

AGM MINUTES

James Sheahan Catholic High School P & F 2018

Date: 28 November 2018
Meeting commenced: 6.05 pm
Minutes by: Mary Taylor
Chaired by: Tom Capell / Peter Meers / Kelly Carberry

	<p>Present/Apologies Present: Tom Capell, Kelly Carberry, Neal Livermore, Elizabeth McRae, Meg Capell, Kasia Schonknecht, Peter Meers, Kerrie Ford, Sarah Wykes, Scott Preston, Mary Taylor Apologies: Stew Vidler, Amanda Mooney, Peter Mackie, Kelly Porter, Sandi McAtamany, Michael Tilston, Michelle Whiteley, Lisa Harris, Lauren Ritchie, Mellissa Livermore, Angela Thornhill</p>
1.1	<p>Welcome, attendance and apologies Tom Capell welcomed attendees and tendered apologies</p>
1.2	<p>Acceptance of previous minutes Moved – Neal Livermore Seconded – Meg Capell</p>
1.3	<p>Actions from previous AGM</p> <ul style="list-style-type: none"> • Auditor contacted at the end of 2017, and an audit conducted early in 2018 of the 2017 calendar year
2.1	<p>President’s Report</p> <ul style="list-style-type: none"> • As per President’s Report (attached to these Minutes)
2.2	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • This year we’ve distributed around \$34,500 • Balance of \$5,521.43 as at 25 November 2018 • Approximately \$4,753 in expenses still to come (\$500 staff thank you morning tea, and \$4,250 for the bike shed slab), which will leave us with a balance of approximately \$770. • Approximately \$12,000 in voluntary contributions collected so far this year, but the remainder still to be collected later in the year. • All of this amount will be transferred to the P&F on the last working day of the school year around 20 December. • Anything paid after this will be paid across in the new school year. • List of P&F account Financial Transactions appended to these Minutes
3.	<p>Peter Meers took the chair and declared all positions vacant</p> <p><u>Election of office bearers for 2018</u> President Kelly Carberry – moved Mary Taylor, seconded Elizabeth McRae Vice-President Tom Capell – moved Neal Livermore, seconded Mary Taylor Secretary Sandi McAtamney – moved Kelly Carberry, seconded Kerrie Ford Treasurer Neal Livermore – moved Kelly Carberry, seconded Elizabeth McRae PR Coordinator Stew Vidler – moved Tom Capell, seconded Meg Capell</p> <p>All elected with the unanimous support of those present.</p>

4.	<p>General Business</p> <p><u>Appointment of Auditor</u></p> <ul style="list-style-type: none"> • No longer needed, as per the new Constitution proposed by the CEDB, in which the school auditors conduct all P&F audits <p><u>Fundraising Strategy & Setting of Voluntary Contribution Amount</u></p> <ul style="list-style-type: none"> • Voluntary Contribution to remain at \$50 per family with opt out option available • Moved Neal Livermore, seconded Kerrie Ford, unanimous support • Petty cash tin stored at school – resolved to return funds to the P&F after an amount is taken out for milk and coffee for the staff morning tea day • Fundraising/social event 2019: no fundraising event for 2019 (trivia night is held every two years).
	<p>Meeting closed: 6.35pm</p>

James Sheahan P&F
President's Report for Annual General Meeting 2018

President: Tom Capell

A big thank you to all our hard working volunteers for their work over the year. In particular, I'd like to acknowledge our dedicated committee members Kelly Carberry (Vice President), Mary Taylor (Secretary), Neal Livermore (Treasurer) and Stew Vidler (Public Relations). I would also like to thank Kerrie Ford, who has stepped up as our Catering Coordinator.

In 2018 we focused on:

Supporting the school/community

- Family BBQ in February
- Trivia Night in May
- Dr Justin Coulson parent talk in June (funded by CEDB), P&F provided wine and cheese
- Andrew Lines (Rite Journey) parent talk in August, plus nibbles & wine
- Planting of garden beds in September in the student car park & in front of Mercy Hall
- Paul Dillon Drug & Alcohol parent, student and staff talks in October
- P&F Accounts audited for 2017
- The P&F will also be holding a Sheahan staff morning tea in December, which the P&F hosts each year as a gesture of appreciation to all the staff at James Sheahan.

Fundraising

The P&F Voluntary Contribution raised approximately \$17,000 in 2017, which we were able to apply to many and various projects around the school in 2018, listed below.

The P&F also organised a Trivia Night in 2018 which raised just over \$16,000. The funds were donated to the various groups who helped run the Trivia Night, and who made the night such a success (52 tables sold). The groups were the Cattle Team, the SRC, the New Zealand Netball team and the UK Rugby team.

