



Parents & Friends Meeting Minutes

Monday, 14th May, 2018 Start Time: 7.00pm Finish Time: 8.40pm Board Room, MacKillop Catholic College, Johnston

Meeting Intent:

General Meeting

Attending:

Lauretta Graham, Elizabeth Laughton, Fiona Dunbar-Smith, Michelle Gordon, Leanne Pope, Janine Gunn, Pippa Crane, Paul Chin, Gaye-Anne

Agenda / Actions

No	What	Actions	By Whom
1	APOLOGIES: Keely Laughton		
2	WELCOME & PRAYER: Hail Mary lead by Elizabeth		
3	MINUTES OF THE LAST MEETING 09/04/2018: Presented by Fiona, moved by Elizabeth, 2 nd by Lauretta		
4	CORRESPONDENCE IN: <ol style="list-style-type: none"> Grace Skehan – request to sell Indonesian foods on 20/06 for Indo trip Sharon Edwards – request for financial support for Keelans sports trip Phillipa Crane – request for permission for 3 boys to sell snacks to fundraise for SSNT trip Lauretta to Elizabeth – conference in Townsville Janine Gunn – verbal advice that she is stepping down as treasurer 	Fundraising request forms to be submitted to Lauretta Requested in April, continued – that requests be formally submitted to Lauretta for approval prior to P&F approval as per P&F Policy.	Michelle
5	CORRESPONDENCE OUT: <ol style="list-style-type: none"> Greg O'Mullane – re the formation of a Diocesan Parents & Friends Association 		
6	PRINCIPALS REPORT: Lauretta <ol style="list-style-type: none"> NAPLAN week this week. Lorna Parker is looking after it (head of middle years). Reporting phase about to be entered. Reports will be handed to the students in the last week of term. Yr 7 retreat coming up in week6 Yr10 retreat generally went well. Social media was an issue. 		

	<ol style="list-style-type: none"> 5. Currently checking with all the Yr11 & 12 students to see how they're travelling towards their goals. 6. Chapel: working party being set up & will be discussed at the next Board meeting. 7. Auditorium: discussions are being held with government re options. Aprox \$15 million is needed & would be positioned at the end of the music block. 8. Thank you to Elizabeth to the Mothers' Day Stall. 		
7	<p>PRESIDENTS REPORT: Elizabeth</p> <ol style="list-style-type: none"> 1. Thank you Janine for her efforts as treasurer. 2. Than you Janine & Michelle for attending the Entertainment Book fundraiser & collecting books. There is 1 book in the safe to be used as a fundraiser. 3. Greg OMullane has been approached about the formation of a Diocesan Parents & Friends Association to benefit all NT Catholic Schools. 4. Girls gathering discussion has been taken up by Katherine Pederson (the school chaplain) & will become a Girls Night In. 5. Mothers' Day stall: sold all gifts at recess, lunch & after school. Thank you to Keely Laughton & Kayzy Playford who helped wrap & sell. \$687.40 clear profit. 6. Mimi totem – Request that P&F purchase the totem for \$150 from Dale, artist in residence, who is a local Larrakeyah artist. All agreed. 		
8	<p>TREASURERS REPORT: Janine</p> <ol style="list-style-type: none"> 1. CBA account access to current signatories has been sorted. 2. Canteen \$56839.20, invoice expenses for March & April \$21987 with correction of \$3600 coming back to P&F due to spreadsheet error. 3. \$12362.64 from Home Work club still not returned 4. \$9000 \$4\$ from last year still not received. 5. \$22964 still to sort 6. Fundraising account \$7044.15 with \$2615 in general account which should be in fundraising. 7. Easels invoice for arts department presented. There are 2 invoices and they exceed the agreed amount of \$960.30. All in favour to pay the agreed amount only. 8. MYOB will be on the laptop by next meeting for the next Treasurer. Lauretta has spoken to Amos regarding In Service training with MYOB. Once the GL codes, bank accounts etc are finalised both Treasurer & Canteen laptops will be set up. 9. Future Cash Management protocol – due to the large sums of cash, counting at end of session should be done with 2 people, signed, sealed, placed in the safe & entered into the accounts. Fortnightly banking. 		

