

St Brigid's Parents & Friends Association

2019 Term 4 General Meeting

Tuesday 29 October 2019

7:00pm

St Brigid's School Library



Minutes - Term 4 General Meeting

1. **Prayer and Welcome**
2. **Record of Attendance and Apologies**
 - 2.1. Apologies: Lucy Kelly, John Harman, Elizabeth Jones, Nichole Harris, Rebecca Armstrong
 - 2.2. Attendance: Kathy U, Caterina Hides, Gary Humphries, Anthony Petre, David MacDonald, Sonia Spaseski
3. **Confirmation and Acceptance of the Minutes of previous meeting**
 - 3.1. Moved: Caterina. Seconded: Sonia.
4. **Business arising from those Minutes**
 - 4.1. Nil - inside actions
5. **Correspondence: incoming and outgoing**
 - 5.1. Some emails handled, otherwise nothing to formally report
6. **Reports from office holders (summary of notable events since last meeting):**
 - 6.1. President
 - Actions and activity noted in agenda, otherwise nothing to formally report
 - 6.2. Principal
 - Principal's report was given (see *Attachment 1: Principal's Report*)
 - 6.3. Treasurer
 - Treasurer's report was given and tabled (see *Attachment 2: Treasurer's Report*)
 - Committee thanked and acknowledged Sonia for her support and work as treasurer.
 - Acceptance of report. Moved: Gary. Seconded: Caterina.
 - 6.4. Committees
 - Canteen & Uniform Pool
 - Financials from Aug-Oct noted and tabled by Kathy (see *Attachment 3: Canteen & Uniform financials*)
 - Fete Committee
 - Finances reported in Treasurer's report.
 - An outstanding day. Some discussion about feedback.
 - David spoke at length about the effort put in by the Fete Committee and all fete volunteers. David thanked the Fete Committee for their positive and cheerful participation in the fete.
 - Cathedral Car Parking
 - Garry reported \$14,948.25 (\$3,550 raised in October). Critical to gain more and new volunteers.
 - Action from previous meeting: David to do presentation at Kinder Orientation to talk about volunteering and with a focus to sign-up parents for volunteering.
 - Social Justice Committee

- Dave reported that Vinnies van humming along, teachers and parents volunteering. Need more volunteers.

7. General Business


- 7.1. Questions arising from the Reports
 - Nothing outside of report discussions.
- 7.2. Standing Item: School Improvement Plan Update
 - Kathy reported that school open classrooms to demonstrate STEM was well received. All STEM donated funds were spent. School to expand robot/stem resources in 2020.
- 7.3. Motions on Notice
 - **Motion:** The P&F contribute \$15,000 towards Evidence Based Outdoor Play Based Learning Spaces (to support the School's \$45,000 capital works program). Moved: Kathy. Seconded: Gary. Passed unanimously. Noting school to communicate with P&F as the project progresses.
 - **Motion:** The Executive is authorised to spend up to \$1,000 for social justice donations within the school community when requested by the principal. Moved: David. Seconded: Anthony. Passed unanimously.
 - **Motion:** The Executive is authorised to select online Volunteer Management software to support communication and rostering for events requiring parent volunteers. A trial will be conducted involving interested parent volunteers. Expenditure of up to \$50/month is authorised, as long as there is no ongoing commitment. Moved: David. Seconded: Sonia. Passed unanimously.
- 7.4. Items for Discussion
 - Dave discussed world teachers' day, thanks to the teachers. Dave going to look at gift ideas. Discussed ideas.

Meeting closed at 8.36pm

Attachments

- Attachment 1: Principal's Report
- Attachment 2: Treasurer's Report
- Attachment 3: Canteen & Uniform financials

Attachment 1: Principal's Report



ST BRIGID'S CATHOLIC PARISH PRIMARY SCHOOL, GWYNNEVILLE

Address 2 Vickery Street, Gwynneville NSW 2500
Phone (02) 42 291 969
Fax (02) 42 265 310
Email info@sbgdow.catholic.edu.au
Web www.sbgdow.catholic.edu.au