Spending funds

Through our efforts we were able to donate funds for the purchase of various items, or the support of various causes to benefit staff, students and parents, the main ones listed below :

- Teacher grants x 4 - \$9,500
- Andrew Lines Rite Journey parent talk - \$1,250
- Paul Dillon Drug & Alcohol talks to students, staff and parents - \$4,500
- Duke of Edinburgh equipment bank - \$2,000
- Bike Shed stage I – concrete pad with racks for bikes \$4,300

Advocacy & Feedback to the School

The P&F provided feedback to the school regarding:

- draft School Strategic Plan 2019-2024
- wellbeing/pastoral care policy development
- mental health issues
- reporting to parents/communication channels
- parent priorities
- ICT provision
- Rite Journey programme

The P&F also had meetings with representatives from the RMS and the Orange City Council regarding the absence of a crossing for students on Anson Street, discussions ongoing.

James Sheahan P and F

Financial Transactions from January 1st to December 31st 2018

<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
1/01/2018	Opening Balance			\$20,728.88
22/01/2018	Parent Contribution (final amount for 2017)		\$627.32	\$21,356.20
31/01/2018	Interest		\$5.33	\$21,361.53
27/02/2018	Teacher morning tea / auditor assistance gifts	\$210.00		\$21,151.53
28/02/2018	Interest		\$4.91	\$21,156.44
6/03/2018	Costs from Welcome BBB	\$93.45		\$21,062.99
7/03/2018	Costs from Welcome BBB (meat)	\$255.37		\$20,807.62
29/03/2018	Teacher Grant - Stem Project	\$300.00		\$20,507.62
31/03/2018	Interest		\$5.32	\$20,512.94
13/4/018	Paul Dillon - Booking Fee deposit	\$150.00		\$20,362.94
19/04/2018	Movie Ticket Sales		\$300.00	\$20,662.94
30/04/2018	Interest		\$5.06	\$20,668.00
18/05/2018	Facebook Advertising - reimburse S.Vidler	\$100.00		\$20,568.00
24/05/2018	Trivia Night Income		\$4,830.00	\$25,398.00
28/05/2018	Trivia Night Expense - Frame Effect	\$2,030.00		\$23,368.00
28/05/2018	Trivia Night Income		\$7,460.85	\$30,828.85
29/05/2018	Trivia Night Income		\$4,775.00	\$35,603.85
31/05/2018	Interest		\$5.75	\$35,609.60
6/06/2018	Dr Justin Coulson Talk - reimburse costs M.Taylor	\$259.04		\$35,350.56
15/06/2018	Trivia Night Income (S.Eyb)		\$1,000.00	\$36,350.56
18/06/2018	Teacher Grants - Paid to JSCHS	\$6,700.00		\$29,650.56
18/06/2018	TriviaNight proceeds - paid to JSCHS	\$16,035.30		\$13,615.26
19/06/2018	Rite Journey Parent presentation - paid to JSCHS	\$1,250.00		\$12,365.26
21/06/2018	Movie Ticket Sales		\$225.00	\$12,590.26
27/06/2018	Dr Justin Coulson Talk - reimburse costs K.Ford	\$81.25		\$12,509.01
29/06/2018	Dr Justin Coulson Talk - reimburse costs K.Ford	\$69.05		\$12,439.96
30/06/2018	Interest		\$6.07	\$12,446.03
13/07/2018	Garden Bed Plants - paid to JSCHS	\$514.32		\$11,931.71
31/07/2018	Interest		\$2.06	\$11,933.77
3/08/2018	Andrew Lines Talk - reimburse costs - M.Taylor	\$330.90		\$11,602.87
3/08/2018	Andrew Lines Talk - reimburse costs - K.Ford	\$95.50		\$11,507.37
13/08/2018	Teacher Grants (E.Sarks) - Paid to JSCHS	\$1,000.00		\$10,507.37
16/08/2018	P + F Advertising brochures - reimbursed pmt to JSCHS	\$128.00		\$10,379.37
31/08/2018	Interest		\$1.85	\$10,381.22
10/09/2018	Contribution to KWS for refreshments at Paul Dillon Speech	\$300.00		\$10,081.22
24/09/2018	Costs reimbursed to JSCHS for Paul Dillon Speech	\$4,000.00		\$6,081.22
30/09/2018	Interest		\$1.55	\$6,082.77
31/10/2018	Interest		\$1.07	\$6,083.84
8/11/2018	Movie Ticket Sales		\$75.00	\$6,158.84
9/11/2018	Costs reimbursed to JSCHS for Paul Dillon Travel / Accom	\$637.41		\$5,521.43
25/11/2018	Bank Balance			\$5,521.43