



St Bernard's P&F

General Meeting

Minutes 26th May 2009

President	Andrew Gorvin-White(AGW)	Principal	Luanna Fletcher (LF)
Vice President	Maria Smith (MS)	Parish Priest	Father Robert Borg (RB)
Treasurer	Jodi Gallagher (JG)	Diocese Parent Council (DPC) Representative	Duncan Knight (DK)
Secretary	Tim Kinchington (TK)		

Minutes

- **Meeting opened:** 7.30pm
- AGW welcomed everyone to the meeting and then led the meeting in the opening prayer
- **Minutes of the previous meeting** : Moved by MS and seconded by LP/SM and accepted.
- **Previous Actions** were reviewed by MS.
- **Attendance & Apologies** : refer to attendance and apologies

Action Items

Date Raised	#	Current Actions	Who	Due	Status
3/2/09	43	LF & P&F Exec will decide on proposed maintenance levy increase	LF	5/5/09	Closed
18/11/08	40	Publish call for assistance for St Bernard's Fete in church bulletin	TK	15/12/08	Closed
18/11/08	42	Consider sending link to newsletter on school website to all parents	PL	15/12/08	Closed
18/11/08	38	Send note out re breakfast for Mrs Dillion	MS	15/12/08	Closed
18/11/08	39	Gifts for PL & Mrs Dillion	MS	15/12/08	Closed
					3

Action Items

Date Raised	#	Current Actions	Who	Due	Status
18/11/08	37	Investigate options for Year 6 graduation gift	MS	15/12/08	Closed
26/02/08	19	Investigate whether P&F can supply funding for purchase of glass noticeboard 12/8/08: Review later in the year 18/11/08: DP will return with some options.	DP	12/11/08	Closed
18/11/08	41	Consider publishing teacher's profiles on school website	PL	15/12/08	Closed
18/11/08	37	Investigate options for Year 6 graduation gift	MS	15/12/08	Closed
18/11/08	36	Purchase scissor mop for use in Father Denis Callahan hall	MS	15/12/08	Closed
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Record of Attendance & Apologies

Attendees

Andrew Gorvin-White (AGW)	Maria Smith (MS)	Jodi Gallagher (JG)	Duncan Knight (DK)
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Luanna Fletcher (LF)	Michele Manktelow (MM)	Sharon McDonald (SM)	Darlene Turner
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Rhonda Andersen (RA)	Lisa Palmer (LP)	Fiona Cunningham (FC)	Nicole Locke (NL)
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Sandra Bryson (SB)	Therese Campbell (TC)	Gen Funk (GF)	
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Apology

Father Robert Borg (RB)	Tim Kinchington(TK)		
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Kath Davenport (KD)			
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Presidents and Treasurer Update- Andrew Gorvin-White & Jodi Gallaghe & DPC rep update

- AGW gave a huge thank you to all the fete volunteers for all the preliminary planning that they had done.
- Financially, we have a low bank account because we have already needed to pay the school a large portion of the '2009 wishlist' (total is \$28K). To date we have paid \$22K.
- Three events planned for this year as the fete has been cancelled. We have a Wine and Cheese night to be held this term, a Dinner Dance being planned for later in the year and also a Family Fun Day.
- Letter from Judy Hopwood who wants to come to one of our P&F meeting and we should be prepared and get ready to talk important issues with her. Suggested that perhaps we could get some children involved, for example school captains.
- Jodi gave a BIG thank you to one of our mums Jackie Watts who very kindly donated her time and performed an audit on our three accounts -the P&F, canteen and uniform shop.
- Money low but fantastic fundraising, to date raised \$6K – thanks Kath and Jo.
- Duncan advised that the latest edition of the DPC newsletter Parent 2 Parent was available online from Thursday or hard copy from the office.

Principal's report- Luanna Fletcher

Principal's Report – Luanna Fletcher

- Reiterated AGW's thankyou for the work that everyone had done on preparing for the Fete, which will not go ahead in 2009 because of the government building grants.
- Kindy enrolments for 2010 looking good, we are coming to the end of the official enrolment period so please encourage anyone you know to come and have an interview.
- NAPLAN for years 3 and 5 went off without a hitch.
- Working on 'Terms of Reference' for uniform shop and canteen.
- The fete craft team led by Jo Sunners are going to have a stall at the local Woodchop in August.
- We received a grant for \$125,000 to upgrade the toilets and recarpet some of the classrooms.
- Draft plans for the new Library/Admin building were presented and the group were able to ask questions regarding these plans.

Parish Priest – Father Robert Borg

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- Please pray for those children who are preparing for First Holy Communion. This will end our Sacramental Year. The Sacrament of Confirmation will be on 5th September and forms for enrolment should be in the churches this weekend along with the dates for 2010.
- I have been involved in the discussion for the new building to be built with the grant from the Federal Government. As St Bernard's was fortunate enough to be in the first round of grants our plans have been somewhat revised and I trust that what you will see will be of advantage to the children and staff of our school. My thanks to Luanna Fletcher and Julia Gibson for their hard work and to the architects for their patience and reworking of plans.
- Enrolments seem to be going well. The Open Day was a great success and thank you to the P&F for welcoming the new families. I have only had good feedback from this day.
- The Parish Finance Committee is still looking into the renovation of the land used for car parking. I know that they are relying on the P&F to assist in whatever way is possible. This may involve a bit of assistance in the near future. The Parish is spending \$55,000. This money is from parishioners who come to Mass and contribute to the collections each week. May I ask that you consider joining the Planned Giving Program? Once this project is completed our parish funds will be low and will need to build up for large projects. Thank you to Andrew Smith who is looking after this project.

