

# MINUTES

## James Sheahan Catholic High School P & C Meeting No. 1

**Date:** 8 June 2016

**Meeting commenced:** 6.15pm

**Minutes by:** Lisa Tracey

**Chaired by:** Tom Capell

	<b>Present/Apologies</b> Present: Libby McRae, Mark Pauschmann, Mary Taylor, Lisa Tracey, Tom Capell, Kelly Carberry, Yann Guisard
	Prayer and Welcome by Tom
<b>1.1</b>	<b>Acceptance of previous minutes</b> Moved – Mary Seconded - Libby
<b>1.2</b>	<b>Incoming/outgoing correspondence</b> Letter from Transform Clinical Hypnotherapy –offer of services such as study programs, confidence and relaxation/meditation, stress, anxiety and sleeping issues. Decision was made not to pursue
<b>1.3</b>	<b>President's Report</b> Change of direction starting to gain momentum, everything progressing well. Trivia Night plans well underway.
<b>1.4</b>	<b>Principal's Report</b> Official visit from Executive Director of Schools and members of Lasallian Mission Council to sign Memorandum of Understanding between the Trustees of the De La Salle Brothers, the Catholic Education Office and JSCHS. Student behavior was great.
<b>1.5</b>	<b>Treasurer's Report</b> Mary Taylor advised of the following items which need formal approval before payment <ul style="list-style-type: none"><li>• \$350 to Baker Irrigation for irrigation for new trees near oval</li><li>• \$400 to Andrew Kent for 2015 P &amp; C audit</li><li>• \$190 for additional payment for bus shelter</li></ul> Moved – Stewart Seconded – Lisa Treasurer's report appended to these minutes
<b>1.6</b>	<b>Sign off on Constitution</b> Tom to follow up with Father Garry
<b>1.7</b>	<b>Access to P &amp; C bank account via internet</b> Committee decided that Lisa, Mary & Yann would have access to internet banking
<b>1.8</b>	<b>Access to Google Docs</b> Committee decided that Lisa & Mary would have edit access and all other members would have read only access
<b>1.9</b>	<b>ABN follow up</b> Nothing to report – documents have been submitted, awaiting response
<b>1.10</b>	<b>Grants applications</b> Due to numbers and quality of applications the reviewers voted to support the following applications – <ul style="list-style-type: none"><li>• Tim Mortimer – House Points systems</li><li>• David Wickham – Boys Education</li><li>• Winston West – Paddles Up</li><li>• Norma Bongini – Peer Support training</li></ul> Lisa to do letter to all applicants
<b>1.11</b>	<b>Facebook</b> <ul style="list-style-type: none"><li>• Stewart Vidler presented summary of discussions with JSCHS consultant Peter Sutton</li><li>• Mark supported set up of P &amp; C Facebook</li><li>• Events to be promoted through Facebook &amp; calendar set up</li></ul>

1.12	<p><b>Voluntary Contributions/P &amp; C Survey</b></p> <ul style="list-style-type: none"> <li>• Tom &amp; Mary to discuss options for implementation with Andrew Kent</li> <li>• Further survey to be conducted to determine interest in topics such as – anxiety, technology, drugs &amp; alcohol, body image, exam readiness</li> </ul>
1.13	<p><b>Shawn Dwyer/David Wickham to speak at future meeting</b> To be handled as part of Wellbeing Survey</p>
1.14	<p><b>Minutes and Constitution to be added to school website</b></p> <ul style="list-style-type: none"> <li>• P &amp; C documents will be stored on Google Drive with a link provided through P &amp; C Facebook page</li> <li>• P &amp; C section on school website needs to be updated – Mary to draft update and send to all for comments</li> </ul>
1.15	<p><b>Pedestrian Crossing Update</b> Mark waiting on RMS to advise on decision</p>
1.16	<p><b>Induction process for new P &amp; C executive members</b> Handover notes for each role have been drafted – for review and adoption at next meeting</p>
1.17	<p><b>Status of Action Plan</b> Refer to action plan</p>
1.18	<p><b>Adoption of acceptable meeting standards</b> Future meetings will be held twice per term on Wednesday of Week 2 &amp; Week 7</p> <p>Meeting norms/expectations for consideration/adoption at next meeting</p> <ul style="list-style-type: none"> <li>• We will begin and end our meetings on time (6-7.30pm??)</li> <li>• We will stay fully engaged throughout each meeting (no distractions from phones, emails etc.)</li> <li>• We will listen respectfully (without engaging in private conversations) and consider matters from differing perspectives</li> <li>• We will stick to the agenda and stay 'on topic'</li> </ul>
1.19	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Movie tickets to be advertised in school newsletter</li> <li>• Any fundraising events need to go into fundraising calendar maintained by SRC</li> <li>• Trivia Night – It was by the Committee decided that the profits from the evening will be split into 3rds (up to the \$30000), anything over that amount goes to the P &amp; C</li> <li>• Donations for Duke of Edinburgh equipment to be requested via P &amp; C Facebook page</li> </ul>
1.20	<p><b>Date and time for next meeting</b> Next meeting 27 July 6pm in the Leaders Room</p> <p>Meeting closed 8.15pm</p>

