

St. Mary's Primary School

Parents and Friends Association

AGENDA for AGM Term 3, 2013

Wednesday, 13th November

7pm - Library

PRESENT

Mr Hughes, Trish Menin, Heidi Cleary, Amanda Green, Eli Ogrizek, Grace Acosta, Kate Redfearn, Lisa Pericaud, Paula Gabriel, Laura Joseph, Alex Quinn, Jennene Gillies

1. Opening Prayer

2. Welcome and Apologies

- *Nancy Peaty, Father Peter*

3. Minutes from previous meeting

Motion to accept the Minutes of the Previous Meeting – nominated by Jennene Gillies, seconded by Trish Menin.

4. *Business arising from previous meetings – none*

5. *Correspondence - none*

6. President's Report

This is our final meeting for 2013. Since our last meeting we have had Father's Day, the movie night and Feast Day. These were all once again successful events with many parents giving up their time to help in some way.

It was great to have the previous committee members helping the new committee members make these events as successful as previous ones.

Preparations are now in order for the commencement party in term 1 2014.

7. Principal's Report

Religious Dimension

- *Yr 4 and Y6 RE literacy assessments have been completed . Reports will distributed to parents this week.*
- *Our year 2 children made their First Reconciliation last weekend.*
- *Upcoming Mass and Liturgical celebrations include celebration, End of Year Thanksgiving Mass Wednesday 18th December and Yr 6 Graduation Mass Monday 16th December. We have celebrated in recent weeks our Remembrance Day Ceremony, Mission Week and School Feast day.*
- *Our Christmas concert this year will be held on Thursday 12th December commencing at 7:00pm. Venue Marist Site COLA. The focus of the concert looks at finding a balance between the secular and religious dimensions of Christmas. Each grade, the band and the Glee Club Troupe will be performing.*
- *The break down of scripture and meditation embedded in the prayer life at school this year has been our main formation goal.*
- *The Diocese are currently reviewing the Diocesan RE curriculum "Sharing Our Story"*
- *Thanks to everyone for their support of The Mountains Fire appeal.*

Teaching Learning / Curriculum

- *School leadership team is working on consolidating and developing the school educational goals and initiatives for 2014. The major focuses for next year will continue to be Numeracy [EMU project], Literacy and Inquiry Based Learning and Formation.*
- *NAPLAN results were Ok. Staff working on areas for development targeting vulnerable students in the bottom two bands in both years 3 and 5.*
- *Parent / teacher information evenings for 2014 will be held in the first few weeks of term 1.*
- *Teachers are currently completing assessments and writing end of year reports. Reports out to parents on Wednesday 11th December. There will be a week's opportunity for parents to contact teachers if they have any concerns regarding their child's report.*
- *Children in Kinder and yr 1 are completing the end of year early literacy assessment component.*
- *Awards ceremony will be held on Monday the 16th December commencing at 9:15am. [Week 11]*
- *Our stage three Maths Olympiad teams did very well in this year's competition achieving outstanding results.*
- *Student leadership team elections will be conducted over the next few weeks with the team announced at the awards ceremony in week 11*
- *Student will meet their 2014 teachers on Monday 16th December week 16. This meet the teacher Session for 2014 will commence at 2pm*
- *The new English national Curriculum K-10 will be mandatory for implementation in 2014. Staff have been working on preparing for its implementation from the beginning of next year.*
- *All of our current year 6 students have attended their high school orientation days in recent weeks.*
- *Staff is developing learning intentions and success criteria for their lessons each day. In recent month the focus has been on Mathematics.*
- *The diocese has decided that there will be a Creative Arts Expo in 2014. Dates and venues are currently being organised. Schools in our cluster include East Granville, Merrylands and Harris Park*
- *EMU parent workshops proved successful again this year.*
- *2014 Kinder Transition and Orientation Programmes have gone well in recent weeks. Kinder enrolment for 2014 will be 54.*
- *MAI interviews for the 2014 Kinder children will take place later this term.*
- *MAI interviews for years 1-6 will be held on the 28th and 29th January. Further Details and interview requests will be forwarded to parents in the next few weeks.*
- *The FOCUS 160 approach to Literacy and Numeracy has been implemented in recent months [100 minutes literacy and 60 minutes of Numeracy per day]*

School Site News.