ST BRIGID'S REPORT FOR TERM 3 – SIGNIFICANT ACHIEVEMENTS PARISH COUNCIL MEETING

FAITH

- On 6 August 2019 our Year 6 students attended the annual Mass with Bishop Brian Mascord. The students were to be congratulated for their full and active participation in the Mass - they were simply awesome!
- Our Year 4 students sat the annual Religious Literacy Assessment and we await the results.
- The Principal, Assistant Principal and Religious Education Coordinator all attended an overnight retreat facilitated by Fr Richard Leonard sj at the Hermitage in Mittagong. This is always a wonderful opportunity for stillness, solitude and growth.
- Our Year 3 students and their families have been preparing for the Sacrament of First Eucharist. Our students had a lovely half day retreat at school prepared by the classroom teachers.
- In Week 10 we launched the Acknowledgement Wall painted by Uncle Kevin Butler. It was a very special occasion for our community.

JUSTICE

- A MATCH MADE IN HEAVEN - St Brigid's and Vinnies. This *Journey* article written by Jessica Sparks outlines our ongoing commitment to the good works of St Vincent de Paul. <https://www.dow.catholic.edu.au/about-us/general-news/vinnies-and-our-cedow-catholic-schools-a-match-made-for-heaven>
- Our staff and parent commitment to the Vinnies Van continues with 4 staff teams and two parent teams involved in this important local outreach. Our school community hosts a drive each term for the Vinnies Van to provide much needed goods.
- Once again we were able to support our local parish Vinnies conference with a donation of \$1800 for the annual winter appeal, as well as a food drive. It is a great partnership that continues to grow from strength to strength.
- This year for the first time we participated in the St Vincent de Paul **Hand Me Ups** fundraiser. The results were not perfect, with some donations having to be put in the bin, however, with all the donations collected in the Blue Bin, we assisted in generating \$939.00 for Vinnies.



Developing leaders of faith, justice and learning

LEARNING

- One of our School Review and Improvement goals this year is around the implementation of the new Science and Technology Curriculum. Students have been working on great projects involving plugged and unplugged resources. We hosted a STEM open day on **Monday 23 September** to see our Science learning in action. **STEM** is an approach to learning and development that integrates the areas of science, technology, engineering and mathematics.
- 4 groups participating in the Maths Olympiad Competition
- All students involved in a Gymnastics program, surf sense and Life Education and numerous Gala days
- Staff have been working on writing a School Wide Vision for learning which hopefully will be published at the end of this term, if not early 2021.

OTHER

- The Year 5 and 6 students had a wonderful time at the three-day Residential Outdoor Education Camp, conducted by NSW Sport and Recreation at Berry. The overall aim of the camp was to enhance the students' leadership skills, increase their confidence in their own abilities and assist them in learning to cooperate and work with others through controlled experiences. The activities of team building, problem solving, innovation, adventure challenge games, trust and support certainly ensured that everyone had a great time.
- What a huge success our 2019 biennial school **Fete** was. It is a mammoth effort for our community to stage such an event, but the result was outstanding. With only a few minor outstanding bills still to be paid we should make a profit of approximately \$14500.
- As part of the Catholic Education Diocese of Wollongong (CEDoW) Principal Professional Development Planning and Review Process, an Appraisal occurs for each Principal every four years. This provides system and community accountability that is aligned with the School and Improvement process, focusing on the Principal's leadership achievements and strengths, as well as identify areas for growth and development and future directions. My Appraisal occurred on the 4 September 2019. Parents participated via a short survey, 12 staff were interviewed, and all staff surveyed, 12 students were interviewed, and Fr Bernard was interviewed. I wish to thank the community for their support and positive feedback.
- Migrated our finance system over to Technology One and communication system to Compass.

