

## St Columba's P&F General Meeting Minutes

Date: Monday October 29<sup>th</sup> 2018, 6:00pm

**Open Meeting:** 6:10pm

### **Opening Prayer:**

**Present:** Glen Brown, Kate Brown, Alana Kerin, Andrew Vaughan, Nicolette Vaughan, Yenda Kerin, Kylie Bunning

**Apologies:** Katie Keady

Motion: That apologies be accepted.

Moved: Alana Kerin

Seconded: Yenda Kerin

Carried

### **Minutes from Previous General Meeting:**

Minutes read by Andrew Vaughan.

Motion: That minutes of previous general meeting from Monday May 14<sup>th</sup> 2018 be accepted as true and accurate.

Moved: Glen Brown

Seconded: Nicolette Vaughan

Carried

### **Business Arising from the Minutes:**

**Molong Players:** Fundraising activity in August went very well; income has been received in full.

**Colour Run:** St Columba's will not be hosting a colour run; Yeoval Central School will be hosting a colour run early 2019.

**Furniture Minor Capital Works:** Yet to confirm via Treasurers' Report that \$2,500 invoice was received and paid for the minor capital grant (furniture purchase). Treasurers' Report required for period April – July 2018 to confirm.

**Parish Planned Giving Contribution:** P&F cannot make a direct general contribution to the Parish Planned giving as the P&F spending must directly benefit the school population, eg resources utilised by students. Alternative options were canvassed, including the purchase of two screens to be used to display hymn words, reflections etc in the Church of Our Lady, benefitting both the St Columba's school body and the broader Parish community.

### **RSA:**

Motion: Glen Brown to contact Greg McKay (HR & Legal, Bathurst office) and request written clarification re P&F RSA requirements and responsibilities, together with the parameters in light of P&F fundraising activities including bar service.

Moved: Andrew Vaughan

Seconded: Nicolette Vaughan

Carried

**Correspondence In:** Thank you from Welsh family re recent bar service at wedding

**Correspondence Out:** nil

## **Treasurer's Report: (as presented by Alana Kerin)**

Motion: That the Treasurer's Report be accepted.

Moved: Alana Kerin

Seconded: Kate Brown

Carried

Business arising from Treasurer's Report: nil

## **Principal's Report: (verbal report as presented by Glen Brown)**

Motion: That the Principal's Report be accepted.

Moved: Glen Brown

Seconded: Kate Brown

Carried

## **Workplace Health and Safety Concerns:** nil

### **General Business:**

#### Prayer Garden:

Plant selection, metal edging and sandstone seat options discussed and draft plan devised, with a view to plant during Autumn 2019. Costs of some items and measurements to be taken (refer to actions below).

#### P&F Wish List / Priorities:

Discussion of spending priorities for 2019, devising of top three priorities (in order, as follows):

1. Screens for the Church of Our Lady
2. Combination soccer goals / football posts (supplier: Good Buddy Sports)
3. All purpose court (on top level of playground)

#### End of Year Celebrations:

Usual proceedings for "Just An Hour" Concert and Presentation Night: eg chocolate wheel, P&F to purchase ham, presents for new families, desserts, salads etc.

#### Fundraising Opportunity – "Rally Till It Rains" Event Dec 2018:

Helen Tremain has approached P&F to seek their interest in catering for a December community Christmas dinner. P&F to decline this opportunity, due to substantial commitments during December.

#### P&F General Meeting Minutes Format:

Option discussed (& agreed upon) to modify the format of general meeting minutes to include an action plan that is updated at each meeting, effectively replacing "Business Arising from Previous Meeting" item (refer to action plan below). Actions identified at each meeting and updated at subsequent meetings, to simplify format and ensure that tasks/items are not forgotten.

#### "Long Journey Home":

Idea of a school community event that encompasses a trek/hike in our local national park, perhaps a camp fire/barbeque to take advantage of our local resources, build bush skills and welcome new families in term 1, 2019. (refer to actions)

## Stewart House & Royal Far West:

The resources of Stewart House, Curl Curl and Royal Far West, Manly were identified as an opportunity that our school community may be able to utilise in the future.

## School Bag Mass, Sunday Feb 3<sup>rd</sup> 2019:

P&F were happy to conduct the “School Bag Mass” again, where school children and families are invited to celebrate Mass with the children being able to bring along their school bag for a special blessing. Proposed Sunday is the first Sunday of the school term, Sunday February 3<sup>rd</sup> 2019.

## **Actions:**

| <b><u>What</u></b>   | <b><u>Who</u></b>               | <b><u>By When</u></b> | <b><u>Status</u></b> |
|--|---------------------------------|-----------------------|----------------------|
| Contact Greg McKay re RSA requirements   | Glen Brown                      | Feb 2019              |                      |
| Forward Treasurer’ Reports for months ending May – Aug 2018  | Alana Kerin                     | Nov 2018              |                      |
| Confirm \$2,500 invoice was paid for minor capital works (furniture), per Treasurer’s report                             | Alana Kerin                     | Nov 2018              |                      |
| Measure edges of gravel path in Cross shape for costing/ordering of metal edging   | Students (overseen by teachers) | Nov 2018              |                      |
| Obtain cost of metal “flat bar” (edging) for gravel path; advise executive   | Andrew Vaughan                  | Nov 2018              |                      |
| Obtain cost of sandstone block for seat in prayer garden; advise executive   | Andrew Vaughan                  | Nov 2018              |                      |
| Order edging and sandstone block   | P&F Executive                   | Nov 2018              |                      |
| Liaise with Bathurst Office to confirm P&F spending on screens for the Church of Our Lady                                | Glen Brown                      | Nov 2018              |                      |
| Confirm cost of soccer goals / football goal posts   | Glen Brown                      | Nov 2018              |                      |
| Research capital works grants available for large capital project, eg all purpose court                                  | Executive                       | Feb – Mar 2019        |                      |
| Advise Helen Tremain P&F to decline offer to cater for community Christmas dinner in December; offer greatly appreciated | Glen Brown                      | Nov 2018              |                      |
| Confirm date & details of proposed “Long Journey Home” event (proposed late term 1/early term 2, 2019)                   | P&F                             | Feb 2019              |                      |
| Confirm with Fr Carl School Bag Mass, Sunday Feb 3 <sup>rd</sup> 2019  | Glen Brown                      | Nov 2018              |                      |
| Advise parents (existing and new) of School Bag Mass details / invitation  | Glen or Kate Brown (TBC)        | Dec 2018 – Jan 2019   |                      |
| Obtain quotes for supply of St Columba’s aprons for use at fundraising and other events                                  | Alana Kerin                     | Feb 2019              |                      |

**2019 Meetings:** to be confirmed

**Meeting Closed:** 7:48pm