

Sacred Heart Catholic School Ulverstone

Parents & Friends Association Meeting held Monday, 4th September, 2017.

2017 Committee:

President:	<i>Position Vacant</i>
Vice Presidents:	Shauna Hingston (Bethany 3/4JH & Xavier Prep N) Sharon Deane (Ella 5/6S)
Secretary:	Kylie Dobson (Malachi 3/4IM & Isaac 2Z)
Treasurer:	Debbie Butcher
Special Event Co-ord:	Karen Armstrong (Isabella 2Z) Claire Kelly (Niamh P/1DL & Connor 3/4IM)

Meeting opened 6:51pm

1. PRESENT:

Charlene Best, Sharon Deane, Karen Armstrong, Shauna Hingston, Claire Kelly, Erin Delpizzo, Kylie Dobson.

2. APOLOGIES:

Clare Dobbie.

3. CONFIRMATION OF MINUTES (7th August 2017)

Karen Armstrong moved that the minutes are a true & accurate record of the previous meeting. Seconded by Claire Kelly.

4. BUSINESS ARISING FROM PREVIOUS MINUTES:

- a) Fathers Day Stall – debrief/feedback discussed. Around 1k profit. Raffle proved very popular. Only 1 box of left over stock. Went very well. Well done to all involved.
- b) Colour Fun Run – held over.
- c) Dishwasher for kitchen cost \$1500 approx (plumbing could be additional) P&F to reimburse school.
Moved Sharon Deane. Seconded by Shauna Hingston.
- d) Fair items discussed included;
 - Fair Update – Need Hot Potatoes Coordinator
 - Fair suggestion box entries evaluated – extended for another 3 weeks due to lack of entries. Closes 22nd September. Charlene to arrange SRC to go class to class collating ideas. Staff input also sought.
 - Quotes for signage – ok to proceed with best quote which was Blank Designs \$70.40+GST each + altering date for existing signs/banners
 - Photobooth, discuss ideas-allocate budget – Karen to look at possible props and advise on cost
 - Sharon – roast rolls located where-kitchen & who approached for raffle-Sharon to advise. Need baristas – Maddie & Kahli Williams have volunteered their time. Sharon to provide coffee station setup.

- Decorating cupcakes – parameters/allocate budget – Regina Keep to advise us of ideas via Prue McCulloch.
- Role Delegation – Apex Wheel 5 volunteers to approach 5 businesses? Letters & ID handout – letters to be posted once confirmed who we approached for raffle. Live entertainment coordinator; Gina Anderson.
- Lucky Bag/Neighbour draft letters ok – await approval from school. Neighbour voucher of lesser value.

5. CORRESPONDENCE IN:

- No P&F mail

6. CORRESPONDENCE OUT:

- Kylie to arrange newsletter inserts for fair

7. PRINCIPAL'S REPORT:

- Presented by Acting Principal Charlene Best, attached for your reference.

8. TREASURER'S REPORT:

- Attached for your reference.

9. CANTEEN REPORT:

- Poptops being removed from menu as an option. Volunteers are going well. No canteen 22nd September.

10. UNIFORM REPORT:

- Not available.

11. GENERAL BUSINESS:

- Life Membership nominations need to be received by the P&F Secretary by 6th October.

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12. NEXT P&F MEETING:

Fair Planning Meeting - Friday, 22nd September 3pm

P&F Monthly Meeting - Monday, 16th October 6:45pm-8pm

All welcome

13. MEETING CLOSED: 8:19pm

Parents and Friends

Principal Report

4th September 2017



Catholic Identity

- Andrea and Mel to attend Josephite Colloquium in Hobart
- Staff PL focus unpacking of the Arch Bishops Charter
- Giving tree – non perishable food drive for families in need within our community continued
- Visits weekly from St Carmel and Fr Mike (Steven Smith-Seminarian)
- Values focus this term Sustainable and Compassionate
- PBS Focus Cyber-safety Appropriate messages

Learning

- Reporting and assessment focus - moderation in term 3 RE unit of work with a focus on Josephite Charism
- Focus on PL and team planning is MOOC (Massive Open Online Course in Digital Technologies) (Arch Bishop's Charter)
- Team planning each Wednesday is for working collaboratively on MOOC planning.
- PBS Focus Cyber-safety Appropriate messages
- Tour De Tassie Education Child Safety and Cyber safety
- Online Naplan readiness test week 6 with Grade 4 students

Leadership

- Attendance at the WISA Conference, purchased the Friendly schools program
- Replacement in relief Kinder Melanie Wescombe until further notice
- Buddy Reading program commenced this term
- Jodi Gausden replaces Tegan Thursday AP relief

Mission

- Enrolments kindergarten. Radio and Facebook
- Secret Agent program continuing with students.
- Breakfast club/dishwasher thank you
- Compassion for families in need