- *I am investigating in conjunction with the Parish the possibility of securing grant funding for the Parish Hall*
- *The Marist site gardens are currently being refurbished*
- *The four-year plan to replace the carpets on the Marist site has commenced. During the September Holidays, phase one of the carpet refurbishment was completed with the library, Kindergarten, the executive office and adjoining hallway being recarpeted.*
- *A new automated locking system, intercom and video camera on the pedestrian gate leading on the ramp leading up to the admin foyer will be installed this week.*

Sport

- *Our Annual Swimming programme [7 days] will be conducted during weeks 9 and 10 [5th-13th December.*
- *The school swimming carnival will be held on Tuesday 17th December Wk 1 at Waves Pool Baulkham Hills. Kinder and Yr 1 will participate in sports tabloid day.*
- *Thankyou to all parents who have assisted with carnivals and Gala day throughout the year.*

Staffing

- *Grades and teacher allocation TBA*
- *New staff for 2013 TBA*
- *Enrolments fast approaching 360 students for 2014.*
- *Mrs Mobbs is still on indefinite sick leave. Please keep her in your prayers.*
- *Mrs Greenaway, Mrs Burton and Mrs Jarret will be leaving St Mary's at the end of the year.*
- *Mrs Kemp has extended her maternity leave as she is having another baby in early May*

Miscellaneous

- *School closes for the year on Wednesday 18th December. Teachers finish on Friday 21st December*
- *School for 2014 commences for teachers on Tuesday 29th January. Yrs K-6 commence on Thursday 30th January. Kinder children will finish at midday for the first two days of the term.*
- *Parish and School Directory will be published again in 2014 .It will also be uploaded to the school website.*
- *Over two hundred members of our school community have downloaded the new Skoolbag smart phone communication APP.*
- *After school pickup working well now that we have more parent volunteers.*
- *Congratulations and thank you to all those who made the fete a great success. The net profit from the day was \$26K.*

8. Treasurer's Report

The yearly Audit of the Accounts has been completed by the external Auditor. The Audit report dated 26.9.13 was received via email. (correspondence in). Accounts reconciled up to 31/10/2013.

As at the end of October 2013, there is \$24,989.14 available in the Westpac bank accounts. With \$2,805.69 of the balance representing Clothing Pool holdings and \$2,352.85 Year 6 Grad holdings. Therefore, the balance available to the P&F is \$19,830.60.

The major movements in the accounts since the last meeting have been a transfer in of \$19,705 representing the P&F levy and a donation of \$20,000 by the P&F to the School for upgrades to guided reader books and purchase of new laptops. For all other transactions please refer to the Treasurer's Financial Report (General Meeting) - November 2013 which has been circulated.

An update for the events held since the last meeting: Father's Day raised \$593.77, the Movie Night cost \$69.15 and the Feast Day cost \$689.66. The detailed reports have been circulated.

Known transactions for the balance of this year:

- 1. \$2,000 coming in from the Fete Committee (repayment of a loan made to them by the P&F in March 2013)*
- 2. \$4,365 coming in representing a P&F levy catch-up*
- 3. Donation of \$550 going out to the Year 6 Grad Committee*

Treasurer Report filed.

Budget Projection for next year 2014 (circulated) - to be discussed and approved.

The amounts have been determined from historical figures and discussions held with the Exec. The net result from proposed activities for 2014 at this point is an overall loss of \$630.00 primarily as we have added a market price for the cost of entertainment for the Commencement Party and Disco in the event that we are not able to source this from within the School community (as donations) as in previous years, and the also receipts from the Disco is only an estimate as prices that will be charged will be determined at a later date. Bank interest and bank fees have been ignored.

Motion to approve the Budget. Approved by Jennene Gillies and Grace Acosta

See attached at end of minutes.

9. Parent Co-ordinator's Report

- Nothing to report*

10. PRC Update

The PRC have set the dates and guest speakers for 2014.