SCHOOL IMPROVEMENTS AND MAINTENANCE

- Renovation of staff utilities – kitchen, bathrooms
- New shade sail on the infant's playground
- New balustrade on the primary building stairs
- Final purchase of new flexible furniture for classrooms

We welcome 29 new kindergarten students and their families this term into our Transition Program. Of the 29 students, 24 are new families to St Brigid's

Developing Leaders of Faith, Justice and Learning

Attachment 2: Treasurer's Report

Treasurer's Report for 2019 - Term 4 Meeting **Prepared by - Sonia Spaseski on Monday 28 October, 2019**

Balance Reported at last P&F General Meeting (5/8/2019):	\$6,476.32
---	-------------------

Receipts (as of Monday 28 October, 2019)

1. Father's Day Stall/BBQ	\$ 1,768.00	
2. Fete Income	\$29,308.41	
3. Bank Interest	\$ 4.24	
4. School banking commission 2019	\$ 44.00	
TOTAL INCOME:		\$31,124.65

Less Payments (as of Monday 28 October, 2019)

1. Family Resource Fee Support	\$ 210.00	
2. Father's Day Stall/BBQ	\$ 368.76	
3. Bank Charges	\$ 62.22	
4. Fete Expenses	\$ 13,485.61	
TOTAL PAYMENTS:		\$14,126.59

BALANCE AVAILABLE	\$23,474.38
--------------------------	--------------------

Less Invoices/Reimbursements Received Requiring Approval

1. Payment for Showbags for School Fete	\$ 601.30
---	-----------

FINAL BALANCE AVAILABLE AT MONDAY 28 OCTOBER, 2019	\$22,873.08
---	--------------------

Events Held Since Last Meeting (6/8/2019):

1. Father's Day Stall & BBQ
 - a. Income: \$1,870.00
 - b. Expenses: \$1,343.67
 - c. Profit: \$526.33
2. Fete
 - a. Income: \$29,308.41
 - b. Expenses: \$14,541.91
 - c. Profit: \$14,766.50

Fete Activities/Report

Stall	Income (ex. float)	Expenses (ex. float)	Float in	Float out	Surplus/ (Deficit)
Art & Craft	\$ 128.00	\$ (133.21)	\$ 170.00	\$ (170.00)	\$ (5.21)
Balloons	\$ 340.00	\$ -	\$ 241.00	\$ (241.00)	\$ 340.00
BBQ	\$ 1,467.65	\$ (390.12)	\$ 241.00	\$ (241.00)	\$ 1,077.53
Books	\$ 624.15	\$ -	\$ 190.00	\$ (190.00)	\$ 624.15
Busker	\$ 131.65	\$ -	\$ -	\$ -	\$ 131.65
Cakes	\$ 805.60	\$ -	\$ 195.00	\$ (195.00)	\$ 805.60
Canteen & Sushi	\$ 574.50	\$ (200.00)	\$ 190.00	\$ (190.00)	\$ 374.50
Chocolate Wheel	\$ 1,713.00	\$ -	\$ 240.00	\$ (240.00)	\$ 1,713.00
Coffee	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Devonshire Tea	\$ 556.00	\$ -	\$ 190.00	\$ (190.00)	\$ 556.00
Floss & Popcoorn	\$ 453.10	\$ (142.78)	\$ 150.00	\$ (150.00)	\$ 310.32
Mexican	\$ 1,673.50	\$ (625.67)	\$ 241.00	\$ (241.00)	\$ 1,047.83
Floats	\$ 3,169.00	\$ (3,169.00)	\$ -	\$ -	\$ -
Overheads	\$ -	\$ (1,237.64)	\$ -	\$ -	\$ (1,237.64)
Pizza	\$ 1,342.30	\$ (267.25)	\$ 241.00	\$ (241.00)	\$ 1,075.05
Raffle	\$ 5,262.00	\$ (1,400.00)	\$ 190.00	\$ (190.00)	\$ 3,862.00
Rides	\$ 7,845.01	\$ (6,324.00)	\$ 300.00	\$ (300.00)	\$ 1,521.01
Showbags	\$ 1,298.00	\$ (601.30)	\$ 180.00	\$ (180.00)	\$ 696.70
Sideshow Alley	\$ 1,824.95	\$ (50.94)	\$ 210.00	\$ (210.00)	\$ 1,774.01
	\$ 29,308.41	\$ (14,541.91)	\$ 3,169.00	\$ (3,169.00)	\$ 14,766.50
					<i>Fete profit</i>

