

Mercy Catholic College

Parents and Friends Association

Meeting Minutes 1 June, 2016

Meeting opened: 19:05

Attendees: Phillipa S (Yr. 8 & 12), Robyn S (Yr. 11), Catherine W (Yr. 8), Kieran G (Yr. 8),
Meredith C (Yr. 9), Liz K, Gemma M

1. **Welcome from President.**
2. **Meeting opening prayer**
3. **Apologies:** Suzanne K
4. **Confirmation of Minutes of Previous Meeting:** Proposed: Phillipa, Seconded Catherine
5. **Business Arising**
6. **Correspondence**
7. **Principal/Vice Principal's Report and discussion**

Liz spoke on behalf of Suzanne who wanted to pass on her sincere thanks to the P&F for the Mothers' Day Breakfast

8. **Presidents Report and discussion**
9. **Treasurer's Report – Robyn submitted Treasurer Report (attached)**
 - a. Bank Balance as at last meeting 17 Feb, 2016 \$3,929.77
 - b. Bank Balance as at 31 May, 2016 \$37,659.73
 - c. Liz confirmed the Bursar is away w/c 31 May and she will email Suzanne in regards to the total the P&F will receive?
 - d. Liz also confirmed the funds Mercy School would appreciate from the P&F for the Air Conditioning in the Library – an amount of \$30,000 was mentioned
 - e. One Cheque book is still missing – Liz will look into this and will provide update
 - f. On line access has been established for Phillipa and Robyn – Read and Download data only.
 - g. We have generated a new P&F Reimbursement Form
 - h. **Confirmed in future:**
 - Requestor completes form for expenses incurred for P&F function or
 - P&F President completes to reimburse school or canteen as required
 - Receipts attached
 - Forwards to Principal for authorisation / signature
 - Forward to Treasurer to write cheque

- Cheque to be signed by I P&F Executive member (not claimant) then Principal
- Cheque returned to Treasurer to distribute/deliver via daughters
- Treasurer to maintain records.

i. Audit completed and paid for:

This was slow as the CSO did not receive the original certification of donation form sent by the previous Treasurer and the Auditor was relatively slow to complete the audit.

1st cheque received from school from P&F levy on school fees. Amount = \$40,000

10. General Business

Loss of ID Card – *Liz confirmed that students can still use the Library and to see Liz in the event of loss of card. Liz can provide student ID number where library staff may not.*

New company have done the photos this year and for recent losses, Students were asked to wait till photo day for replacement cards.

WIFI Access for Year 12 students who bring own device – currently using own hotspots and chewing up expensive phone data. Year 12 students use computers before and after school and during free periods. *Liz confirmed that it is a Diocese matter and the Diocese does not allow access to WIFI for non school devices including those belonging to staff. Liz also confirmed the school has no WIFI printer at present so all printing to be physically sent via cables. This matter is un-resolved at present. Liz and Gemma also confirmed the school uses Google Docs. Whilst not the same standard and features of MS Office; it does allow sharing of documents and interactive presentations.*

MySkookBag App – review attached.

Positive feedback on new Careers staff member and particularly web site.

Issue was raised: App software has only one operator at a time which won't suit current School model and will be a challenge to manage. *Liz confirmed Michael Lijic is the School's current System Administrator. Liz confirmed access will be available to school portal in future for parent and student review of assessments, timetables, grades etc.*

Update on Principal Contract Renewal – *Liz confirmed the Principal Contract Renewal process is a standard exercise – Procedure set by the Diocese of Broken Bay.*

11. President's Report

Open Day – 6th March: 70 parents on the roster from 0900 til 1400, earlier and longer for P&F Executive Members. Areas provided service included: BBQ, Welcome, Transport, Drinks, Bread,

Sausages, Balloons Parents also provided information on Activities Club and World Youth Day – not organised by P&F Phillipa sent thanks to all.