Term 1:- *3rd March on ipads* **Term 2:-** *2nd June Reverend Bishop Anthony Fisher*

<http://www.prc.catholic.edu.au/news-events> for more details

Support:- PACTS: Parents as Career Transition Support *<http://www.youthconnect.com.au/career-transition-programs/pacts/>*

Opportunity for families to be trained to support students in educational pathways and careers

SPELD: Specific learning Difficulties Association of NSW

<http://www.speldnsw.org.au/index.php/web/about/what/>

Supporting students, families and teachers with children with additional needs

The Guest speaker was Dr John Decourcy, Director of Strategic Accountabilities Services at the Catholic Education Office Parramatta, who was asked to speak about gifted and talented children in catholic schools and the reasoning behind catholic schools not having selective high schools. His belief is that selective high schools generally focus on academic success in Maths and English. Hence this does not cater for students who may be successful in other areas such as Music, Sport and more.

Moreover those 5% of students who are placed into a selective high school are suddenly not in the top 5% and their self concept can be effective. As parents it is up to us to allow our children opportunity to find their talents and give them opportunities that meet their individual needs and challenges. He also maintains that intelligence can be improved through hard work and motivation. Finally Dr Decourcy suggests that intelligence comes from an ability to problem solve and we can support our children by allowing them to make and learn from their own mistakes and become resilient and in turn work to their best ability.

11. Mother's/Father's Day Co-ordinator's Report

- *Laura and Paula very happy with Father's Day Stall. Purchased the right amount of gifts. Paula thanked all the helpers for the breakfast too.*

12. Social Co-ordinator's Report

- *Grace has booked the hall for the Commencement party for Feb 21st and invited Fr Peter.*

13. General Business

- *P & F will donate \$15,000 in Feb/March 2014 to school.*
- *Mr Hughes has the Year 6 shirt framed, which will join the Honour Wall. He has paid \$350 but will be reimbursed by P and F.*
- *Heide Cleary suggested adding World Teacher's day to the 2014 budget proposal.*
- *Mr Hughes said \$2,600 from the clothing pool will be used for more representative school shirts. The aim is to have them ordered by the end of the year and they will be ready to use for next year. There has been a suggestion made by some children and parents to get some sleeveless shirts.*
- *There was \$26,000 profit from the fete, which will be split between the parish and school. Mr Hughes was pleased with this.*
- *Mr Hughes explained that all the money received from the fundraising levy goes straight back into the school for resources etc. This is approximately \$25,000.*
- *Discussion re encouraging more parents to come to meetings. Perhaps have guest speakers, possibly PRC rep in Term 1 to get more interest in this role and the P & F in general.*
- *Heidi and Amanda also suggested having the term meeting after the PRC meeting.*
- *Mr Hughes suggested linking the Cybersafety meeting with the P & F meeting in Term 1. Will continue with 2 night meetings and 2 day meetings for now.*
- *Mr Hughes is happy to talk about the P & F and encourage participation at the Information nights at the beginning of the year.*
- *Skoolbag App has received great feedback.*
- *Heidi gave some feedback she heard about the fete from families not at the school. They felt it was tired and needed some variety.*
- *Suggestions were made to advertise more and earlier for the fete, perhaps bring in 3rd party businesses to set up stalls. Have dance displays etc.*
- *Perhaps someone could just work on promotion.*

14. Next Meeting – Term 1, Week 5

15. Close – 8.45pm

St Mary's Primary P&F Association

Bank Reconciliation (as at 31 October 2013)

Cheque Account - Westpac		\$	23,264.38
High Interest Account - Westpac		\$	2,626.00
Bank Statement Balance as at 31/10/2013		\$	25,890.38

Add

Outstanding Deposits

	\$	-
Subtotal	\$	25,890.38

Less Unpresented Cheques

No.300718	A Pan	Netball Gala Day Bibs	\$	55.00
No.300723	Movie Night	Purchase of Lollies - A&W Hollier	\$	109.90
No.300724	Donation to School	Purchase of 19 x Tables (Fete) - Bunnings	\$	736.34
			\$	901.24

Less Invoices received not yet paid

	\$	-
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AVAILABLE BANK BALANCE

Cheque Account - Westpac		\$	22,363.14
High Interest Account - Westpac		\$	2,626.00
TOTAL AVAILABLE BANK BALANCE as at 31/10/2013		\$	24,989.14 (a)

