

# Holy Family Parents and Friends Association

Wednesday 10<sup>th</sup> May 2017

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## Meeting Minutes

7.40 pm meeting opens

**In attendance:** Leah Taylor, Rachael Horsburgh, Ian Seretin, Amy Kennedy, Jess Scott, Luke Scott, Adam Bodle, Emma Keen, Felicity McLachlan, Antoinette McBride, Jasmine Price.

**Apologies:** Anne-Marie Marek, Ellen Acheson, Eleni Gianakis, Josh Mundy, Alison Champion, Kate Senior.

**Business arising / outstanding from previous minutes:** Accepted

### Correspondence:

- Ian received a letter from Enhance TV in relation to nominating a teacher for a free subscription.
  - Ian referred the enquiry to Anne-Marie Marek.

### Prayer:

- It was noted that at the last two meetings that no prayer was undertaken at the commencement of the meeting.

### REVIEW OF ACTION ITEMS

*Outstanding action items since last meeting (Wednesday 22<sup>nd</sup> March 2017)*

ACTION ITEM	RESPONSIBILITY	STATUS
TAMS letter regarding Gowrie Carpark Access	Rebecca McAlister & Josh Mundy	No further action the P&F can take on this matter now. This Item can be closed.
New Buddy Bench signage	Amy Kennedy	2 x signs ordered.
New P&F Shed - new building project for 2017.  It is proposed that we built a new P&F shed behind the preschool with access from the walkway (3 bay shed with 2 bays allocated to the P&F and 1	Ian Seretin	Ian received a formal quote of \$28,656 from Totalspan. This includes all building works, slab, plumbing and electrical.  Ian will seek 2 more formal building quotes.  Rachael advised that there would

bay for the preschool)		be insufficient funds for expenditure on shed to occur until at least after the School Fete.
2 x new barriers as fencing for Disco	Ian Seretin	Ian attempted to purchase, however unavailable at Bunnings. He will investigate other options.
2 x new Barbeque 'Mates' needed for use when cooking on school BBQs.	Ian Seretin	Ian advised that there were suitable tools so did not purchase. This item can be closed.
Map of school entrances/exits and safe crossings.	Amy Kennedy	<p>Amy advised that the ELC had recently produced and distributed a fabulous map to educate families of the safe/correct pick up zones and entrances to the school grounds.</p> <p>All agreed that it would be highly beneficial to distribute the flier throughout the Primary School.</p> <p>Amy to follow up with Alex Knight at ELC to request the use of the document.</p>
Golf Buggy Hire for Athletics Carnival in Term 2.	Rachael Horsburgh	<p>Rachael advised that these were available for around \$200. Agreed that a pull-along wagon or similar would be more suitable.</p> <p>This item can be closed.</p>

#### NEW ACTION ITEMS

ACTION ITEM	RESPONSIBILITY	STATUS
Asset Register	Amy Kennedy	Amy to arrange a suitable time to check all assets in the P&F Shed and create an asset register. Antoinette and Ian offered to assist.
Local Business Contributions and Acknowledgment (Carried over from 'other	Antoinette McBride	It was discussed that local businesses (such as Chisholm butcher) contributing to school

business' last meeting – noted here to follow up if this suggestion is now being implemented)		<p>events and fundraisers should be acknowledged.</p> <p>Thanks to these organisations will be published via the school newsletter and a 'certificate of appreciation' will be printed and given to the businesses involved.</p>
P&F Email Address	Leah Taylor	Leah to investigate if it is possible to create a generic email address for P&F correspondence, which could be redirected to personal emails of position holders.
Volunteer Morning Tea	Antoinette McBride	<p>Discuss with Anne-Marie options to suitably recognise and thank volunteers who assist at the school.</p> <p>This is in particular reference to those not in the P&amp;F or Canteen, but the many volunteers that assist with reading, events, sports etc.</p>
Cloud based accounting system	Rachael Horsburgh	<p>Rachael to investigate options for a cloud based accounting system for the P&amp;F and Canteen.</p> <p>Agreed that if suitable option identified, this could be agreed upon out of session with relevant members (Ian, Leah, Canteen, Antoinette)</p>

## REPORTS

### *President's report – Ian Seretin*

- No formal report presented at the meeting.
- Athletics carnival and BBQ ran by P&F went well. Leftover cooked sausages provided to ELC COOSH and uncooked sausages were frozen for a future event.
- Shed cleaned. Ian noted to large amount of things in the shed. Suggested the creation of an asset register so everyone is aware of what is available for events etc.