Fr Robert

Uniform Shop Update

St Bernard's Uniform Shop - General Report – Term 2 P&F General Meeting 26 May 2009

The following report is a summary of issues as discussed with Luanna Fletcher, the Principal on Friday 22nd May. The Terms of Reference for this Sub-Committee are currently being developed and will be made available at the next P& Executive Meeting.

INVENTORY

An Inventory has been carried out today [REDACTED] with a total value of stock on hand being \$29,816.00.

Stock items are generally kept at 12 items per garment which we believe has not been maintained in previous years. Obviously we only keep items that are of the current season in stock.

Unfortunately not all members of the community are diligent in placing winter/summer uniform orders on time and as a result caused us a stock level problem. Already this season we have had to place additional orders to complete current orders.

MONEY ON HAND

Our current un-reconciled bank balance is \$4043.64 with no accounts outstanding.

Due to minimum quantities that may need to be purchased it is imperative we believe that we have enough money in our account to enable us to order one of each of the following items that are either St Bernard's specific or minimum quantity orders.

As you all know we are now exclusively using a local supplier which generally enables us to order very small quantities of various items. In the event that we use past suppliers this may not be available to us. Our current supplier being Impress Promotions Hornsby has a current 30 day account terms of trade.

Our girls' tunics and unisex sports tops are St Bernard's Specific and as such a minimum of 50 need to be ordered at any one time. \$3,600 has been determined as the Operating Allowance. A cheque has been signed across to the P&F in the amount of \$443.60 leaving us a balance of \$3,600 in the Uniform Shop account.

You would be aware that our largest orders take place at the time of Summer/Winter uniform orders and in recent years these accounts have been between \$15,000 and \$18000. Bearing in mind of course that we have introduced Polar Fleece Jackets as well as Rain/Wind Jackets and as such a stock of them is on hand.

You may or may not be aware that the Uniform Shop has provided the school with chair bags for each child as well as sports singlet's that are made available for special events, these remain the property of St Bernard's unless purchased by the families.

Currently the sale of stocked items allows us to maintain stock levels and pay for the upcoming seasonal order.

It has been suggested that a pay upon order system could be implemented but again this concerns us as we are talking about a 2-3 month turnaround, especially at the commencement of a new year and Kindergarten families have already paid for a full Summer Uniform and then within the first month of school commencing would be expected to pay in full for Winter uniforms not required until May.

There is no benefit to the Uniform Shop to retain excess dollars in the event that there were any, after all our children too would benefit. It is our recommendation that twice yearly (June & December) funds will be reviewed and excess signed across to the P&F. This would be overseen by Luanna Fletcher.

In addition to this we have recently been advised that we as a Uniform Shop should in fact be operating to make a profit. Our prices for this Winter will remain unchanged but our summer order prices will be reviewed to comply with current CSO guidelines and approved by Luanna Fletcher.

Thank you, Rhonda & Michele, your friendly and accommodating uniform shop VOLUNTEERS.

Rhonda Fletcher *Michele*

Open Forum

- Maria Smith raised concern from parents that the school web site is not been updated. LF shared concerns and advised that CSO are still in charge of updating, but CSO will be at the school to provide training very soon.
- Sandra Bryson raised the issue of receiving the newsletter electronically. LF advised community to email Karen Britton to receive via email and save school money. A note encouraging this will be placed in the next available newsletter.
- Lisa Palmer wanted to know if the boys long pants could be 'double kneed'. RA advised that all new stock is, but that old stock must be sold first.
- Lisa Palmer and Sharon Macdonald had a few questions regarding NAPLAN results. LF advised that parents would get individual results and the school gets very detailed results (the school even gets the answer to each test question should the parent feel the need to see them) and they are examined at school and Diocesan level.
- Lisa Palmer wants us to change all our banking from Commonwealth to Bendigo. Lisa will prepare her case and present to P&F exec. Someone asked if we still do school banking. The answer was no. Sharon Macdonald volunteered to undertake and will speak with Karen Britton.
- AGW advised that the Day Spa will be held on Saturday 12th September and Vidette is hoping that we she will get lots of volunteers.
- Jodi thanked Luanna for the brain break, she now has two happy girls.
- DK questioned Luanna about 'fire' in classroom. LF explained that an incident had occurred and a fire was averted. LF reiterated that children and parents are NOT allowed in the classroom without a teacher present for OCH&S.
- Canteen break in – few doors broken off, a pizza stolen.

Matters for future consideration

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1. Switch to Bendigo Bank – Lisa Palmer to present a proposal to change our banking from Commonwealth Bank to Bendigo at the next P&F Executive team meeting.
2. Terms of reference for the uniform shop to be developed and presented to the P&F Executive team at the next meeting.

Meeting Closed: 8.30pm.