	10. Need to collate an assets list. Leanne to identify purchases that may have not been notified to committee. Audit of P&F Canteen/Café assets requested by Laretta. Suggested completion end of Term 3. Photos to be included of major items.	Audit to be undertaken	Leanne
9	CANTEEN REPORT: Leanne <ol style="list-style-type: none"> 1. Online \$5976 with 306 registered students & Mother Teresa has 24 registrations 2. Master Class: low attendance but really enjoyable with a lot of delicious food prepared. Chef from Adelaide attended. Paul Henschke held a trade show on Saturday. Lots of “goodies” arriving next week. Leanne advised that she decided that the Hire Fee of \$300 has been waived in lieu of stock chosen. This will allow us to make more than \$300. Advised that future Master Classes have been scheduled with more suppliers (Aug/Sept). Noted that the Hirers Public Liability Insurance information must be submitted with the Hire Request & the Risk Assessment, prior to the next Hire. 3. Showed the 3 page spread of MCC Canteen in PFD Canteen Magazine. There will be another article on the Master Class. 	\$25187.51 due to school	
10	UNIFORM SHOP:		
11	BOARD REPORT: Laretta (Board Rep absent) <ol style="list-style-type: none"> 1. Chapel conversation 2. Auditorium discussion 3. Reconciliation Action Plan has been finalised & uploaded & response from Mark Mayo. There are 14 goals that many are working towards. Mark Mayo, Sheree & Jason Bryers & some students put this together. 4. Development of MacKillop Saints Sporting Assoc 		
12	STUDENT REPORT: Keely Laughton <ol style="list-style-type: none"> 1. NA 		
13	OTHER REPORTS: <ol style="list-style-type: none"> 1. Nil 		
14	BUSINESS ARISING: <ol style="list-style-type: none"> 1. Paul spoke on setting up NAB accounts. The P&F should be able to get fee free banking as a small association with internet banking that links to MYOB. Staff will still be paid by the school to have the same employee coverage & support as the other College employees. The local Palmerston Branch Manager Stuart will be our Point of Contact. Paul suggested we move some funds into an interest bearing account that will still allow the money to be at call. General Account to be the interest earning. 	Laretta to be POC with bank & will report back to the meeting. Register the P&F constitution Apply for an ABN	Laretta Paul Elizabeth

	The P&F needs an ABN & to register our constitution & provide a copy of the minutes to confirm our Office Bearers & signatories.		
15	GENERAL BUSINESS: 1. Fundraising request for 3 boys AFL SS competition – sell things on Thursday at recess. Pippa willing to supervise. All agreed. But Lauretta needs form & anything sold needs lists of ingredients.	Fundraising request form to Lauretta Supervision of activity	Pippa
16	FUNDRAISING: 1. Krispy Kreme fundraising – delivery date week 10. Newsletter. Flyers. Assembly. 2. Move trivia night to T3. LG to advise of an appropriate date.	Advertising of fundraising activity Select & advertise date	Elizabeth Lauretta
17	CONSTITUTION:		
18	NEXT MEETING: next 04/06/2018 (11/06 Public Holiday)		Whole committee
19	Post Meeting Discussion: Lauretta explained the importance of a Diocesan P&F Association & why a representative from the NT should attend the National Conferences		
Code of Cooperation <ul style="list-style-type: none"> ○ We start on time and finish on time ○ We all participate and contribute - everyone is given opportunity to voice their opinions ○ We use improvement tools that enhance meeting efficiency and effectiveness ○ We actively listen to what others have to say, seeking first to understand, then to be understood ○ We follow-up on the actions we are assigned responsibility for and complete them on time 		<ul style="list-style-type: none"> ○ We give and receive open and honest feedback in a constructive manner ○ We use data to make decisions (whenever possible) ○ We strive to continually improve our meeting process and build time into each agenda for reflection ○ If we for some reason we cannot attend we send an apology to the Principal 	