- Ian advised formal report not available at this time but requested Minutes to be finalised. See Attachment A.

### ***Principal's report - Anne-Marie Marek***

- Principal's report presented by Leah Taylor on behalf of Anne-Marie.
- Discussed potential ramifications of school funding cuts from the Federal Government.
- Acknowledged success of Cross Country and Athletics day and the contribution of volunteers who contributed to the success of both days.
- Members expressed positive feedback in relation to James Lyra and the Sounds Write program.
- Full report at Attachment B.

### ***Treasurer's report – Rachael Horsburgh***

- Rachael provided an overview of the P&F accounts.
- Discussed that the P&F is currently short on funds due to some recent large expenditures. This included purchasing of volleyball nets and wages for Canteen and Parent Ambassador.
- Discussed the need to have sufficient funds available for outlay related to School Fete.
- Lengthy discussion in relation to new requirement from Catholic Education to have all P&F and Canteen accounts audited annually. This will require a greater level of transparency in relation to all income and expenditure, including a budget for all events prior to outlaying any funds.
- New requirement that all expenditure for events to be detailed on an Events Balance Sheet. This sheet will include an agreed budget and the end result in relation to that budget. Rachael emphasised that this is not to scrutinise or question what people are spending, however it is a means to ensure there is transparency on funds spent, a clear description to help set budgets for future events and a means to ensure the P&F is getting best value out of events.
- Rachael is happy to help and be involved in any event meetings to help set budgets or reconcile expenditure after the event. Agreed to include Rachael on the School Fete Committee.
- P&F currently do not use an accounting system, instead relying on spreadsheets and bank records. Rachael suggested the committee pay for a cloud based accounting system.

These cost between \$5 and \$20 a month and would make account keeping easier for everyone, allow greater transparency of all income and expenditure and also assist to streamline annual audits.

- Canteen accounts distributed. Rachael explained that although the Canteen is breaking even, there are differences between the finances produced by herself, Tessa and the Canteen. Further investigation is required to ensure that there is an agreed, clear understanding of finances for the Canteen. There is also a need for clear guidelines to be established on the roles and expectations of the P&F and the Canteen.
- Line item to be included in Canteen accounts for “Hospitality” which will allow for clear tracking of expenditure for food and drinks provided for volunteers.
- General agreement that a cloud based accounting system is a priority and would greatly help to resolve the current inconsistencies with the canteen.
- Treasurers Report at Attachment C.
- Template for Events Balance Sheet at Attachment D.

#### ***Parent Network report – Antoinette McBride***

- No formal report presented at the meeting.
- Discussion held on Mother’s Day Breakfast.
  - Muesli cups will be provided this year as a healthy alternative to pastries. They do not have nuts as an ingredient; however have a warning of “may contain traces of nuts”. Antoinette advised that a notice would be placed on the table with muesli to warn people with nut allergies.
  - Two hampers purchased for Mother’s Day raffle costing \$168. One hamper donated by a parent. P&F agreed that this cost would be worn by the P&F as a charitable donation.
  - Discussed balloons and agreed that due to environmental concerns they would not be released in to the air following the breakfast.
- Advised that \$1450.25 was raised and donated for the Big Heart Project. This was a wonderful community effort. Agreed that this will be recorded as a charity donation income and expenditure in the P&F Accounts.
- Formal report provided to Secretary after the meeting. See Attachment E.

#### ***Canteen report – Eleni Gianakis***

- Report provided to Secretary prior to the meeting, however no formal report presented at meeting due to insufficient time.
- Discussion held in relation to students not bringing lunches and being provided with sandwiches by the Canteen. P&F agreed to reimburse the Canteen for any costs incurred by doing this.
- If there are extenuating circumstances where teachers feel students require regular assistance with lunches, the P&F agreed to support teachers in ensuring all children are provided adequate and appropriate food either through the Canteen or through food provided by Care Meals.
- Full report at Attachment F.

