

# SACRED HEART PARENTS & FRIENDS ASSOCIATION

## GENERAL MEETING MINUTES

**Date:** Monday 26 October 2009  
**Time:** 7.00pm

**Chairperson:** Brendan O'Donnell  
**Venue:** Staff Room, Sacred Heart School

**Present:**

Debbie O'Donnell	3W	Jessica Parker	4W
Sue Fox	Principal	Fina Sherry	2B
Lisa Watters	6B	Jackie Magill	3K/2B/3W
Brendan O'Donnell	3W	Dawn Barker	1W/6B
Sheree Munkelt	KW/1B/3W	Michelle Wells	1W/KB
Dwayne Hamilton	PPB/3B	Kevin Ashby	3W
Fran Butler	1W	Lynne Uniewicz	3W

**1. Opening Prayer – Everyone**

**2. Apologies**

Michelle Hollamby	KW/1W/3W	Tania Cowley	PPW
Justine Jarratt	PPW	Matthew Cuniffe	1W

**3. Business Arising From Previous Minutes:**

- Outstanding payments from school disco:
  - Payments made to DJ for \$400 and Lisa Watters \$88.00 (for chips, drinks, etc).
- Guideline Documents:
  - Guidelines document (Roles and responsibilities of executive and committee members, processes for all activities undertaken by the P&F Committee that involves handling of money, payment of deposits, etc to be documented into a booklet and issued to all committee members) *BO'D*
  - Budgets to be approved for deposits, etc are to be set at general meeting prior to sub-committee meetings.
- Decorative Tea Towels:
  - To be put on the agenda for next year. Perhaps could be organized to be sold at the 2010 School Fete.
- Family Fun Day:
  - Held on Saturday 24 October @ Tom Bateman Park in Canning Vale.
  - A very enjoyable day with great parent involvement. Everyone who attended had a fantastic day.
  - Letter of thanks and request for feedback to be sent to the Coffee Van Company. Coffee was good quality. *SM*
  - Suggested that it be held on a Sunday next year. (Early in the year)
  - Honour Certificate to be given to Isabelle Simmons of Year 6 for her face painting on the day. To be given at the assembly on Friday 30 October 2009. *BO'D*
  - Thank you letter to Perth Heat. To show our appreciation for their support of our Family Fun Day, organization of a get-together to a Perth Heat Game (flyer to be sent to parents with the newsletter on Wednesday 28 October. *SM*

- 2010 School Fete Planning:
  - Sub-committee meeting held on Tuesday 29 September @ Dome Canning Vale – meeting minuted.
  - Dates to be considered after consultation with the parish are 7, 14 or 28 November 2010. Date decided on is Sunday 7 November 2010 – ALL IN FAVOUR AFTER PUT TO A VOTE.
  - Fundraising target of \$15,000 with a percentage (yet to be decided) of proceeds to be given to the Sacred Heart Parish.
  - Jess Parker to be involved in the handling of money (i.e. floats, etc)
  - People who have indicated their willingness to help out for the fete and not attended the sub-committee meeting to be contacted.
  - Food permits, etc to be discussed at the next sub-committee meeting (date to be confirmed).
- 2010 Quiz Night Planning:
  - To be held at Maddington Community Hall on Saturday 1 May 2010.
  - Hall to cost \$230.00 – 2 hours for set-up, 4 hours (7-11pm) Quiz, and 1 hour (11-12pm) clean up. \$50.00 deposit to secure hall.
  - Tom Tapping contacted – he can conduct the whole thing, from set-up, operating the bar, Quiz Master and Clean up.
  - Sub-committee to be formed and meet with Tom Tapping to discuss options.
- Rubber Foam Mats:
  - Purchased and cut from Clarke Rubber.
  - Being used for Assembly and music lessons.
- P&F On-site Document Storage:
  - Sue to organize.
- Year 6/7 Graduation Donation Request:
  - The figure of \$22.00 per head has been set for the Year 6 / 7 Graduation Dinner. Year 6 has 58 students and Year 7 has 45 students giving a total of \$2266.00.
- P&F Federation WA Update:
  - Laurie Eastwood (Executive Director) has resigned.
  - Office policies and documentation to be reviewed.

JM

SF

#### 4. Reports:

##### **PRESIDENT**

- Attached

##### **TREASURER**

- Attached
- Cashbook Balance - \$26,841.88

##### **PRINCIPAL**

- Attached

#### 5. Correspondence:

In

- La Premiere tickets from Joanne Day (bonus from sales of Hoyts Movie Vouchers). *It was decided by a unanimous vote by all present to offer this as a door prize at the ACM on Wednesday 9 December.*
- Generation Next Initiative (circulated via email).
- Safety House WA Questionnaire (circulated via email) – *to be discussed at next meeting.*

Out

- None

## 6. General Business:

*Action  
Party*

- Sacred Heart Parish 50 Year Celebrations;
  - The day was very successful. Great to see the involvement of the children in the Liturgical Movement.
  - Good turn-out with lots of food and entertainment.
- Auditor required for 2009 Audit of P&F docs :
  - Still require the voluntary services of a qualified Accountant to conduct the audit. If not forthcoming, we will have to consider paying a Professional.
  - Notice to be placed in Newsletter requesting a volunteer.
- Pre-meeting get-together for Sacred Heart Staff, P&F Association Members and Class Liaisons:
  - To be held Monday 23 November at 5pm followed by meeting at 6pm. Put to the vote with everyone present in favour.
  - Invitation to be sent to Staff and Class Liaisons.
  - Sausages left over from sports day to be used (Lisa to pass onto Dawn. Dawn and Debbie to organize cooking.
  - Donations of Wine and nibbles by committee members.
- Pre-Annual Community Meeting Preparation:
  - To be held on Wednesday 9 December at 7pm in the Foley Centre.
  - Wine and Nibbles to be purchased – budget set of \$200.00 (voted in favour by all present).
- World Teachers Day on Friday 30 October:
  - P&F to purchase and present a cake to the staff at assembly.
  - Budget decided on for purchase of cake - \$65 - \$80 (voted in favour of by all present). Jackie to organize.
- Fina to run a Nutrimerics Christmas fundraising event with a percentage to be presented to the P&F.
  - Notice and flyer to be sent home with the Newsletter on Wednesday 28 November or 4 November.
  - Orders to be left in an envelope with payment in a box at the front office.
  - Fina to liaise with Jill.
  - Everyone present in favour of the fundraiser to be conducted.
- Parish News:
  - There will be no Reflections / Carols Night this year.
  - There will be a Children's Christmas Party on Sunday 20 December. A notice will be placed in the school newsletter closer to the end of term 4.
  - Possibility of Christmas Carols Night in 2010 – P&F to discuss with Sue early in 2010.
- Special Meeting for 2010 P&F Committee:  
Brendan to liaise with Sue to organize a date prior to the end of term 4.

*BO'D*

*BO'D*

*FB*

*JM/BO'D*

*FS*

*BO'D*

## 7. Monies To Be Passed For Payment:

- Nil

## 8. Next Meeting:

Next meeting to be held on Monday, 23/10/09 - 5.00 pm for get-together and meeting @ 6pm in the staffroom.

## 9. Close of Meeting:

9.00pm