



COMMITTEE MEETING MINUTES

SACRED HEART PRIMARY P&F

TUESDAY 9TH FEBRUARY 2021

Present: Sam King; Ryan Mattingly; Naomi Richards; Natalie Eisenhauer; Liv Rands; Aine Hodgson; Mitch Bailey; Beth Van Baast

Apologies: Carolyn Matthews; Siobhain Howard; Ange Smit; Christie Doubleday; Jody Oliver

Date: Tuesday 9 February 2021

Time: 6:30pm

Agenda No.	Item	Action	Due date
1.0	Previous Minutes and Actions		
1.1	Reading and confirmation of previous minutes Moved by: Ryan Mattingly Seconded by: Sam King		
1.2	<p>Business arising from previous minutes</p> <p>Uniform shop: Volunteers required: * Consider sending out an alert with a role description as more of an admin role. With a rotational roster, no need for the manager to be present every week. Natalie Eisenhauer will talk to Kerrie and Jody to condense and detail the instructions (one for manager, one for the volunteers).</p> <p>* Promotion of placing uniform order online, sharing of Order Form - open discussion.</p> <p>* Fete 2021 - date confirmed</p> <p>* Reimbursement of \$1810 was deposited into the P&F account on 2/6/21 for canteen manager income reimbursement.</p> <p>* Canteen sub-committee meeting - completed</p> <p>* Update of website information</p>	<p>* Role description to be created.</p> <p>* Consider opening uniform shop on different day to fit in with volunteer's availability</p> <p>* Due to Covid restrictions, it may be best to set up the front of the school.</p> <p>* Need to go through uniforms to determine what is saleable. Natalie will advise dates.</p> <p>* Order form for uniform items to be promoted by P&F members.</p> <p>* Jody to confirm fete date with the ride provider.</p> <p>* Chelsea is working on updating the website.</p>	

	* School council and P&F information to be created for parents.	* School council information for parents being arranged by Carolyn.	
2.0	Treasurers Report	* Change in policy - Carolyn Matthews or Sam King will sign off canteen managers wages.	

Sacred Heart P&F Treasurer Report – December 2020

P&F ACCOUNT OPENING BALANCE 1/11/2020	\$	\$18195.95
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<u>Total banked: Dec 2020</u>		
Uniform shop SALES	\$	\$ 370
	\$	
	\$	
Canteen	\$	\$ 3360.95
TOTAL	\$	3730.95
<hr/>		
<u>EXPENSES PAID : Dec 20</u>		
Merchant fee / Pos Fee	\$	77.81
Canteen	\$	4412.25
Reimbursments	\$	236.15
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	4726.21
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BALANCE BANK @ 31/12/20	\$	\$17200.69

Sacred Heart P & F														
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INCOME & EXPENDITURE FOR THE YEAR ENDING 31-Dec-20														
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Total	
INCOM	Balance at 1st of Month	\$45,266.44	\$46,320.52	\$57,639.30	\$25,954.62	20503.15	18416.75	15203.49	14808.08	14748.69	\$16,160.50	12502.79	18195.95	
	INTEREST RECEIVED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,165.00	\$ -	\$ 1,165.00	
	UNIFORM SHOP INCOME	\$ 1,105.00	\$ 2,735.10	\$ 1,503.00	\$ 690.00	\$ 3,410.00	\$ 1,765.00	\$ 175.00	\$ 1,010.00	\$ 425.00	\$ 1,855.00	\$ 4,288.25	\$ 370.00	\$ 19,331.35
	OPENING MASS	\$ -	\$ 131.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131.75
	EASTER RAFFLE	\$ -	\$ -	\$ 20.00	\$ 298.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318.40
	BUNNINGS BBQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TRIVIA NIGHT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	DISCO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MOTHERS DAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Year 6 Shirts	\$ -	\$ -	\$ 800.00	\$ 725.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,525.00
	Diaco	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Games/Trivia Night	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fathers Day Mass	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Movie Night	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Artwork	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,360.00	\$ -	\$ -	\$ 1,360.00
	DONATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CANTEEN	\$ -	\$ 9,318.41	\$ 4,227.60	\$ 230.00	\$ 210.00	\$ 1,356.35	\$ 411.25	\$ 1,703.70	\$ 2,723.87	\$ 1,408.45	\$ 2,498.30	\$ 3,360.95	\$ 27,448.88
	OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
TOTAL INCOME		\$ 1,105.00	\$ 12,185.26	\$ 6,550.60	\$ 1,943.40	\$ 3,620.00	\$ 3,121.35	\$ 586.25	\$ 2,813.70	\$ 3,148.87	\$ 3,263.45	\$ 9,311.55	\$ 3,730.95	\$ 51,380.38
EXPENSES														
	MERCHANT FEE	\$ 50.92	\$ 54.76	\$ 86.89	\$ 54.36	\$ 50.20	\$ 63.94	\$ 52.40	\$ 50.44	\$ 53.09	\$ 50.88	\$ 54.43	\$ 77.81	\$ 700.12
	POS FEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	UNIFORM SHOP EXPENSES	\$ -	\$ -	\$ 55.00	\$ 797.50	\$ 5,098.19	\$ 2,323.89	\$ 256.85	\$ 2,679.58	\$ -	\$ 233.50	\$ 1,179.93	\$ -	\$ 12,624.44
	WELCOME/ EOY BBQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	EASTER RAFFLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BUNNINGS BBQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MOTHERS DAY	\$ -	\$ -	\$ 344.75	\$ 351.30	\$ 119.00	\$ 200.32	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,315.37
	Playground Opening	\$ -	\$ -	\$ 13.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.64
	Year 6 Shirts/Gift	\$ -	\$ -	\$ -	\$ 396.50	\$ 150.00	\$ 575.00	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 1,521.50
	Diaco	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Games/Trivia Night	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fathers Day Mass	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Movie Night	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Artwork	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	DONATIONS TO SCHOOL	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
	REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CANTEEN	\$ -	\$ 811.72	\$ 2,735.00	\$ 5,795.21	\$ 289.01	\$ 3,171.46	\$ 372.41	\$ 43.07	\$ 1,683.97	\$ 6,236.78	\$ 2,384.03	\$ 4,412.25	\$ 27,934.91
	GIFTS (donations other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
TOTAL EXPENSES		\$ 50.92	\$ 866.48	\$ 38,235.28	\$ 7,394.87	\$ 5,706.40	\$ 6,334.61	\$ 981.66	\$ 2,873.09	\$ 1,737.06	\$ 6,921.16	\$ 3,818.39	\$ 4,726.21	\$ 79,446.13
TOTAL SURPLUS/DEFICIT		\$ 1,054.08	\$ 11,318.78	\$ 31,684.68	\$ 5,451.47	\$ 2,086.40	\$ 3,213.26	\$ 395.41	\$ 59.39	\$ 1,411.81	\$ 3,657.71	\$ 5,693.16	\$ 995.26	\$ 28,065.75
Bank balance		\$46,320.52	\$57,639.30	\$25,954.62	\$20,503.15	\$18,416.75	\$15,203.49	\$14,808.08	\$14,748.69	\$16,160.50	\$12,502.79	\$18,195.95	\$17,200.69	
Bank Total From Statements		\$46,320.52	\$57,639.30	\$25,954.62	\$20,503.15	\$18,416.75	\$15,203.49	\$14,808.08	\$14,748.69	\$16,160.50	\$12,502.79	\$18,195.95	\$17,200.69	
Difference		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Sacred Heart P&F Treasurer Report – January 2021