Less

Clothing Pool Holdings		\$	2,805.69
Year 6 Grad Holdings		\$	2,352.85

ADJUSTED P&F BANK BALANCE as at 31/10/2013**\$ 19,830.60**

St Mary's Primary P&F Association

Treasurer's Financial Report (General Meeting) - November 2013**Balance reported last Meeting** **\$ 24,683.71**

Receipts

31/07/2013	Interest	Interest Paid - High Interest Account	\$	48.06
27/08/2013	Father's Day Stall	Receipts from Stall	\$	1,815.05
27/08/2013	P&F Levy	T transfer in from School	\$	19,705.00
30/08/2013	Father's Day Stall	Receipts from Breakfast Stall	\$	122.00
30/08/2013	Interest	Interest Paid - High Interest Account	\$	0.02
13/09/2013	Movie Night	Ticket Sales prior to Screening	\$	993.50
13/09/2013	Year 6 Grad 2013	Receipts from Cake Stall	\$	947.90
16/09/2013	Movie Night	Receipts from Screening Night	\$	174.75
18/09/2013	Clothing Pool	Receipts from Sales of Second Hand Uniforms	\$	320.00
30/09/2013	Interest	Interest Paid	\$	83.51
30/09/2013	Interest	Interest Paid - High Interest Account	\$	0.02
31/10/2013	Interest	Interest Paid - High Interest Account	\$	0.02
Total Receipts			\$	24,209.83
Total Available			\$	48,893.54

Less Payments Made

31/07/2013	Donation to School	Upgrade Guided Reading Books, purchase of Laptops	\$	20,000.00
2/08/2013	Bank Fee	Online Transaction Fee	\$	0.25
20/08/2013	Father's Day Stall	Gifts for Stall - Crown Concepts	\$	522.94
20/08/2013	Father's Day Stall	Gifts for Stall - MAPS fundraising	\$	519.20
20/08/2013	Father's Day Stall	Gifts for Stall - Moon and Back School Gifts	\$	216.00
30/08/2013	Father's Day Stall	Stall Stationery Supplies and Breakfast Catering Supplies	\$	85.14
30/08/2013	Netball Gala Day	Purchase of Bibs	\$	179.97
30/08/2013	Netball Gala Day	Purchase of Bibs	\$	55.00
3/09/2013	Bank Fee	Online Transaction Fee	\$	0.25
11/09/2013	Movie Night	Payment of Balance of Invoice - Outdoor Events Aust	\$	789.25
13/09/2013	Feast Day	Purchase of Sausages - Mc Donaghs Quality Meats	\$	325.00
14/09/2013	Feast Day	Feast Day Supplies - Bread, Drinks	\$	317.16
16/09/2013	Feast Day	Gas Bottle Refill - For BBQ	\$	47.50
2/10/2013	Bank Fee	Online Transaction Fee	\$	0.50
28/10/2013	Movie Night	Purchase of Lollies - A&W Hollier	\$	109.90
28/10/2013	Donation to School	Purchase of 19 x Tables (Fete) - Bunnings	\$	736.34
Total Payments			\$	23,904.40
Balance Available			\$	24,989.14

Less Invoices received not yet paid

	\$	-
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FINAL BALANCE AVAILABLE AT 31/10/2013**\$ 24,989.14** (a)

St Mary's Primary P&F Association
Treasurer's Financial Report For Clothing Pool (as at 31 October 2013)

Balance reported last Meeting	\$	2,485.69
Receipts		
18/09/2013 Banking	\$ 320.00	
<i>Total Receipts</i>		<u>\$ 320.00</u>
Total Available		<u>\$ 2,805.69</u>
Less Payments Made		
	\$ -	\$ -
<i>Total Payments</i>		<u>\$ -</u>
Balance Available		<u>\$ 2,805.69</u>
Less Invoices Received requiring Approval		<u>\$ -</u>
TOTAL BALANCE AVAILABLE IN P&F BANK ACCOUNT AS AT 31/10/2013		<u>\$ 2,805.69</u>

St Mary's Primary P&F Association
Treasurer's Financial Report For Father's Day 2013