**ACTION PLAN**  
**James Sheahan Catholic High School P & C**  
**8 June 2016**

<b>Month</b>	<b>Item</b>	<b>Action</b>	<b>Whom</b>	<b>Complete By</b>
		Shelter for drop off zone	Tom/Stewart	
		Media release for past projects	Stewart	
		<b>Inappropriate emails received in P &amp; C email</b>	<b>Lisa</b>	<b>Complete</b>
		Review of school iPads – update Mark to request Laura Tilston to put some information in the newsletter re review being undertaken. First step is gathering information from teachers about what the issues from a classroom point of view are, then a student/parent surveys will be conducted	Mark	Ongoing
		Date for 2017 Welcome Back to School BBQ Either 10 or 17 Feb 2017	Mark	Next mtg
Jun 16	1.6	Sign off on constitution	Tom	Next mtg
Jun 16	1.7	Access to online P & C bank account	Mary	Next mtg
Jun 16	1.8	Access to P & C documents on Google Drive	Lisa	Next mtg
Jun 16	1.9	ABN follow up	Mary	Ongoing
<b>Jun 16</b>	<b>1.10</b>	<b>Grants applications review</b> <b>Lisa to send letters to all applicants</b>	<b>Reviewers</b> <b>Lisa</b>	<b>Complete</b> <b>Complete</b>
<b>Jun 16</b>	<b>1.11</b>	<b>Facebook</b>	<b>Stewart/Lisa</b>	<b>Complete</b>
Jun 16	1.12	Voluntary contribution/Survey results/Future direction	Mary/Tom	Ongoing
<b>Jun 16</b>	<b>1.13</b>	<b>Presentations by S Dwyer &amp; D Wickham</b>	<b>Mary</b>	<b>Complete</b>
Jun 16	1.14	Constitution & minutes to be added to website/facebook	Mary/Lisa/ Stewart	Next mtg
Jun 16	1.15	Pedestrian crossing update	Mark	Ongoing
Jun 16	1.16	Induction process for new P & C executives	Mary/Tom	Next mtg
Jun 16	1.18	Meeting standards	Tom	Next mtg
Jun 16	1.19	Donations for Duke of Edinburgh equipment to be requested via Facebook	Lisa/Stewart/ Laura Tilston	Next mtg

## Treasurer's Report

8 June 2016

Balance as at 31 May 2016: **\$13,106.91**

Income & expenditure statement from 1 January to 31 May 2016 attached.

Books audited for 2015 – attached are the Auditor's statement and Profit & Loss statement for 2015.

### Formally approve expenditure & document in minutes:

- (a) Approx \$350 to Baker Irrigation for new tree planting near oval. NB: We will need to thank Leigh in the school Newsletter.
- (b) \$400 to Andrew Kent for 2015 P&C audit
- (c) \$190 for additional payment for bus shelter, paid by cheque to JSCHS on 31.5.16 (approved by Executive by email previously)
- (d) still awaiting invoice from St John's Ambulance (market day) approx. \$250

### P&C Expenditure & works in 2015:

Welcome BBQ:	\$281.38
Concrete slab for bus shelter :	\$1,672
Tree planting around Norton Oval & Car Park	\$0
Irrigation for new trees:	\$456.05
Two teacher grants - sporting uniforms and quad artwork	\$1,000
Sponsor thank you evening (October 2015)	\$58.23

### P&C Income in 2015:

Market Day:	\$4,726
Dragon Boat Event	\$1,155.56
Movie Tickets	\$1,425
Clearing sale BBQ:	\$476

NB: Sundry income of \$6,435.55 included \$3,630 for the bus shelter (paid out in 2016) and \$1,500 from Orange Credit Union to purchase a marquee; the remainder of 'sundry income' balances with the remainder of 'sundry expenses' for such things as float & meat for clearing sale BBQ

### Income opportunities for 2016:

Market Day – 21 February 2016: \$3,240  
Trivia Night – 27 August 2016  
Movie tickets

### Income opportunities for 2017:

Voluntary Contribution: amount to be discussed  
Fund raising activity (with a social aspect): to be discussed  
Movie tickets

**Parents & Carers Association  
James Sheahan Catholic High School, Orange NSW**

On the basis of the information provided by the James Sheahan Catholic High School Parents & Carers Association ("P&C"), I have reviewed their set of accounts for period ended 31 December 2015 comprising the attached Profit and Loss Statement.

The specific purpose for which the financial report has been prepared is for members.

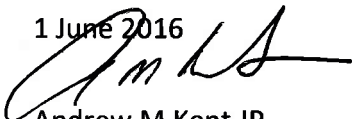
The P&C is solely responsible for the information contained in the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the P&C's constitution and are appropriate to meet the needs of the P&C for the purpose of meeting their requirements.

My procedures use accounting expertise to review the financial information which the P&C provided into a financial report. My procedures do include verification or validation procedures.

To the extent permitted by law, I do not accept liability for any loss or damage which any person, other than the P&C may suffer arising from any negligence on my part.

The special purpose financial report was prepared for the benefit of the P&C, and for the purpose identified above. I do not accept responsibility to any other person for the contents of the financial report.

1 June 2016



Andrew M Kent JP

141 Clinton Street Orange NSW 2800

## James Sheahan P&C Profit & Loss

### January to December 2015

<b>2015</b>	<b>Balance</b>
Balance Brought Forward December 2014	5,774.61
<b>Income</b>	
Sponsorship	0.00
Movie Tickets	1,425.00
Dragon Boat Event	2740.10
Trivia Night	0.00
Markets	7,342.35
Bank Interest	26.21
Sundry Income	6,435.55
Add Total Income	17,969.21
<b>Expenses</b>	
Raffle	0.00
Trivia Night	0.00
Movie Tickets	0.00
Dragon Boat Event	1,584.54
Markets	2,615.86
Fundraising	0.00
Postage	0.00
Bank Fees	0.00
Grants	1,000.00
Welcome BBQ	281.38
Sundry Expenses	4,734.96
Less Total Expenses	10,216.74
Profit in 2015	7,752.47
Balance at end of 2015	13527.08