



2019 MINUTES

St Catherine's – P&F Meeting

August 7, 2019

Meeting Opened at: 5.10pm

St Catherine's P&F Prayer: Heavenly Father, Give us strength to make the decisions that benefit our children, families and staff of St Catherine's. May we nurture our love and respect for each other through our actions and our prayers. Amen.

In attendance

Stacey Odwazny, Pauline Moran, Melissa Musgrove, Jo Riley

Apologies

Bronwyn Philip, Kevin Browning, Jackie Manser (P&F Rep to the Board)

Correspondence

In No correspondence

Out No correspondence

Approval of Minutes

The minutes were read from the June 19, 2019, meeting and approved by Stacey Odwazny and seconded by Melissa Musgrove.

Committee Reports

1. Principal's Report

As Attached

2. Teacher's Report

No report

3. Treasurer's Report

As Attached

4. P&F Rep to the Board

No report

5. Fundraising

School Fair cancellation - Stacey advised

Cost of rides \$7250 - \$3625 refunded - lost 50%.

Pauline to check if the other 50% claimable through insurance

Trivia Night – Estimated Profit \$1422.59

Feedback – there was a big clean-up only left to a few people – next time clean up committee is required.

Congratulations to everyone involved in arranging this night.

Upcoming Events

Men's Footy Night – 6 September

School Disco – 11 October

Christmas Celebration – 6 December

Melissa to follow up with Sarina (outgoing President) who these will be handed over to.

5.1 Book Club

Latest issue \$667 sales (\$138 in rewards)

5.2 School Bank - profit \$858 this year so far - prizes and special offers for term

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6. Meal Bank

Provided 7 meals for a family - they were very grateful.

General Business

- Position vacant - President P&F - Thank you to Sarina for her tireless work with the P&F over the last 18 months. Nomination/self nomination process to be added to the newsletter – Kevin Browning to action/review
- Invoices/Payments – Stacey – requested a copy of invoices requiring payment. Jo advised to confirm procedures with Margaret as currently statements are prepared by Margaret and then forwarded to the Treasurer for the P&F report.
- Documentation – Stacey advised there's no information on events/fundraising from previous years and has suggested a template including suppliers/location/times and other important details – including an evaluation: -
 - WWW - What worked well
 - EBI - Event Better If?Stacey to work on the template and present it at the next P&F meeting.

- Stacey advised she will be overseas for 5 weeks – Jo to help with Treasurers Report for next meeting
- Father's Day stall Update -
 - 27 Aug - sort into baskets (11am – 3pm)
 - 30 Aug - Father's Day Stall - 8.30am to 2pm
 - Care Monkey - week before notification and day before (no IOUs)
 - Float - \$200 - 50c and \$1 - Stacey to arrange

JR to book multipurpose room for 27 August.
Call for volunteers in next newsletter (20 August).
- Men's Footy Night – Melissa to check with Sarina on the logistics and advise who is the contact person

Meeting Closed – Time: 6:10pm

Next meeting 18 September - 5pm