Date: 13th September, 2012
Minutes by: Louise Thompson
Attendees: Brad Bawcombe, Katharine Duck, Lyn LeGrand, Vicki Muscat, Katie O’Sullivan, Liz Palamara, Allyson Reimer, Louise Thompson

Apologies: Rebecca Fitzsimons, Sue Hoeflake, Mardi Mantell, Tracey Brown, Cherie Oppy,

1. Welcome
The meeting was opened at 7.05pm by Vicki Muscat with a prayer

2. Apologies
Apologies were submitted for Sue Hoeflake, Mardi Mantell, Tracey Brown, Cherie Oppy.

3. Minutes from previous meeting
The minutes of the previous meeting were issued and uploaded to the St Monica’s school website
Accepted: Vicki Muscat
Seconded: Toni Ford-Ezzy

4. Business arising from previous meeting
- Parish Expo 13/14th October – need volunteer to set up display Saturday morning and take down on the Sunday, Liz Drover will possibly do up some poster from the fete
- Nominations for Outstanding Teachers
- Sandpits – an ongoing project
- School Disco – Cherie Oppy and Katherine Duck have volunteered along with one other.
  - The Club and DJ have both been booked
  - It was suggested Parent Helpers wear a lanyard or badge identifying them on the night
  - Children will pay at the door so we can identify each child. We will specify that parents have to remain out of the room unless they are an identified helper
  - It was proposed and agreed we spend $50 on lanyards or badges
  - Novelties will be purchased. Agreed to purchase around 300, after purchasing a pack of each to trial. Action: Cherie
Finger torches will also be purchased – 800. Action: Liz

It was also requested that the music be adjusted for the older children, understanding you need to careful with the choice of suitable music

The note will be sent next term detailing the activities associated with the disco

- Wi-Fi issue – parents tabling this issue were referred to the PRC and the CEO. Brad Bawcombe, a kinder parent provided us with a good summary of a workplace inspection he participated in and has offered information in support of this. Brad left some valuable information for interested person’s to read.

- John Lincoln can provide testing if required and Brad has his contact details if required.

- A suggestion was made to introduce a bond of $10 for home readers to reduce loss. A reward was proposed rather than punishment, e.g. an iceblock at the end of term. Lyn will evaluate the ideas and let us know.

- BryNorms contract – see uniform report

- Suggestion to replace end of year class parties with a sausage sizzle with a family fun day. It was agreed to hold this on the 19th December.

Accepted: Louise Thompson
Seconded: Vicki Muscat

Correspondence in

- Bank statement
- Father’s Day invoices – Smart Fundraisers, Clover Fields, Art by Kids, MAPS
- Aust Wide Security invoice
- Invoice Bop Till U Drop $520

Correspondence out

- Payments of Father’s Day invoice – Smart Fundraisers, Clover Fields, Art by Kids, MAPS
- Payment to Aust Wide Security
- Payment to School
- Payment to Parish
5. Treasurer’s report – Liz Palamara (Appendix 1.)

Money in
- Balance of Fete takings
- Father’s Day stall proceeds

Money out
- Smart Fundraisers - Father’s Day
- Clover Fields - Father’s Day
- St Monicas Primary - 1/2 share of fete proceeds
- St Monicas Primary - on account of IT, books etc
- Parish of Richmond - 1/2 share of Fete proceeds
- Ribbon, stamps and tape
- Fete - Australia Wide Security
- Art by Kinds – Father’s Day
- MAPS Fundraising – Father’s Day

We are in a position to pay the Parish the balance of their proceeds from the Fete profits.
Requested approval to pay Bo to You Drop – approved.
We have some leftover food and it was proposed and agreed to donate it to the canteen.
We also have soft drinks leftover and it will keep it for the family fun night.
Accepted: Toni Ford-Ezzy
Seconded: Vicki Muscat

6. Principal’s report – Lyn Legrand (see Appendix 2)

General notes. See full report.
Lyn was very focused on the Catholic Schools funding cut backs and urged parents to contact our local members and keep the pressure on the government. We agreed to write a letter as a parent body.
A suggestion was made to start a petition. Lyn would like to wait and see what direction we get from the CEO.
Compliance is still in progress. The main day was a success with all elements receiving approval. We have since had facilities compliance. We now need the WHS compliance audit which will be beginning of next term.

