

Sacred Heart Parish Primary School

Parent Group Committee

Minutes of the Committee Meeting

Held on Wednesday 16 March 2016

At SHPPS Administration Room, 192 Lane Street, Broken Hill

- Meeting Opened:** 7.15pm
- Chairperson:** Trevor Rynne
- Present:** Trevor Rynne, Mariette Curcuruto-Dunlevy, Selina LaRovere-Nagas, Louise Symonds
- Apologies:** Stacey Rynne
- Quorum:** Present
- Welcome:** Trevor Rynne welcomed all present to the meeting and led the opening prayer.
- Ratification of Previous Minutes:** No minutes of the previous committee meeting were available, and as such were not ratified.
- Correspondence:** The correspondence list was tabled for consideration at this meeting, and the correspondence folder made available for perusal.
- Filling Casual Vacancy – Chairperson:** As yet, no one has volunteered to fill the position of Chairperson of the Parent Group. The position must be filled as a matter of urgency, otherwise the Parent Group will not be able to field a full committee, and consequently will be wound up. An appeal to interested parents will be placed on the Skoolbag App and Facebook Page.
- 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. This noted that SHPPPG banks with CBA and ANZ. The existing Term deposit is with ANZ, and the operating account is with CBA.
- RESOLVED** (moved Louise Symonds Seconded Mariette Curcuruto- Dunlevy) that the Treasurer’s report be accepted.
- There have been past issues regarding the use of petty cash, particularly in its overuse, and also in the failure of provision of receipts. This is particularly problematic considering that the accounts of the Parent Group are Audited annually.
- RESOLVED** (moved Louise Symonds, seconded Mariette

Curcuruto-Dunlevy) that SHPPSPG Petty cash be held at the school and accessible via the Principal, and anyone seeking reimbursement of small payments from petty cash must provide a receipt. Large purchases are not to be processed via petty cash, but may be authorised by either the event coordinator or Treasurer or President.

It is noted that for large purchases, the usual process is that such purchases are to be authorised by the President, Treasurer and/or event coordinator.

Canteen Convenor's Report:

A verbal report was provided by Trevor Rynne in the absence of Stacey Rynne. New lines are being added to canteen and have proved popular with students. Awning battery been replaced as it was failing, and at the moment there are no slushies available for purchase due to a failure of the machine. The canteen coordinator is currently organising a re-gassing of the machine, which will hopefully correct the problem.

RESOLVED (moved Louise Symonds, Seconded Mariette Curcuruto-Dunlevy) that the Canteen Convenor's report be accepted.

GENERAL BUSINESS AND ACTION LIST:

St Pat's Fundraising Activities:

Trevor Rynne provided an oral report regarding the raffle, food sales on race day and games night. All preparations for Race Day are progressing well. Volunteer passes will need to be collected by volunteers at the school office by Friday 18 March. Preparation day at the school on Friday has a number of volunteers which is very encouraging. No account has been organised at Woolworths yet so produce purchases have been arranged with Schenellas. Raffle Tickets to be collected by volunteers tomorrow and more volunteers are needed. Particularly we need someone to do City Zone 2. Volunteer numbers seem good, with the Games night needing a few more volunteers, Raffle needing more volunteers to collect tickets tomorrow and Raceday food stalls looking well covered. More volunteers on cleanup crew would be excellent.

Council of Catholic School Parents:

A discussion about the Council of Catholic School Parents, their advocacy and governance role and costs associated with active membership occurred. Mariette Curcuruto to follow up with up them about costs and what CCSP can offer.

Mother's Day

The parent group is seeking interest from a group of enthusiastic talented mums for 3 convenors of the Mother's Day

fundraising activities: fundraising event. Usually the Mother's Day event has involved a Raffle, Morning Tea and Gift stall. Catalogues are currently available for gift purchases that can be sold to fundraise. Usually 2 or 3 mothers are needed to run the morning tea and given the three different activities, a group of 3 with one person coordinating each activity would be preferable. Given the time frame, particularly that Mother's Day is the 2nd Sunday in May and that school returns from holidays on Tuesday 26 April, any order for fundraising gifts will need to be made before school holidays. Louise Symonds to make enquiries about numbers of gifts required from previous years. It is noted that there is some gift stock left from last year. Mariette Curcuruto to draft a letter seeking convenors for the Mother's Day Stall, morning tea and raffle.

Change to committee: Louise Symonds was elected to the position of Family Support as Catherine Piasente could no longer continue to fill the position.

Paving Fundraising: It is noted that Selina LaRovere Nagas has made some enquiries of 2 different companies regarding the paver fundraiser. Samples have been received. Given the focus on the St Pats fundraiser this term, consideration of this issue will be deferred to next term.

Cinema Night Fundraiser: Louise Symonds contacted Cherry Pratt from West Darling Arts (phone 0487903507). As yet WDA has not settled on hire fees for the blow up screen but will get back to us with a price by 18 March. Depending on cost of screen hire, we will then look at the viability of the proposed fundraiser in Term 2.

Agfair: Selina LaRovere Nagas contacted the organisers of Agfair, who were again keen for SHPPSPG to run a food stall along similar lines as had occurred previously. Selina LaRove Nagas to investigate cost of site hire, and also registration for the event.

Hooks for Student Bags: Trevor Rynne has investigated alternatives to the bag storage problem. Alternatives considered are:

1. Improving current system of hooks on the verandah by replacement of wood strips and bag hooks.
2. Installation of wall mounted bag racks on the verandas.
3. Aluminium, stand alone bag racks to be installed where current garden beds are situate. Given extreme heat, a non-metal alternative would be best.

Photographs of new options are annexed to minutes.

It is noted that the School Committee is currently considering seeking an application for a capital grant for expansion of learning spaces and redesign of the learning spaces. There is a

proposal to consider extending classrooms into the existing verandas. If that occurs then it may be possible to locate school bags inside the classrooms as classrooms will be larger. Grant Money provided through Commonwealth Government but administered through Catholic Education. Principals have agreed that Rebuilding of classrooms in Warren is a priority project for this year and then next year funding may available for SHPPS to seek a grant for learning space improvement.

School bus purchase: School bus is still being sourced by Catholic Education. Plan is to purchase a used bus with low kilometres. Hopefully this will be accomplished soon.

Other Business: It is proposed to spruce up the canteen by designing and installing signage, including a specials board. Suggested that SHPPSPG hold a competition to Name the canteen, so that children can have a hand in rebranding. Name and logo design is to be undertaken, with an emphasis on colour and fun. A Working bee to install signage will then be held.

Graduation bears and balls for year 6 students needs to be ordered for this year. We will to order for 3 years as a bulk order. Mariette Curcuruto to investigate cost.

There being no further business, the meeting closed at 8.40pm

Next Meeting to occur:

WEDNESDAY 4 APRIL 2016 at 7.15PM (ADMINISTRATION BLOCK)

Confirmed as a correct record:

Dated:



Mariette Curcuruto-Dunlevy, Secretary