

MINUTES

James Sheahan Catholic High School P & C Meeting No. 4

Date: 19 October 2016
Meeting commenced: 6.15pm
Minutes by: Lisa Tracey
Chaired by: Tom Capell

	<p>Present/Apologies Present: Libby McRae, Mary Taylor, Lisa Tracey, Lisa Harris, Yann Guisard, Tom Capell, Mark Pauschmann Apologies: Kelly Carberry, Stew Vidler, Kyleah Hayes, Lauren Ritchie</p>
4.1	<p>Acceptance of previous minutes Copy of previous minutes unavailable at this stage – Lisa Tracey apologised to attendees</p>
4.2	<p>Incoming/outgoing correspondence</p> <ul style="list-style-type: none"> • Movie tickets requests • Bank statement
4.3	<p>President's Report Nothing to report</p>
4.4	<p>Principal's Report New building is due to be finished by 25 January but may not be handed at that stage</p>
4.5	<p>Treasurer's Report Treasurer's report appended to these minutes</p>
4.6	<p>Voluntary contribution – implementation The Director of Finance approved the implementation of voluntary contribution. Lisa to draft 1 page information sheet to be included with school fees information as well as information in newsletter and on facebook</p>
4.7	<p>Trivia Night wrap up Final summary, learnings and suggestions for future trivia night's appended to these minutes</p>
4.8	<p>P & C Strategic plan and philosophy</p> <ul style="list-style-type: none"> • Discussions centred around the need to determine how the money we spend will benefit students directly – we need to maintain line of sight • Our main objectives are: <ul style="list-style-type: none"> ➢ To be a conduit between the school, parents and students ➢ Student wellbeing ➢ Teacher grants/capacity building • Our strategic plan/philosophy needs to align with the school's core business – raising student awareness through effort and improvement
4.9	<p>Wellbeing update 10 parents have joined the parent focus group, first meeting will be 24 November. Mark advised that the school is still finalising staff for next year which will determine final outcomes but focus will be boy's education and data collection on girl's issues. P & C may sponsor an evening information session</p>
4.10	<p>School website – P & C section P & C section to be updated before AGM, Mary to forward draft information to Stew for feedback</p>
4.11	<p>Meeting minutes & agenda on website/facebook Lisa to share Google Drive folder with Virginia</p>
4.12	<p>Executive role handover documents</p> <ul style="list-style-type: none"> • Mary to print a copy of each role to be distributed to each new executive member • Google account to be shared with all executive members • Lisa to ensure previous year's AGM minutes are available for next AGM in November
4.13	<p>Major event for 2017 Mark advised that the school and P & C should focus on supporting causes that are not mainstream Some suggestions for events include: <ul style="list-style-type: none"> • Clearing Sale • Farmers market • Dinner dance/bush dance/square dance Ideas to be tabled at next meeting</p>

4.14	Any other business <ul style="list-style-type: none">• Achievement – The CEO approved implementation of voluntary contribution for the P & C after reviewing the work done by the P & C in gathering information. The parent survey resulted in an approval rate of 90% for a voluntary contribution.• Mark advised that the new building may need to have landscaping completed before it can be handed over and so there may be a need for a working bee during the holidays or early in 1st term next year
4.15	Date and time for next meeting AGM on 21 November at 6pm at Kelly's Hotel Meeting concluded 7.25pm

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

Month	Item	Action	Whom	Complete By
		Shelter for drop off zone	Tom/Stewart	Ongoing
		Media release for past projects	Stewart	Ongoing
		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 10 Feb 2017	Mark	Complete
Jun 16	1.6	Sign off on constitution	Tom	Next mtg
Jun 16	1.8	Access to P & C documents on Google Drive	Lisa	Ongoing
Jun 16	1.12	Voluntary contribution/Survey results/Future direction to be aligned with strategic plan	Mary/Tom	Ongoing
Jun 16	1.14	Constitution & minutes to be added to website/facebook	Mary/Lisa/ Stewart	Next mtg
Jun 16	1.16	Induction process for new P & C executives	Mary/Tom	Next mtg
Jun 16	1.18	Meeting standards	Tom	Next mtg
Aug 16	2.4	Lisa/Yann to apply for Roger O’Sullivan Memorial Award on behalf of P & C	Lisa/Yann	Complete
Aug 16	2.7	Stewart to communicate new voluntary contribution information through newsletter & facebook	Stewart	Next mtg
Aug 16	2.8	Stewart to advertise trivia night particularly sponsors and tickets sales	Stewart	Complete
Aug 16	2.9	Stewart to advise outcome of pedestrian crossing attempt via newsletter & facebook	Stewart	Next mtg
Aug 16	2.10	Mary to email induction process documents to executive members for feedback	Mary	Complete
Aug 16	2.14	Lisa to email grant recipients asking for update to add to newsletter & facebook	Lisa	Next mtg

James Sheahan P&C Treasurer's Report**19 October 2016***James Sheahan P&C Income and Expenditure
1 January to 19 October 2016*

2016		Balance
Balance Brought Forward December 2015		13,527.08
Income		
Sponsorship	0.00	
Movie Tickets	825.00	
Dragon Boat Event	0.00	
Trivia Night	17,510.30	
Markets	6,925.55	
Bank Interest	35.18	
Sundry Income	15.00	
	Add Total Income	25,311.03
Expenses		
Raffle	0.00	
Trivia Night	3,720.00	
Movie Tickets	0.00	
Dragon Boat Event	0.00	
Markets	3,685.54	
Fundraising	0.00	
Postage	0.00	
Bank Fees	0.00	
Grants	2,000.00	
Welcome BBQ	211.70	
Sundry Expenses	14,005.03	
	Less Total Expenses	23,622.27
	Profit in 2016	1,688.76
	Balance as at 19 October 2016	\$15,215.84

Formally approve expenditure & document in minutes:

No expenses to be approved

NB: Sundry expenses includes large items: \$3,630 for bus shelter and a donation of \$4,597 each to Sri Lanka Mission team and James Sheahan Rugby team for assistance with Trivia Night

Income opportunities for 2017:

Voluntary Contribution: \$50 – to be added to school fees in 2017 (meeting on 10 October 2016 with Mr Pauschmann, Tom Capell, Yann Guisard & Mary Taylor to discuss implementation of Voluntary Contribution. Mr Pauschmann to discuss with CEO finance and report back to P&C)

Fund raising activity (with a social aspect): to be decided

Movie tickets

**Mary Taylor
Treasurer**