The school purchased 24 laptops and 2 trolleys with the Fete proceeds. We would like a count on the laptops in the school. The warranty on the first lot of laptops runs out at the end of this year so they may be disposed of if they break, following this.

NAPLAN results to be sent home next week.
Looking at inviting member of police force as guest at next P & F to inform parents on kids responsibilities with particular attention to cyber bullying.

Lyn also highlighted how well our students performed at the Voice of Youth. Georgia Hicks was awarded the social justice award – congratulations.

Accepted: Katie O’Sullivan
Seconded: Vicki Muscat

7. Fete Report

8. Sub-committee reports
   i. Parent Support Network – Mary Clark

There is a morning tea next week with book week.
Lyn praised the people that have been helping cook meals for families in need. It was suggested that parents could make an extra lunch for the children or the P&F could pay for a lunch order.

ii. Fundraising report – Sue Hoeflake
Well done to all who helped on Father’s Day. A lot of positive feedback was received on the quality of the gifts. We unfortunately did not sell all items, so it was not really a successful fundraising activity as such. However we are already up on gifts for next year and a reminder for next meeting to discuss perhaps an increase in price for 2013 to $6 a gift.

Reminder: the Ginger Bread night is the Thursday 6th December for a 6pm start. A Flyer will go out week 2 of term 4.

The Christmas pre-order fun family day idea has been confirmed for 19th December. This is intended to replace the class parties, reduce food waste, raffles, lucky door prizes, children singing Christmas carols etc.

Also, I asked for an interested person to be the fundraising coordinator to be advertised for next year to perhaps work along myself for the year if needed. Can this please be put in Newsletter in term 4?

Thank you, Sue Hoeflake

iii. Uniform Report

Second Hand Uniforms
The contract ends at the end of 2012, however we still have many very large sizes. We would like to sell the larger sizes off at a sale price (at cost) and will provide a costing of the total of these items. Toni will contact them with some direction on what to do. If not sold by December, Brynorms still need to pay us what they owe.

$3000 is still owed to Oz Fashions. Toni will email to see if some agreement can be made to accept $2000 due to all the faulty stock returns

Lock on uniform shop needs attention – Colin has addressed this

A note detailing the change to the compulsory school bag needs to be mentioned more often in the newsletter.
iv. PRC – Katie O’Sullivan

Ruth Fordyce spoke at the last Parent Network. Katie and Allyson both said how impressive, teaching about resilience in children, covering children’s awareness of who is around them, that can help them. Next meeting: 12th November on computers but targeted at parents. Katie and Allyson also highlighted the Council of Catholic Schools at the Sebel Parramatta in 25th/26th May next year, which is hosted by Parramatta diocese. Katie and Allyson also mentioned a grant is available to host a guest speaker and we need to make application. If approved, we can invite sister schools. Katie and Allyson to look into available speakers.


Sprinklers

- Need to replace timed irrigation system for the grounds. Get the quote for the whole system and possibly look at upgrading the current system

Sandpits

- Choosing the sandpits remains outstanding - looking at Stratco
- Fire audit and safety light audits have been completed

Proposed Working Bee

Friday evening 9th November

Tasks

Painting touch ups – buildings, handball courts and other ground signs
Weeding and trimming gardens
Filling sandpits?

Accepted: Toni Ford-Ezzy
Seconded: Vicki Muscat

10. General Business

- A parent raised and issue about seatbelts on the buses for excursions. Lyn advised that for a certain distance the buses have seatbelts.
- A reminder about correct crossing of the road rules will be advertised in the newsletter

11. Future Meetings

P&F Meetings

Wednesday 24\textsuperscript{th} October

Meeting close: 8.54pm
**Appendix 1**

i. **Treasurer’s Report**

<table>
<thead>
<tr>
<th>ST MONICA’S P &amp; F ASSOCIATION</th>
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<tbody>
<tr>
<td>TREASURER’S REPORT</td>
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<tr>
<td>11.9.12</td>
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### Account Balance as at 14.8.12