Attachment 3: Canteen & Uniform financials

St Brigid's Catholic Parish Primary School - Uniform & Canteen Shops							
	October 19 Actual	October 19 Budget	Month Variance	YTD October 19 Actual	YTD October 19 Budget	YTD Variance	Annual Budget
Income							
Uniform Shop Sales	\$503	\$242	\$261	\$4,443	\$2,420	\$2,023	\$2,904
Canteen Sales	\$697	\$500	\$197	\$14,078	\$5,000	\$9,078	\$6,000
Total Income	\$1,200	\$742	\$458	\$18,521	\$7,420	\$11,101	\$8,904
Expenses							
Salaries - Uniform Shop Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Salaries - Canteen Shop Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniform Shop Supplies & Expenses	\$0	\$143	\$143	\$636	\$1,430	\$794	\$1,716
Canteen Supplies & Expenses	\$0	\$500	\$500	\$8,137	\$5,000	(\$3,137)	\$6,000
Total Expenses	\$0	\$643	\$643	\$8,773	\$6,430	(\$2,343)	\$7,716
Combined Net Surplus / (Deficit)	\$1,200	\$99	\$1,101	\$9,748	\$990	\$8,758	\$1,188
Net Surplus / (Deficit) Uniform Shop	\$503	\$99	\$404	\$3,806	\$990	\$2,816	\$1,188
Net Surplus / (Deficit) Canteen Shop	\$697	\$0	\$697	\$5,942	\$0	\$5,942	\$0

St Brigid's Catholic Parish Primary School - Uniform & Canteen Shops

	September 19 Actual	September 19 Budget	Month Variance	YTD October 19 Actual	YTD October 19 Budget	YTD Variance	Annual Budget
Income							
Uniform Shop Sales	\$356	\$242	\$114	\$4,443	\$2,420	\$2,023	\$2,904
Canteen Sales	\$1,402	\$500	\$902	\$14,078	\$5,000	\$9,078	\$6,000
Total Income	\$1,758	\$742	\$1,016	\$18,521	\$7,420	\$11,101	\$8,904
Expenses							
Salaries - Uniform Shop Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Salaries - Canteen Shop Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniform Shop Supplies & Expenses	\$0	\$143	\$143	\$636	\$1,430	\$794	\$1,716
Canteen Supplies & Expenses	\$108	\$500	\$392	\$8,137	\$5,000	(\$3,137)	\$6,000
Total Expenses	\$108	\$643	\$535	\$8,773	\$6,430	(\$2,343)	\$7,716
Combined Net Surplus / (Deficit)	\$1,650	\$99	\$1,551	\$9,748	\$990	\$8,758	\$1,188
Net Surplus / (Deficit) Uniform Shop	\$356	\$99	\$257	\$3,806	\$990	\$2,816	\$1,188
Net Surplus / (Deficit) Canteen Shop	\$1,294	\$0	\$1,294	\$5,942	\$0	\$5,942	\$0

St Brigid's Catholic Parish Primary School - Uniform & Canteen Shops

	August 19 Actual	August 19 Budget	Month Variance	YTD October 19 Actual	YTD October 19 Budget	YTD Variance	Annual Budget
Income							
Uniform Shop Sales	\$239	\$242	(\$3)	\$4,443	\$2,420	\$2,023	\$2,904
Canteen Sales	\$3,122	\$500	\$2,622	\$14,078	\$5,000	\$9,078	\$6,000
Total Income	\$3,361	\$742	\$2,619	\$18,521	\$7,420	\$11,101	\$8,904
Expenses							
Salaries - Uniform Shop Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Salaries - Canteen Shop Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Uniform Shop Supplies & Expenses	\$0	\$143	\$143	\$636	\$1,430	\$794	\$1,716
Canteen Supplies & Expenses	\$1,642	\$500	(\$1,142)	\$8,137	\$5,000	(\$3,137)	\$6,000
Total Expenses	\$1,642	\$643	(\$999)	\$8,773	\$6,430	(\$2,343)	\$7,716
Combined Net Surplus / (Deficit)	\$1,719	\$99	\$1,620	\$9,748	\$990	\$8,758	\$1,188
Net Surplus / (Deficit) Uniform Shop	\$239	\$99	\$140	\$3,806	\$990	\$2,816	\$1,188
Net Surplus / (Deficit) Canteen Shop	\$1,480	\$0	\$1,480	\$5,942	\$0	\$5,942	\$0