## **OTHER BUSINESS**

### **P&C Information Guide**

- Ian agreed to delay discussing this guide until a future meeting when there is more time.

### **Canteen Action Items**

- Minutes from the last Canteen Committee Meeting (2/05/17) were provided by Ellen Acheson, Action Items were asked to be discussed and tabled.
- Action Items read out and agreed that all relevant items had already been addressed during the meeting.
- Initial meeting held earlier in the day with Ian, Rachael and Leah to discuss roles and responsibilities for the P&F and Canteen, plus accounting practices. Anne-Marie and Eleni were unable to attend and Ian advised that they were happy for the meeting to proceed without them.

### **Vice-Presidents Role**

- Ian advised that Carrie Nicol resigned her role as Vice-President due to her commitments as a member of the School Board. Carrie nominated Adam Bodle as her replacement.
- This nomination was seconded by multiple members.
- Adam Bodle appointed as the new Vice President.

Meeting closed 9:35pm

ATTACHMENT A – PRESIDENTS REPORT

Report not provided at this time.

## Principal's Report to the P&F

Wednesday, 10 May 2017

A major development since our last meeting has been Catholic school funding. Last Friday I received a call that government funding for Holy Family will be reduced by \$1,395,300 by 2027. This will have major implications for all families attending Holy Family over the coming years. A fee shortfall (without CPI increases) will be around \$1000 per student.

- This needs based model is a blunt instrument that will not work equitably in ACT schools due to our uniquely diverse social, cultural and economic make-up within suburbs.
- The financial data on the ~~MySchool~~ website indicates that in 2015 our school provided a high quality education with \$1,135 less per student than our local Government schools serving the same community. Our school has been consistent doing this over many years.
- That these same Government schools will experience an increase in federal funding over the duration while we will experience a significant decline.
- Not only has our school already had to provide a high quality education on less funds, we are also being asked to stretch it much, much further. The model announced is not equitable.
- If this announcement is also a means by which to put pressure on territory and state governments to review their commitments to school funding, then the children and families in our communities will be paying too high a price to make that point.

I sincerely hope that every parent makes it known to their local member that they pay taxes and are entitled to choose the school that will meet their family best without being financially disadvantaged.

Since our last meeting we held a very successful Cross Country Carnival at Fadden Pines and of course our Athletics Carnival last week at Gowrie Oval. On both occasions the weather was sensational and the children had a fabulous time. The Athletics carnival could not have run more smoothly thanks to Anne Potter's amazing organisation and delivery. I also thank Ian Seretin for his time and energy in organising the BBQs and Antoinette and parents for feeding 600 children. We will put some slight procedural changes in place for the Cross Country carnival next year.

Interim reports were sent home late last term and both parents and teachers had opportunities to discuss student progress and behaviours.

The school held its annual photo day in the last week. All photos were successful taken in the one day- what a mammoth task, including the family photos.

We celebrated Holy Week with a very moving liturgy on the last Friday afternoon of term. Many grades took responsibility for presenting an aspect of this week and then Year 5 students led us around the school on a Stations of the Cross procession.

Term 2 began mid week with Dance Fever teaching all students some great dance moves. They will be in the school each Wednesday of this term.

Our Year 6 students have been involved in 'try high school' days at MacKillop and St Clare's. They have also begun a course of study in preparation to celebrate the Sacrament of Confirmation. Commitment masses were held in the Parish over the last two weekends and



all Year 6 teachers in the three parish schools spent a day with Fr Warrick exploring the Church's teaching on this Sacrament.

Year 4 presented a very emotive Anzac Day liturgy in the first week. I thank the many defence service parents who came along to be part of the ceremony.

Our enrolment period began last week. We have approximately 60 of the 75 children attending the ELC eligible to attend Kinder in 2018. At this stage I don't know if we will attract a fourth Kinder class in 2018. We have our Open Day next week on Tuesday. The ELC has received around 30 applications to date. Their final Information evening was last Monday. They too will have an open morning on Tuesday 16<sup>th</sup> 9.30-11am.

James Lyra presented the first of a series of three parent workshops explaining the Sounds Write program in operation in Kinder to Year 2 classrooms. Around 40 parents attended these workshops in Term 1 and demand was so high that another series will be conducted this term. About 100 parents will have been educated about this program that we have invested a lot of money into, to assist all our children to be successful readers, writers and spellers.