<table>
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<tr>
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<tbody>
<tr>
<td>Deposits</td>
<td></td>
</tr>
<tr>
<td>21.8.12 Fete - Takings</td>
<td>$366.00</td>
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<tr>
<td>4.9.12 Fathers Day</td>
<td>$2,396.74</td>
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<tr>
<td>7.9.12 Fathers Day</td>
<td>$263.00</td>
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Total Deposits: $3,025.74

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<tbody>
<tr>
<td>Cheques</td>
<td></td>
</tr>
<tr>
<td>14.8.12 19768 Smart Fundraisers - Fathers Day</td>
<td>$528.50</td>
</tr>
<tr>
<td>15.8.12 19769 Clover Fields - Fathers Day</td>
<td>$272.00</td>
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<tr>
<td>21.8.12 19770 St Monicas Primary - 1/2 share of fete proceeds</td>
<td>$20,000.00</td>
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<tr>
<td>St Monicas Primary - on acc of IT, books etc</td>
<td>$5,000.00</td>
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<tr>
<td>21.8.12 19771 Parish of Richmond - 1/2 share of fete proceeds</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>7.9.12 19772 Ribbon, stamps and tape</td>
<td>$20.00</td>
</tr>
<tr>
<td>7.9.12 19773 Fete - Australia Wide Security</td>
<td>$495.00</td>
</tr>
<tr>
<td>7.9.12 19774 Art By Kinds - Fathers Day</td>
<td>$127.50</td>
</tr>
<tr>
<td>7.9.12 19775 MAPS Fundraising - Fathers Day</td>
<td>$245.30</td>
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</table>

Total Cheques: $46,688.30

### Account Balance as at 11.9.12

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<tr>
<td>Total Funds</td>
<td>$6,803.99</td>
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| Outstanding Bills    | $3000.00 Oz Fashion - Final payment cost of stock |

### Bank Reconciliation 11.9.12

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<tbody>
<tr>
<td>Bank statement Balance 11.9.12</td>
<td>$7,771.79</td>
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Less Unpresented Cheques

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<tr>
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<tbody>
<tr>
<td>13.8.12 19763 Fete - Mobile Coolroom</td>
<td>$100.00</td>
</tr>
<tr>
<td>7.9.12 19773 Fete - Australia Wide Security</td>
<td>$495.00</td>
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<tr>
<td>7.9.12 19774 Art By Kinds - Fathers Day</td>
<td>$127.50</td>
</tr>
<tr>
<td>7.9.12 19775 MAPS Fundraising - Fathers Day</td>
<td>$245.30</td>
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Total Unpresented Cheques: $967.80

### Reconciled Balance 11.9.12

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<tbody>
<tr>
<td>Reconciled Balance 11.9.12</td>
<td>$6,803.99</td>
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Difference: $ -
Appendix 2

**PRINCIPAL’S REPORT SEPTEMBER 2012.**

The most concerning news at the moment is the Catholic Schools funding freeze proposed by the state government. Just how much affect this will have on our schools is not yet clear but it could lead to higher school fees, loss of class support etc. Of course, we do recognise the current tough economic climate and the debt left by the previous NSW government, but this is a time when we should be focusing on the education of our young people. Please continue to read any information I send home and keep up the pressure on the government.

Naplan results for Years 3 and 5 have arrived and will go out to parents on Monday. At this stage I cannot comment on our results because I have to keep them secure until they have been signed off by the Federal Minister on Friday!

There have been a couple of cases of nasty text messages being sent from student to student after school hours. We are dealing with it but it is very much a parental responsibility as well. We don’t want this to develop further so we do ask all parents to speak to their children. Would you like me to arrange the School Liaison Police Officer to speak at a P&F meeting next term?

Book week celebrations next week look set to be a lot of fun. You would have all received an outline of the week. Wednesday is the highlight of the week with the Book Fair, Open Classrooms, Picnic in the playground (remember you can order lunch from the Canteen) and then the Book Parade.

Please note that we do have a staff development day on the 8th October. It is a spirituality day with the 4 Hawkesbury Schools combining. We shall be off site that day so please do not send children to school.

I shall be taking the first two weeks of next term as Long Service Leave.