

# Holy Family Parents and Friends Association

## Annual General Meeting

Wednesday 19 February 2020

### Meeting Minutes

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Meeting Open:1930

**Attendance:** Amy Kennedy, Kate Senior, Anne-Marie Marek, Rachael Horsburgh, Felicity McLachlan, Carmel Sefian, Abby Selkirk, Katrina Crossley, Meredith McIntyre, Emma Kildey, Jane Hart, Antoinette McBride, Anne Potter and Mark Hughes.

(new attendees - Lisa Cronin, Teri Carmody and Mike Blair.)

#### **Apologies:**

Kirsten Asciak.

#### **Minutes from previous AGM:**

Accepted.

#### **Outstanding from previous Minutes:**

Nothing outstanding.

#### **Correspondence:**

Nil

#### **Reports (Annual):**

- a. President's Report - Amy Kennedy (Attachment A)
- b. Principal's Report - Anne Marie Marek (Attachment B)
- c. Treasurer's Report - Felicity McLachlan (Attachment A)
- d. Canteen Report - Michael Cook (Attachment A)
- e. Parent Ambassador's Report - Antoinette McBride (Attachment C)

### Other Business:

a. Election of 2020 Office Bearers

The election of office bearers was conducted with most positions being continued by the 2019 office bearers; refer attachment D for the 2020 list of office bearers. Note, that this list also contains the email and mobile/phone contacts for each person.

b. Fundraising ideas/school wish list

The school had already been canvassed for works the P&F could support this year. The list proposed is:

- a new kitchen garden (in association with the new classroom block currently being constructed, it will be in an enclosed area so it cannot be vandalised),
- additional gravel carpark,
- outdoor mural/mosaic in the central quadrangle,
- construction toys and new chairs for year 1( the P&F committee agreed to contribute \$2,000 to this request), and
- new sport equipment (already purchased; however, the P&F committee agreed to reimburse the school for this purchase from last year's funds.)

The above was agreed by those present.

c. P&F Newsletter

Amy, supported by Carmel, described how difficult it was to update the newsletter with short sharp messages about specific events occurring in the school calendar. Basically the current arrangement (via skolbag) requires a completely new newsletter to be developed each time.

Currently, the P&F newsletter is sent twice a term in the weeks following the P&F meeting. However, we are finding that these times don't align with the key events throughout the year and therefore we are having to release additional correspondence on top of the newsletter to be able to get this information to families in a timely manner. We also receive many requests from community groups outside of the school asking us to promote their activities, however a lot of the time this does not coincide with our current distribution timelines. We are looking for an alternative distribution method, ideally, an online platform that can hold all of this information and be updated on-demand as the need arises (so the content is always current). This will also reduce the amount of time required to pull together the P&F newsletter. The idea is that this Parent Info page can be accessed by parents at any time

during the school year and a link is sent to parents via SkoolBag to inform families that updates have been made. As well as being included on the website, invites to key events and other time-critical information will continue to be sent separately as a note via the Skoolbag app.

After discussion it became evident that the easiest way to achieve the above was to make use of the school's website where there is an 'events' tab that could be utilised. The newsletter could also be published on the website and allowing on-demand updates, deleting the need to use skoolbag for this. It was agreed to commence using the school website after the next newsletter on skoolbag as that would be used to advise the school community of the change in the distribution method.

d. Other

(1) P&F Levy Subsidy from term school fees.

Anne-Marie informed the committee that the Catholic Education Office (CEO) had advised the school that it was against CEO policy for a school to collect a P&F levy as part of the term fees. In fact, Holy Family is one of the last schools to be doing this. CEO requested it cease immediately; however, as Term 1 fee statements had already been distributed the CEO and the school agreed that the practice would cease from 2021 and that the levy collected this year would not be transferred to the P&F but retained and used by the school. Additionally, Anne-Marie raised a concern, that as a result of this CEO policy, the P&F should not be building up and retaining significant bank accounts but rather continuing transferring funds to support the school's student population.

This policy provoked wide ranging discussion on the impact. In some ways the effect would be minimal as the transfer of funds from the school to the P&F was a 'paper exercise' as the same or similar funds were passed back to the school in support of various activities. Anne-Marie advised that the school would continue the levy (under another name) and those funds collected would be use to self-fund some of the activities currently funded P&F.

The major impact relates to what funds the P&F needs to retain to remain financially viable and run its annual major fund-raising activities. Additionally, the canteen is supported by the P&F and the degree of support can vary depending on its end of year financial position. The canteen's aim is to provide a service to the school community rather than make a profit but any loss would require financial subsidisation from P&F funds.

Felicity indicated that the P&F would require an amount of around \$40-50k per year to fund the P&F's yearly activities though it required further

investigation. It was agreed that both Amy and Felicity would review the situation and advise on an operating amount that the P&F needs to retain to meet its operating requirements and finance its support activities at the next P&F meeting.

(2) The colour of sports shoes

Rachael raised a concern expressed at the last School Board meeting on the requirement for school sport shoes to be white and if another colour, including black, could be considered. Anne-Marie explained that while the school uniform is subject to CEO policy the school sport uniform is the prerogative of the school with the authority residing in the P&F association.

The issue was discussed and black or any other colour was rejected ; however, the requirement to be all white was relaxed to "be predominately white" . A shoe of a different colour was rejected as it was considered to be the start of a slippery slope where sports shoes would start to replace the black shoes in the normal school uniform.

### **Action Items**

- a. Distribution of current P&F funds to support the school; it was agreed that \$30K for the Sensory garden, \$5k for (purchased) sporting equipment and \$2K for Year 1 construction toys and new chairs - Felicity and Amy to action.
- b. P&F retain a viable cash operating amount in light of the CEO policy - Amy and Felicity to investigate and report back at next P&F meeting
- c. Sports shoes colour - the agreed outcome (to be predominately white) to be conveyed to the School Board - Rachael to advise the School Board.

Meeting Closed: 2050

### **Attachments:**

- A. Presidents, Treasurer and Canteen Reports and Year in Review
- B. Principal's Report
- C. Parent Ambassador's Report
- D. 2020 Office Bearer's Listing and Contacts