2:01 PM
31/08/17
Accrual Basis

Sacred Heart Parents & Friends Association
Balance Sheet
As of August 31, 2017

	<u>Aug 31, 17</u>
ASSETS	
Current Assets	
Chequing/Savings	
CDF Bank Account	51,634.09
Total Chequing/Savings	<u>51,634.09</u>
Other Current Assets	
Float - Cash on Hand	300.00
Stock on Hand	56,554.00
Total Other Current Assets	<u>56,854.00</u>
Total Current Assets	<u>108,488.09</u>
TOTAL ASSETS	<u><u>108,488.09</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,143.71
Total Accounts Payable	<u>2,143.71</u>
Total Current Liabilities	<u>2,143.71</u>
TOTAL LIABILITIES	<u><u>2,143.71</u></u>
NET ASSETS	<u><u>106,344.38</u></u>
EQUITY	
Opening Bal Equity	93,350.44
Retained Earnings	25,838.77
Net Income	<u>-12,844.83</u>
TOTAL EQUITY	<u><u>106,344.38</u></u>

Sacred Heart Parents & Friends Association
Profit & Loss
 January through August 2017

	Jan - Aug 17
Income	
Donations Received	13.00
Interest Received	59.46
Sales	
Canteen Sales	13,442.70
Other Sales	5,290.55
Uniform Shop Sales	25,831.00
Sales - Other	27.00
Total Sales	44,591.25
Total Income	44,663.71
Cost of Goods Sold	
Cost of Goods Sold	9,949.08
Canteen Purchases	2,854.52
Fundraising	3,881.00
Secondhand Uniform Purchases	25,993.28
Uniform Shop	42,677.88
Total Cost of Goods Sold	42,677.88
Total COGS	42,677.88
Gross Profit	1,985.83
Expense	
Affiliation Fees	983.00
Audit fees	907.50
Bank Fees	2,120.23
Donations	10,800.00
Printing and Stationery	9.93
Total Expense	14,830.66
Net Income	-12,844.83

2:01 PM

31/08/17

Accrual Basis

Sacred Heart Parents & Friends Association
Profit & Loss by Class
 January through August 2017

	Canteen	Clothing	Easter R...	Fair	Fathers ...	General	Mothers ...	TOTAL
Income								
Donations Received	0.00	13.00	0.00	0.00	0.00	0.00	0.00	13.00
Interest Received	0.00	0.00	0.00	0.00	0.00	59.46	0.00	59.46
Sales								
Canteen Sales	13,442.70	0.00	0.00	0.00	0.00	0.00	0.00	13,442.70
Other Sales	0.00	0.00	1,642.40	0.00	1,919.85	0.00	1,728.30	6,290.55
Uniform Shop Sales	0.00	25,831.00	0.00	0.00	0.00	0.00	0.00	25,831.00
Sales - Other	0.00	27.00	0.00	0.00	0.00	0.00	0.00	27.00
Total Sales	13,442.70	25,858.00	1,642.40	0.00	1,919.85	0.00	1,728.30	44,591.25
Total Income	13,442.70	25,871.00	1,642.40	0.00	1,919.85	59.46	1,728.30	44,863.71
Cost of Goods Sold								
Cost of Goods Sold								
Canteen Purchases	9,949.08	0.00	0.00	0.00	0.00	0.00	0.00	9,949.08
Fundraising	0.00	0.00	0.00	363.00	1,065.68	0.00	1,425.84	2,854.52
Secondhand Uniform Purchases	0.00	3,881.00	0.00	0.00	0.00	0.00	0.00	3,881.00
Uniform Shop	0.00	25,993.28	0.00	0.00	0.00	0.00	0.00	25,993.28
Total Cost of Goods Sold	9,949.08	29,874.28	0.00	363.00	1,065.68	0.00	1,425.84	42,677.88
Total COGS	9,949.08	29,874.28	0.00	363.00	1,065.68	0.00	1,425.84	42,677.88
Gross Profit	3,493.62	-4,003.28	1,642.40	-363.00	854.17	59.46	302.46	1,985.83
Expense								
Affiliation Fees	45.00	0.00	0.00	0.00	0.00	948.00	0.00	993.00
Audit fees	0.00	0.00	0.00	0.00	0.00	907.50	0.00	907.50
Bank Fees	1,637.53	482.70	0.00	0.00	0.00	0.00	0.00	2,120.23
Donations	0.00	0.00	0.00	0.00	0.00	10,800.00	0.00	10,800.00
Printing and Stationery	0.00	9.93	0.00	0.00	0.00	0.00	0.00	9.93
Total Expense	1,682.53	492.63	0.00	0.00	0.00	12,655.50	0.00	14,830.66
Net Income	1,811.09	-4,495.91	1,642.40	-363.00	854.17	-12,596.04	302.46	-12,844.83