St Joseph’s Parents and Friends

MINUTES of ANNUAL GENERAL MEETING
Thursday 10 March, 2016

Venue: Staff Room, St Joseph’s School

Time: 1:40pm

1. Welcome

2. Prayer

3. Present: Peter Shearer, Allison Mason, Kristy O’Dea, Jess Redden, Sarah Rodwell, Sheridan Laws, Alexis Mardell, Naomi Jaeschke

4. Apologies: Jackie Knight, Belinda Green, Sarah Stoddard

5. Minutes of Previous AGM Meeting: held 12th March 2015 - Moved to be true and correct, by Sarah Rodwell, seconded by Naomi Jaeschke.

6. Correspondence

   6.1 Correspondence In: Nil

   6.2 Correspondence Out: Baby Arrival cards sent to Laura Davidson & Family, Hollie Kain & Family, Jen Chestnut & Family. Sympathy cards sent to Janice Degenhardt & Tania Degenhardt.

7. Reports

   7.1 President Please see attached
   7.2 Treasurer Please see attached
   7.3 Uniform Please see attached
   7.4 Principal Please see attached
   7.5 Canteen Please see attached

   7.6 School Board There continues to be delays in the masterplan process which is out of the schools control.
   IT: The year 5 classroom has had a smart whiteboard installed. The year 5 students will be using the new laptop program introduced this year.
   The board will be reviewing the school policies and procedures this year.

   7.7 Community Welcome dinner: The dinner was well attended and well received by the new parents to the school. Feedback has been positive from new families as they feel welcomed to the school.

8. New Business

   8.1 Positions Vacant: Alexis Mardell to Coordinate Canteen committee. Gayle Barry resigned from the position. We thank Gayle for her work while on the canteen committee.

9. Any Other Business:
   - Alexis has been asked to investigate the large price increase in some food items on the canteen list. This has been addressed and information will be sent home to parents. Alexis has also asked for more volunteers to please join the canteen committee. Sheridan has volunteered. Allison to place request in the next newsletter and via email.
   - A request has been made for a P&F calendar to be collated to help parents’ forward plan where they can help. We agreed this could be successful and to be placed in the newsletter and on the school website.
   - Allison has asked for the school IT person to setup on the website a page for just P&F information to be placed and sourced.
   - P&F to look at setting up a fundraising committee. This committee is to assist Allison with coordinating current fundraising events and to research and implement new fundraising ideas i.e.: Movie night, Bingo night.
   - Facebook has been addressed in a previous newsletter with survey results. Feedback from the use of the SMS service has been very positive with parents feeling they are being kept informed of school events.
   - A request for an evening P&F meeting time was discussed and agreed to trial in Term 3. Date to be advised.
   - Classroom Reps still to be researched with discussion to continue at next meeting.

10. Next Meeting Date: Monday 2nd May at 1:40pm (Monday week one Term two)
St Joseph’s Parents and Friends AGM 2015

MINUTES

Date: Thursday 12th March 2015

Venue: Staff Room St Joseph’s School, Clare

Time: 1.40pm

Present: Peter Shearer, Zoe Ragenovich, Kathleen Bourne, Karen Slattery, Alison Mason, Carly Heinrich, Sarah Rodwell, Jess Redden, Kristy O’Dea, Jackie Knight, Father Paul Fyfe.

1. Welcome

2. Prayer

3. Apologies: Eilis Mitchell, Jess Wilkch, Mel Treloar, Mel Pink.

4. Minutes of Previous Meeting held 11/3/2104 Moved to be true and correct, by Kristy, seconded by Kathleen

5. Correspondence

   Correspondence In Email from Eilis Mitchell to Zoe re handing over position of New Parents Welcome Dinner and New Parents Welcome Dinner Report.

   Correspondence Out None

6. Reports

   7.1 President please see attached

   7.2 Financial please see attached

   7.3 Uniform Committee please see attached

   7.4 Principal please see attached

   7.5 Canteen please see attached

   The P and F will send flowers and a card to both Mel Pink and a card to Roger Graham to thank them for their dedicated service to the running of the canteen for such a long period of time and building it to what it has Become now.

