

St Brendan's School P&F Minutes 16 February 2018

Attendees: Carrie Leary, Geneva Higgins, Sarah Boase, Kellie Gemmell, Lauren Smith, Nicole Cole, Peta Shine

Apologies: None

Item	Information	Decisions / Actions / Due / Responsible Person
Meeting opened	8.30 am	
Minutes from previous meeting	<p>Minutes of meeting held on 21th November. (no 13 February meeting due to lack of quorum) Minutes and reports from meetings are now available on the school website.</p> <p>Recommendation: That the Committee confirm the Minutes of 21st November Meeting</p> <p>Moved: Peta ; Seconded: Lauren</p>	Minutes accepted
Business arising	<p>Payment for stage</p> <p>Fete rides date is booked but we need to decide on the rides asap</p> <p>Recommendation: That the Committee approve the following rides to be booked with Partytime Amusements-</p> <p>4 rides required \$4810 + GST (?)</p> <ul style="list-style-type: none"> o Giant Slide \$1850 o Junior Ferris Wheel \$1200 o Tribal Encounter Jumping Castle \$990 o Gladiator Duel \$770 <p>Moved: Geneva ; Seconded: Kellie</p>	<p>Has been paid</p> <p>Peta to confirm with Partytime Amusements the booking of the 4 rides and to wait for invoice</p>
Correspondence	<p>Correspondence received from P&F Federation for the annual P&F levy amount of \$512.00</p> <p>It was moved that the inwards correspondence be accepted and the outwards correspondence be endorsed.</p> <p>Moved: Lauren ; Seconded: Peta</p>	Lauren to pay levy
Principal's report	<p>See attached report</p> <p>School bucket hats to replace the previous sport hats are being sourced. These hats are reversible with the school logo and blue colour on the outside and the colour of sports house colours of red, purple or gold, allowing them to be turned inside out for sport days.</p> <p>Recommendation: That the Committee approve the purchasing of above hats by the Uniform Shop.</p> <p>Moved: Carrie ; Seconded: Sarah</p>	Nicole will advise Deb Cassidy to order hats to be sold from the school uniform shop.

Treasurer's report	<p>Laureen presented a draft P&F Budget 2018 for discussion and approval. Additional requests for the budget from Nicole included:</p> <ul style="list-style-type: none"> - Shade sails - Landscaping new entrance - Contribution to seating <p>Moved that the P&F Budget 2018 (including Nicole's additions) be approved for payment. See attached. Moved: Geneva ; Seconded: Kelly</p>	Carried
Harmony Night 2018	<p>Invitation to Local members and Fr Dan</p> <p>Invitation to St Brendan's Parish</p> <p>Decorations to go to the front and back of school – week before Harmony Night</p>	<p>Nicole will organise official invitation to Harmony Night</p> <p>Peta to forward to the parish secretary an invitation/notice to appear in the Parish newsletter</p> <p>Peta, Sarah and Kelly will put up banners on fences – Friday 23rd February</p>
Fete Meeting	1 st meeting will be held on Wednesday 28 February 2018 from 6:30pm	
Fete	<p>Do we want to have an animal farm?</p> <p>Cold Room we need – any suggestions?</p>	<p>Hold over to next meeting/next fete meeting</p> <p>Kellie advised that Dave Gemmell would see if he could source a cold room for the fete.</p>
Next meeting	Tuesday 6 th March 6:30 pm	
Meeting closed	9.00 am	

St Brendan's P&F Budget 2018 - DRAFT:

Item	Estimated cost	Actual cost	Estimated Income
School gardening fund		\$2,000.00	
Harmony Night			\$30.00
P&F Federation		\$512.00	
Seniors shirts & screen printing	\$270.00		
Movie Night			\$50.00
Disco	\$275.00		
Gift for auditor			
School camp 2018		\$2,500.00	
Mother's Day stall	\$100.00		\$300.00
Father's Day Stall	\$100.00		\$300.00
Fete rides	\$5,291.00		
Fete (excluding rides loss accounted above)			\$10,500.00
Fete Float	\$3,700.00		\$3,700.00
P&F Levies			\$5,000.00
5 cent challenge			\$100.00
Interest			\$100.00
School Banking Commission			\$100.00
Contributions to School			
Shade Sales	\$6,000.00		
Klandscaping New Entrance	\$2,000.00		
Contributuion to Seating	\$6,000.00		
TOTAL		\$28,748.00	\$20,180.00
			\$8,568.00

2018	P&F MEETINGS - TUESDAY 6:30pm First Tuesday of month General Meetings unless otherwise noted	P&F EVENTS
TERM 1 (Tue 23 Jan – Thur 29 Mar)	13 th February Extra-ordinary General Meeting + General Meeting 6 th March	Harmony Night – Friday 2 nd March Working Bee – Sunday 25 th March
TERM 2 (Tue 17 Apr – Fri 29 Jun)	1 st May 5 th June	School Disco – Friday 20 th April Mothers' Day Stall – Friday 11 th May Trivia Night – Saturday 19 th May
TERM 3 (Mon 16 Jul – Fri 21 Sep)	7 th August 11 th September	Mother's Night Fete Working Bee – Sunday 19 th August Fete set up – Saturday 25 th August Fete – Sunday 26 th August Fathers' Day Stall – Friday 31 st August
TERM 4 (Mon 8 Oct – Fri 7 Dec)	9 th October 6 th November AGM + General meeting	Movie Night – Friday 10 th November