Other new programs in the school revolve around STEM. We have developed partnerships with ANU, Questacon and CSIRO to have experts working with our children in the areas of Coding, Robotics, Scientific explorations. We aim to be a STEM Partnership school and will be marketing ourselves accordingly. We have many clubs: Minecraft, Robots,

Work was finally completed on the Indigenous Garden and garden along the western side of the ELC. Paths surrounding this area were also completed. This was the final component of the Walkathon money- identified expenditure items. New water taps were installed outside the Library and in the Staff courtyard. We have minimal outside taps around the school. A new irrigation system was installed around the new Year 4 block. The damaged brick wall near the P&F shed was rebuilt last week.

NAPLAN has once again descended upon Year 3 and 5 students. We were all geared up to do these tests online this year but at the last minute the government decided that some states were not ready and so the children had completed the tests using pen and paper. We have deliberately kept everything as low-key as possible so as not to stress our children. We already know how each child is travelling and the school has identified via our Annual Improvement Plan areas for growth and development.

Merinda Huntly, our Professional Practice Coordinator/specialist has worked hard, managing the UC tutorial groups (3 x 30 preservice teachers) working with lecturers and Years 4 and 5 students. They worked with our children in the Science and English curriculum areas. We anticipate another group of preservice teachers next semester working with Year 3 children in the Maths area. We currently have 5 UC Level 1 preservice teachers working in all classes these two weeks on their first practicum placement. We also have several Swinburne Uni, UC and ACU preservice teachers on their final 4<sup>th</sup> year practicum.

*Anne-Marie Marek*



## Holy Family Primary School

### P&F Event Balance Sheet

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organiser: \_\_\_\_\_

Costs:

Description:	Amount:	Supplier:	Invoice No:	Date Paid:
Total:	\$			
Agreed Budget:	\$			
Over/Under Budget:	\$			

Income:

Source:	Amount:	Date Banked:
Total:	\$	

Total Profit/Loss: \$ \_\_\_\_\_

Signed: \_\_\_\_\_

## Parent Ambassador Report

- With Mrs Marek's blessing I organised the Five Cents Friday which we ran in week two with the help of Verena Antolovic, Leanne Thomas and Reshenda O'Mara. We managed to successfully raise \$1450.25 for the Big Heart Project. I sincerely thank every family that contributed towards this amazing charity. I went into the project today and the atmosphere was just beautiful.
- Kylie Denny again ordered Mother's Day. We had our first stall today at the preschool and Kinders are having their Mother's Day stall tomorrow. On Monday I had the help of some lovely mums with gift wrapping for the stalls. I would like to thank Tara, Kirsten, Kate and Patricia very much for helping.
- Ellen and I have been working behind-the-scenes on this Fridays Mother's Day breakfast. Working again from Ellen's event management plan & checklists we have been working together to make sure all purchases and volunteer rosters are complete for Friday. We will do the food shopping on Thursday morning.
- I purchased 2 hampers from Hamper Emporium for the raffle which cost \$168 and we also received a very beautiful and generous donation from Leanne Goodwin of a haircare and skincare hamper.
- We are confident we are ready to roll out another fantastic morning at the school.

**Canteen Report**  
**P&F Meeting 10<sup>th</sup> May 2017**

Apologies that I am an able to attend tonight's meeting.

Although as expected Term 1 started slowly, it most certainly picked up and turned into a busy Term.

Racheal will go through the financials with you all and I'm happy that the canteen is in profit for Term 1.

The first fun food day was Hot Dogs, Ice Block and juice. With a total of 530 orders received a profit of \$2,201.13 was made.

Harmony Day fun food day was Spring Rolls, Jelly and a juice. Because the spring rolls were out-sourced, a profit of \$916 was made from a total of 390 orders.

This term a Dino nuggets fun food day is under way. Orders will be closing next Friday the 19<sup>th</sup> May.

Lastly, it is with great sadness that I have handed in my resignation. I will stay till the end of term so I can show and train the next person to take on the position. I would like to further my studies and found that with work, it was just too difficult.

I'd like to thank the school for giving me this opportunity to work in the perfect role while having school aged children.

Thank you  
Eleni Gianakis