   Peter suggested and was voted unanimously to nominate Mel Pink for the State Government Initiative brought about by Geoff Brock for a Service Award in recognition of her service to St Joseph’s Canteen.
7.6 School Board: Jess Redden will continue in her role as P and F rep on School Board. Thank you Jess.

7.7 Community Welcome Dinner: please see attached.

7. New Business: Peter thanked those leaving their roles for their contribution. All positions called open.

8.1 Positions – Vacant: Secretary, President, Treasurer

8.2 Nominations – please see attached nomination forms

President: Alison Mason moved by Jess Redden, seconded by Kathleen Bourne, all in favour

Treasurer: Sarah Rodwell, moved by Kristy O’Dea, seconded by Jackie Knight, all in favour

Secretary: Kristy O’Dea, moved by Alison Mason, seconded by Zoe Ragenovich, all in favour.

A warm welcome and congratulations to all new committee members of the P and F.

8.3 Other Committees (Canteen, Uniform, Fundraising)

Alison Mason as new President can now structure or restructure the Parents and Friends Committee to best suit the needs of the school community. Once those positions have been decided, she can then seek people for these various roles.

Many committees have already installed new convenors aside from the P and F meetings.

Gayle Barry is the new canteen convenor, thanks and welcome Gayle.

She has already set up some new initiatives and we look forward to seeing the canteen develop through the next phase.

The New Parents Welcome Dinner has changed now to the Community
Dinner to make sure all parents receive either a welcome or a farewell form the school at some stage as some have missed out on the New Parents Dinner. Now that it is a one year intake for reception students, the format changed from a sit down dinner each term to the more informal cocktail style evening at Sevenhill.

Ellis Mitchell will end her role in the position of convenor of the Community Welcome Dinner. There are currently no new nominees for this position. Ellis is happy to supply a list of instructions for handover.

Jess and Kristy will continue in their roles of Uniform Convenors.

8. Any other business

Mel Trelcor has suggested that it needs to be clearly Minuted that there needs to be three signatures to be changed over on the Parents and Friends Bank accounts. These are to be Peter Shearer, Alison Mason and Sarah Rodwell.

The St Joseph’s Dinner in June needs to be clearly promoted as a Whole School Event rather than just a Year 7 Dinner as has been promoted in the past. Yes the Year 7 Parents run the majority of it, but the P and F help and a cut of the proceeds goes to P and F. There is a need to make the Junior School Parents feel more an active part of the school community and to get involved in the dinner, be it through helping in the kitchen or getting together a table of friends to attend.

What is it that the current parents and friends of our school community need and want from their P and F? How to move into the future. Eg Parent Education, what do they feel they need to hear about. Or fundraising initiatives. The P and F as a group want to work within the community and further foster our relationship with our community and in particular the Parish.
Our Community Welcome Dinner and the Dad's Day initiatives are great examples where we as a group have set the example to other Catholic Schools for ways to operate within the community on the Federation Website. We should look to that website as well for new ideas.

9. Next meeting date and time to be advised.

10. Meeting Close
Once again 2015 has been another busy year for the Parents and Friends of St Joseph’s School. I would firstly like to thank Zoe Ragenovich for helping me transition into my role of President. Zoe has been on hand to offer advice and direction with various events and of course expertly running the coffee machine!

A big thank you goes to all committee members:

- Sarah Rodwell for her tireless efforts behind the scenes as treasurer.
- Jess Redden and Kristy O’Dea for not only running the uniform shop smoothly and seamlessly, but also for their commitment and enthusiasm in their committee roles as School Board Rep and Secretary.
- Gayle Barry and the committee members for running a very successful school canteen for our children.
- Bernie Masterman and all Fete stall convenors for providing a fantastic community event.
- We would also like to thank Ellis Mitchell on the successful dinners she has held to welcome newcomers at the New Parents Dinner, and then farewell those leaving the school with the Year 7 Leaving Dinner. These nights prove to be an invaluable way of welcoming new parents to our school, and also acknowledging those departing and thank them for their commitment over their time at St Joseph’s. We thank Ellis as she departs this role and look forward to working with Teresa Burner as the new convenor for next year.

