to donate – everyone else approached were extremely generous. 28 raffle prizes are offered. Stacey advised that we made approximately \$600 profit from the Mother's Day Stall. Maddie Bonner donated a number of wonderful cupcakes and Kristie McQueen and her family again donated chair covers.

At this time Kristie McQueen addressed the meeting seeking permission to conduct a lucky squares game for the Sacred Heart Playgroup with proceeds of that game to go to the

Playgroup. The Playgroup is raising funds for a Cubbyhouse and also soil to plant seedlings. There had been some discussion of the possibility of Globe Timber donating the Cubbyhouse but this has not yet been confirmed. Louise Symonds noted that it is possible to download free template plans for cubbyhouses online. **RESOLVED** that the Sacred Heart Playgroup be permitted to conduct a lucky squares fundraiser at the Mother's Day Morning Tea (Moved Louise Symonds, seconded Belinda Miller).

Karen reported that Thankyou notes are to be sent to all donors to the Raffle. SRC will sell the raffle and it is confirmed that a lucky door prize has been arranged. Floats for the raffle, entry fee etc. are organised. The agenda for the day is that morning tea will start at 10.30 am – Trevor asked the organisers to ensure that mothers were served with coffee, tea and food ASAP as there is a 30 minute window before the children arrive – at 11.00am there will be a performance by the Infant and Primary choirs and some poems. At 11.15 we will draw raffles – we will ask that mothers collect prizes after the end of all draws. The children will join their mothers for the same amount of time as usual for recess. Assembly is on at 12.45pm, but clean up should be relatively easy and the hall must be cleared of tables by that time.

Agfair:

A lot more helpers are needed to assist with Agfair – particularly assistance needed for mornings – any assistance would be gratefully appreciated even for an hour or 2 in the morning. All present asked to ask around and send any willing helpers to Sandra McGregor for a pass.

**Playground
improvement:**

The Parent Group is fundraising to revitalise the currently grassed area outside the canteen – it is difficult to maintain grass because of foot traffic and also water restrictions. Half of the whole area is to be a play area with play equipment and the other half to be a paved area with tables and chairs, with shade above the whole area. The paved area will be part of the Paver fundraiser.

The building of the Health Hub has commenced and will be completed by the end of July/August.

It was proposed that a subcommittee be formed to work on the playground revitalisation including the paver fundraiser, with an emphasis on the paver fundraiser to start immediately. Committee to be the 'go between' between the School Committee and Parent Group.

RESOLVED that a subcommittee be formed for the Playground Revitalisation, and that Caryn Muscat and Selina La Rovere-Nagas be the Parent Group representatives to liaise with the

School Committee (moved Stacey Rynne seconded Louise Symonds)

OTHER BUSINESS:

Rock On: It was noted that the Mineral Expo 'Rock On' was organised in Broken Hill over 2.5 days. The Parent Group was approached by the event organisers who were looking for catering. However as the event was organised to occur right in the middle of school holidays the Parent Group do not have the capacity to cater as there will not be enough helpers available.

School Fete: School Fete is to be held this year. The last 2 fetes have been coordinated by Michelle McLoughlin – Michelle has indicated that she may again be able to convene the fete – she has asked for a Tuesday morning meeting at 9.00am to arrange the fete and as a result our next parent group meeting will be a Tuesday morning with the intention of arranging the Fete.

Parent Group liaison with the Enrolment Officer: Belinda Miller has indicated that she is happy with the parent group forwarding information to her to load on the Skoolbag app and also the Website and Facebook.

Fundraising Idea – Canteen Bag: A fundraising idea for the school was raised through Caroline Goldstone of a reusable bag for the canteen – the website is stickybeaks.com.au – Caroline Goldstone to investigate more and also follow up seeking more information – looking at lunch wallets from the website. This fundraiser might be able to occur at the fete. Caroline to order a sample pack and then the Parent Group to consider this again.

Fundraising Idea – Hire of Playgroup Room for parties: Stacey Rynne indicated that a parent had approached her regarding hiring the playgroup room for a birthday party, and queried whether this would be able to be an option for fundraising. It was generally agreed that this was a good idea but liability issues would prohibit this at the moment.

Cinema Night Fundraiser: Louise Symonds reported on the Cinema night. Louise had received a message back from Cherrie Pratt – hire cost of the outdoor screen is \$200 for hire, with West Darling Arts to set up and pull down the screen. It would be possible to run canteen, popcorn, fairy floss and sausage sizzle. It would be a fun blanket/picnic/outdoor experience. If Year 6 agree they can help run the night with funds raised to go toward the Year 6 trip. It is proposed to occur on a Saturday night in Term 3 with Trevor to set the date.

Purchase of school bus: Bus has been purchased. There will be a billboard of a family on

the bus, the school logo and website and contact details.

Canteen branding and logo:

Following discussions at previous meetings, **RESOLVED** to hold a competition with the children to design logo and also name the canteen. The Parent Group will send home a note to inform families of the 'Name the Canteen' competition – with the entries to be judged and reduced down to the top 4, with students to vote on the final name – following that the logo to be developed and signage to be installed. (Moved Belinda Miller seconded Louise Symonds).

There being no further business, the meeting closed at 8.45pm.

Next Meeting to occur:

Tuesday 7 June 2016 at 9.15am (Admin Block)

Confirmed as a correct record:

Dated:



Mariette Curcuruto-Dunlevy, Secretary