P&F ACCOUNT OPENING BALANCE 1/01/2021	\$	\$17200.69
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Total banked: Jan 21		
Uniform shop SALES	\$	\$120
	\$	
	\$	
Canteen	\$	
TOTAL	\$	120
<hr/>		
EXPENSES PAID : Jan 21		
Merchant fee / Pos Fee	\$	51.59
Canteen	\$	1353.69
Uniform Shop	\$	200
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	1605.28
<hr/>		
BALANCE BANK @ 1/01/21	\$	\$15715.41

<p>3.0</p>	<p>Principal's Report Good evening. Apologies for being unable to be with you on this the first meeting for the year and the first meeting on site since March last year. Thank you for being here to be of service to our school community. The work of the Parents and Friends is essentially around supporting the development of community and raising funds to assist in the resourcing of the school.</p> <ul style="list-style-type: none"> • Our school community is very settled with all teachers working to develop quality relationship with their students in these early weeks of the term. Year Four H are located in the old art room which has been refurbished and is now a fresh learning space for a class. We welcomed Miss Madi Duncombe to our staff team this year. • Kindergarten are very happy and enjoying the routines of school. Year Six have been excellent buddies in the way they have cared for and supported the Kindergartens. • Swimming carnival was a great success on Monday. Wonderful to have parents present, staff did a wonderful job and the students entered in with enthusiasm and supported one another. Was a different carnival though with no chanting! • Parent Teacher interviews for Years One to Six will be conducted via zoom over Monday to Wednesday of next week (week 4). These are great opportunities to engage with teachers about students and their learning. • Opening of the school year Liturgy was held this morning in the hall. Unfortunately covid guidelines meant parents were unable to be present with us. <p>Year Six received their leadership badges. The Liturgy was zoomed and recording will be made available to parents.</p> <p>Not a great deal of news at this stage. Know that we are looking forward to working with you during the coming year for the good of our school.</p> <p>Carolyn Matthews Principal Presented by Sam King</p>		
<p>4.0</p>	<p>Canteen Report * New menu has commenced.</p> <p>* Volunteers needed for canteen - five new volunteers have registered their interest to date.</p>	<ul style="list-style-type: none"> * Liv will do up checklist of what is selling in order for sales to be monitored. * Canteen order form to be updated to identify gluten free items. * Nat has spoken to milk providers regarding best pricing of items - will update when information available. * Pie warmer to be serviced. * Rice cooker can be purchased to the maximum value of \$50 if the one on top of the cupboard is not working 	
<p>5.0</p>	<p>Uniform Shop * Kinder open days were positive with strong sales.</p>	<ul style="list-style-type: none"> * Standard Operating Procedures to be created. * Day and time of opening to be determined. * Natalie to confirm with Jody what uniform items have been ordered. * Price increase from term 2 on uniform items due to increased supplier costs. 	

6.0	School Council Representative Report	* First meeting of 2021 to be held next week, report at next meeting.	
7.0	<p>2021 P&F Events</p> <ul style="list-style-type: none"> ● Opening School Mass – 9th February, in school mass. ● Opening BBQ for the School 23rd February at 6.00pm Postponed. ● Mufti Day for canteen supplies - 26 February 2021 ● CSU fundraiser - 7th March - promotion to commence Open discussion regarding promotion ● Easter Raffle – 1st April ● Mother's Day stall – Friday 7th May ● Childrens Disco confirmed - 18th June ● Father's Day Mass – Friday 3rd September ● Fete - Friday 22nd October 2021. Fete subcommittee meeting monthly. Fete may be run in sessions for Covid restrictions. 	<p>* Canteen manager to advise items required so list can be distributed for mufti day.</p> <p>* CSU fundraiser to be promoted through Compass and Facebook.</p> <p>* Bookings via e-mail to P&F.</p>	
8.0	General Business		

Meeting Closed: 7:30pm

Next Meeting: Tuesday 9 March 2021 at 6:30pm

New faces are always welcome.