The P&F would like to say a BIG THANK YOU to the many parents who have volunteered in so many different areas of the school. There is wonderful parental involvement in many activities and whether you’ve cooked food, made or sold fete items, worked in the canteen, participated in a working bee, listened to reading, supported a fundraising event, donated money, been to a camp/excursion, or helped in the classroom, your involvement has been enormously appreciated!

We have held many successful events this year including the Sports Day cake stall; successful Mother’s Day morning tea; a well-supported and lovely Grandparents day enjoyed by all; a fabulous Year 7 dinner; the Science Block Opening afternoon tea; Japanese Visitors BBQ; a very successful annual School Fete; well attended Heritage Garden Day gourmet BBQ; participation in the Woolworths Earn & Learn program to name but a few. These events have not only assisted in raising necessary funds, but also given us an opportunity to socialise and work together as a group of parents, to support our school and highlight our achievements within the community and develop a sense of pride and achievement within our school.

Thanks again to the committee members, and to all of the parents who have enthusiastically volunteered their time to help make our school the wonderful place it is for our children to learn and grow. I look forward to an action packed and exciting year ahead in 2016.

Ally Mason
President
Parents and Friends
St Josephs School – Parents & Friends

Attention: Sarah Rodwell

Dear Sarah

St Joseph’s School – Parents & Friends Association

I have reviewed the Cashbook, Financial Statements and Bank Reconciliations for the period 1st January 2015 to 31st December 2015. This review incorporated and was limited to the following:

Income - Income recorded in the cashbook against the bank statements.

Expenses - Amounts recorded in the cashbook checked against invoices, cheque butts and bank statements.

Income & Expenditure - Amounts written up in the cashbook reported correctly on the relevant financial statements.

Notes:

Due to the nature in which the income is received and banked it was not possible to check this part of the process. My review commenced with the amounts written up in the cashbook.

I have not been able to locate invoices or receipts for the following expenses

Cheque no 46 Mathie’s Meat $ 192.00 dd18/02/2015

Cheque no 47 Fruit Barrow $ 322.48 dd18/02/2015

Cheque no 48 Closet and Robe $ 2,408.70 dd18/02/2015

There was no deposit slip for the deposit of $ 428.00 on 6/11/2015 so this income was unaccounted for in income schedule.

Subject to the above notes, I found the cashbook, Financial Statements and Bank Reconciliations to be correct.

King Regards

Bianca Grigg
# St. Josephs's P & F

## Summary of Deposits & Withdrawals

1st January 2015 - 31st December 2015

### Deposits
- Canteen: $15,534.00
- Uniform + cash transfer from school: $14,889.00
- Fundraising: $3,724.00
- Interest - CDF Chq acc & Bank SA Chq acc: $58.00
- Fete: $18,690.00

**Total Deposits: $52,895.00**

### Withdrawals
- Canteen: $15,809.00
- Uniform: $23,146.00
- Fundraising: $1,284.00
- Accountancy Fees: $-
- Bank Fees: $-
- Fete: $12,495.00
- Fete '2014 Parish Share' - Not included in P&L: $6,811.00
- Affiliation Fees: $868.00
- School Functions: $616.00

**Net Surplus: $(8,134.00)**

### Bank Reconciliation

- **Opening Balance 1/1/2015:**
  - CDF Account: $16,266.10

- **Plus Deposits as per Cashbook:**
  - $52,894.53

- **Less Payments as per Cashbook:**
  - $61,030.50

**Closing Balance as per Cashbook 31/12/2015:**

- $8,130.13

### TERM DEPOSITS

- **Closing Balance 31/12/2015:**
  - Bank SA - 030 4036466760: $48,916.91
  - Bank SA - 030 4036502960: $20,723.97

**TOTAL FUNDS:**

- $77,771.01
St. Joseph's P & F

INCOME & EXPENDITURE SUMMARY
1st January 2015 - 31st December 2015

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<th>Income</th>
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<td>Canteen</td>
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<tr>
<td>Uniform</td>
<td>24,086.00</td>
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<td>3,724.00</td>
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<td>Interest - CDF Chq ac &amp; Bank Chq ac</td>
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<tr>
<td>Fete</td>
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<table>
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<td><strong>Total Expenses</strong></td>
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<table>
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<td><strong>Total</strong></td>
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**Plus Income Earned & paid directly to School**