Receipts		
27/08/2013 Father's Day Stall Receipts	\$ 1,815.05	
30/08/2013 Father's Day Breakfast Stall Receipts	\$ 122.00	
Total Receipts		<u>\$ 1,937.05</u>
Payments Made		
20/08/2013 Gifts for Stall Crown Concepts Aust	\$ 522.94	
20/08/2013 Gifts for Stall MAPS Fundraising	\$ 519.20	
20/08/2013 Gifts for Stall Moon & Back School Gifts	\$ 216.00	
30/08/2013 Stationery & Breakfast Supplies P Gabriel Reimbursement	\$ 85.14	
Total Payments		<u>\$ 1,343.28</u>
NET POSITION		<u><u>\$ 593.77</u></u>

St Mary's Primary P&F Association
Treasurer's Financial Report For Movie Night 2013

Receipts		
13/09/2013 Pre-sale Receipts	\$ 993.50	
16/09/2013 Movie Night Receipts - Ticket Sales and Snacks	\$ 174.75	
Total Receipts		<u>\$ 1,168.25</u>
Payments Made		
29/07/2013 Deposit For Movie Night - Outdoor Events Aust	\$ 338.25	
11/09/2013 Final Payment for Movie Night - Outdoor Events Aust	\$ 789.25	
28/10/2013 Lollies for Movie Night - A&W Hollier	\$ 109.90	
Total Payments		<u>\$ 1,237.40</u>
NET POSITION		<u><u>(\$69.15)</u></u>

St Mary's Primary P&F Association
Treasurer's Financial Report For Feast Day 2013

Receipts		
	\$ -	
Total Receipts		<u>\$ -</u>
Payments Made		
13/09/2013 Purchase of Sausages - Mc Donaghs Quality Meats	\$ 325.00	
14/09/2013 Feast Day Supplies - Bread, Drinks	\$ 317.16	
16/09/2013 Gas Bottle Refill - For BBQ	\$ 47.50	
Total Payments		<u>\$ 689.66</u>
NET POSITION		<u><u>(\$689.66)</u></u>

St Mary's Primary P&F Association

Income/Expenses For remainder of 2013

	Date / Month	Income / (Expense)
<i>Money In</i>		
Loan of \$2,000 to be repaid by the Fete Committee	Dec	\$2,000.00
P&F Levy Catchup	Dec	\$4,365.00
<i>Money Out</i>		
Year 6 Grad	Dec	(\$550.00)

Proposed Budget For 2014

Activity	Date	Proposed 2014 Budget Income / (Expense)
P&F Levy	Aug and Dec 2014	\$25,000.00
P&F Supplies	Jan 2014	(\$100.00)
Communi - Tea	31 Jan 2014	(\$100.00)
Commencement Party (1)	21 Feb 2014	(\$700.00)
Catholic Schools Week (9th - 15th Mar)	10 or 11 Mar 2014	(\$100.00)
Mother's Day (2)	May 2014	\$610.00
Disco (3)	Jun 2014	\$510.00
Grandparent's Day	Jul 2014	(\$50.00)
Father's Day (4)	Sept 2014	\$640.00
Feast Day	Sept 2014	(\$690.00)
Movie Night (5)	Sept 2014	(\$70.00)
Kinder Orientation	Oct 2014	(\$30.00)
Year 6 Grad	Dec 2014	(\$550.00)
<i>Net Position for Activities (not including P&F Levy)</i>		(\$630.00)

Details:

(1) **Commencement Party**

Drinks and Supplies	-\$	300.00
DJ	-\$	400.00
Loss	-\$	<u>700.00</u>

(2) **Mother's Day**

Receipts	\$	2,764.88
Gifts for Stall	-\$	1,924.37
Breakfast and Stationery Supplies	-\$	232.83
Profit	\$	<u>607.68</u>

(3) **Disco 2013**

Glow sticks	-\$	560.00
Sausage Sizzle	-\$	330.00
DJ	-\$	400.00
Receipts	\$	1,800.00
Profit	\$	<u>510.00</u>

(4) **Father's Day**

Receipts	\$	2,475.91
Gifts for Stall	-\$	1,608.14
Breakfast and Stationery Supplies	-\$	235.14
Profit	\$	<u>632.63</u>

(5) **Movie Night**

Receipts	\$	1,168.00
Hire and Setup of Movie	-\$	1,127.50
Lollies	-\$	109.90
Loss	-\$	<u>69.40</u>