- P&F share of profit from Annual Dinner: 11,809.00
- Profit from Bakery Fundraising Drives: 427.40
- Profit Christmas Concert DVD: 440.00
- Swimming Carnival Lunches: 401.00
- P & F Catering: 1,500.00
- Kids Can Cook - Lessons: 443.00
- Plus write back -stock on hand Uniform Shop: 1,000.00
- (End of 2014 - $32k, difference of $33k to Dec2015)

**Interest from Term Deposits**

- 2,299.64

**NET PROFIT FOR YEAR**

- **$ 28,493.04**

**Notes:**

- As of 31/12/15 P&F still owed St. Joseph's School $4,734 for the 2014 loan to purchase new uniforms. Stock on hand is estimated at $33k
- On a great note though as of the 3/3/2016 the uniform shop has repaid all loans & is making profit.
St. Josephs’s School
Parents & Friends Association

Treasurer’s Report ‘2015 Calendar Year’

It has been another great year for the P&F, congratulations to all parents, friends and staff. The hard work & support of all involved with fundraising and the various committees has certainly lead to a successful year.

The profit for the year, as outlined in the attached ‘Income & Expense Report’ was $28,493. The accounts have been recorded on a cash basis.

The closing balance in the CDF operating account decreased by $8,136. This is due to the fact we continued to pay off the debt to the school for the 2014 large uniform purchases.

Total interest earned on investments were:

- Cheque accounts $ 58.00
- Term Deposits $ 2,299.64

Total funds invested @ 31/12/15 were:

- CDF Operating Account $ 8,130.00
- Bank SA Term Deposits $69,640.88

Uniform Expenses as per the ‘Income & Expenditure Summary’ were $23,145. The uniform shop raised enough funds to continue paying off debt and as of the end of 2015 only had debt of $4,734.20 (reduced by $9,586.80 from the start of year). Estimated stock on hand at $33,000 as of 31/12/2015.

The School Fete raised surplus funds of $14,298 the half share of this $7,149 was passed onto Sevenhill Parish. The withdrawals for Fete in 2015 seem high, but this is due to the fact that the 2014 Parish’s share of fete, $6,272 was only cashed through bank account in January 2015. This figure is shown in withdrawals for 2015 but does not show in Profit & Loss as it was already accounted for in the 2014 report.

Blanca Grigg has kindly audited the P&F financial records for 2015. Her report shows the figures balance against the bank statements, and apart from a couple of missing invoices from the start of the year, and an unaccounted deposit in November (assumed canteen) all is in order. I am now in process of chasing up these records.

I would like to thank everyone for your help & support during the year.

Sarah Rodwell
Treasurer
St Joseph’s P&F
9th March 2016
P & F AGM

Uniform Report 2015/2016

In beginning this report we would like to thank the parents who have volunteered their time in the uniform shop over the past 12 months. A big thankyou goes to Sharon Reid, Steph Maitland, Teresa Burner, Vicky Smith and Shelley Trigilgas.

After a couple of busy years implementing the changes from the uniform review, last year was relatively quiet, juggling stock orders being our biggest challenge! All of the new products are now stocked in the Uniform shop and the end of the 2 year change over period for the Dress and the Sports Polo is now over. This sees the end of a very long and challenging process in changing over the uniform however, and hopefully you agree, it has been worth it.

Recently it has been bought to our attention that there is a physio endorsed bag that is available through one of our stockists. This has been discussed with Peter and a child has been trialling it this term. The bags will be stocked as of 2017. The old school bag will not need to be replaced however the new bags will be the only bag the school will be stocking.

We would like to thank the parents/caregivers for their feedback and support over the past 12 months which has helped us to ensure the success of the Uniform Shop. We look forward to your continued support.

Jess Redden         Kristy O’Dea

Uniform Shop Co-ordinators.
St Joseph's School Clare
Principal's Report
16th March, 2016

Students

- Commenced the year with 254 students after 33 graduated.
- We have 23 new receptions & 9 new students throughout other year levels in the school.
- We welcomed 7 new families to our school.
- We will welcome 8 new students as part of our “midyear” intake, we will receive no Government funding for these students
- Yr 7 students presented leadership speeches to years 3-7 plus wrote an application to the principal
- Students assisted in selection of new school leaders
- 28 students selected to represent their school at SAPSASA swimming carnival

School

- Welcomed returning staff members Tim Packer – Yr 4 & JP – PE, Kerrie Weckert Yr 2 and also new staff members Kate Whittall Rec & library and ESO Kym Carpenter. John Grbin increased his role by being appointed as Assistant to the Principal.
- Major upgrade to the Old Church
- Major annual maintenance completed
- Painting completed
- 3 Rooms re-carpeted
- 3 “New Style” Interactive boards purchased
- Sound proofed the file server in the old church
- Celebrated Shrove Tuesday – raised money for Project Compassion
- Celebrated Ash Wed – whole school liturgy
- Hosted Crows including old scholar Riley Knight – Growing with Gratitude program
- P&F hosted a “new Parents Gathering” – new initiative to ensure parents are settling in well.
- Hosted a Reconciliation information session for parents
- Celebrated Welcome Mass
- Hosted School Picnic
- School books audited
- Sarah Kennedy continued the provision of private speech consultation here at St Joes – working in consultation with Georgina W, class teachers & Annie G
- 4 riders took part in Trinity College Gymkana

Staff

- Paula coordinated Canteen meeting
- Paula attended Reading Recovery Training
- Manual Handling Training
- Deb & Kate coordinated & organized 2016 transition
- Jen F involved in training of other tutors in QuickSmart program
- Prepared and presented “Parent Information” evening
- Paula attended Stational Mass
- Michelle, Paula continue their involvement in Children’s/Family Mass group
- John G & Sarah Lawson attended “play” workshop hosted by the Gums
- Bill, Sarah W & Helen attended diabetes workshop
AGM Report – Canteen. 1st January 2015 to 31st December 2015

Income: $17,490

Expenses: $15,617 (includes: $2,885 of unpaid accounts from 2014. The profit is usually around $5,000. In 2014 it was reported the profit was around $8,000. The figure of $2,885 from 2014 could explain the discrepancy across the 2014 and 2015 period. Also, $1,428 of Foodland accounts, part of the expenses, were partly used for other P & F purposes, however, as these were not itemised we are unsure how much of this amount belongs to the canteen).

The canteen made a net profit of $1,873

The canteen year has flown past again. The canteen committee continued to contribute to the school newsletter with a healthy recipe for parents and kids to prepare together. Thank you to Mel Michael for coordinating this.

We also had our regular Bakery Drives coordinated by Tania Degenhardt. A profit of $532.50 was made across Terms 2 – 4 which was donated to the school.

The Food 4 Kids program was again a very successful and popular event which was coordinated by Mel Michael and Rachael Bell.

Minimal assets were purchased in 2015. A new sandwich press for making toasted ham and cheese sandwiches was generously donated by Andrew Bird.

During Term 4 we ran a popular sausage sizzle in lieu of canteen. We encouraged dads to volunteer to cook on the day and the kids all loved the change in routine. Thank you to Alexis for organising the paperwork and orders and also Gayle and the other parents who helped on the day.

Karen van Dulken and Alexis dedicated many hours during 2015 to consolidate and simplify the requirements and instructions for volunteers coming in on Thursday and Friday. This will be supplemented in 2016 with canteen training sessions for all parents to have the opportunity to gain the confidence to help out with collating orders on Thursday and packing lunches Friday.

Karen also took on a newly created role within the committee of checking that the collation sheets were accurate, placing all orders including purchasing the pop tops, ham, cheese and bread each week. We acknowledge this was a massive undertaking and appreciate the dedication Karen showed to this role.

Thank you to the hard working team of volunteers: Tania Degenhardt, Heather Cook, Karen Van Dulken, Sarah Fuller, Bron Stedall, Linda Redden and Rachael Bell.

Best wishes,

Gayle Barry.

Outgoing Canteen Coordinator.

Alexis Mardell.

Canteen Coordinator for 2016.