- a. Drinks for all visiting children – difficult to hand out free sausage sizzle but not drink. Estimate cost of poppers vs distributing cordial - buy plastic cups *Agreed to provide drinks for all visiting children in a large urn (?hired). This also allows students to obtain a second drink.*
- b. Add a 'Concierge' after the Registration table to connect a family to their tour guide. Rather than just go and find a girl. *Liz confirmed they will look at a different configuration and meeting point next year and likely that not all year groups will attend Open Day.*
- c. Balloons are grouped in smaller bunches next year as so many of them got tangled and knotted together.
- d. Perhaps a DIY roster rather than hours spent emailing to suit people's personal preference e.g. want to work with xx, will only do xxx, want to watch daughter singing etc. – then lock it closed for changes at some point. *We will look at online bookings for 2017 to streamline the process. Robyn has knowledge of one system from netball. Liz K suggested a roster could be established on the schools copy of to Schoolinterviews.com*
- e. Food: More onions were required. Pre purchased cut onions were not ideal as watery, better to spend time cutting own. Sausage quality. Have now tried: Manly freezers – not great. Butcher in St Ives – OK, Glenmore Meat – good quality, but very fatty. *Most attendees and cooks happy with the sausages this year – minimal leftovers.*

Cocktail Party 11/03/2106

- a. Over 80 guests including 4 staff
- b. Lowered ticket price to \$50 (reduced food by \$5), beverage remained at \$20 per person.
- c. 1 complimentary ticket 1 refund given (parents bought 2 tickets but unable to attend).
- d. Funds were collected and held by TryBooking, however TyrBooking held personal bank account details of previous P&F Executive. It was deemed inappropriate for funds to be deposited into this personal account.
- e. P&F was unable to draw on P&F account funds as new Executive were not authorised signatures on the account yet and cheque book could not be located by new Bursar and was not held by previous Treasurer.
- f. Decision was made that school paid for Cocktail party and P&F would reimburse school. Phillipa hand delivered cheque to Kirribilli Club.
- g. 5 guests paid cash on the night

Feedback – *discussed maybe looking into a cheaper venue for next year or maybe on School Grounds - Phillipa to check if parents are allowed to bring Alcohol onto School Grounds? Perhaps alternate low key event each second year. Concern was raised that low key events require much more preparation and clean up by volunteers.*

- Venue lovely as ever
- Great Function
- Food not all that wonderful
- Cost prohibitive for some people to bring partners too
- One parent thought girls were invited too
- Bar tab only included 2/5 drinks per person. One top up made only – by Phillipa.

Mothers' Day Breakfast

Usually 100 guests - this year 220 – a huge increase – a frantic call to Carmel and a midnight and 6am shop to buy double the food catered for.

Volunteers from 1200 til 1600 on the day prior, then from 0600 til almost 1100 on the day.

Guest Speaker: Gemma McDermott - stories and insights into motherhood and our daughters.

Decoration flowers to staff and baristas and significant volunteers– though some parents tried to take.

- Lovely event
- Food surplus: Salmon, ham and pre-made bagels, Muesli/yoghurt, Milk, Muffins
- Very time consuming decorations, then time to wash all tablecloths.
- Could P&F Consider a Mass or Liturgy Next year with a later morning tea in the sunshine on the netball courts – weather and priest dependent.
- Consider a non-Friday day just before Mothers' Day to avoid clashes with other schools. *Liz confirmed Fathers' Day Breakfast is always a Thursday to avoid clashes.*
- Coffee cart great, though only luke warm and long queues despite extra barista \$70 – *discussed next year having two coffee carts*
- Cannot run two urns from one power point
- Fruit salad pieces' way too big and all needed to be recut – time consuming, better to cut own from start
- *Discussion - could have a Liturgy for Mothers' next year?*

Year Group Lists

Phillipa to scan all paper parent information forms

Phillipa to forward all data (scanned paper forms and data received by email) to relevant P&F Volunteer

Parent Year Group Coordinator to:

- a. Confirm receipt (email the family)
- b. Update and maintain Year Group List
- c. Distribute list after updates (always Bcc all addresses and cc P&F)
- d. Shred or delete original forms

Current P&F Volunteer Parent Year Coordinators are:

Year 7 Fiona Harper, fionaandpaulh@bigpond.com

Year 8 Catherine Walker, catherinetwalker@gmail.com

Deborah Blott, deborahblott@outlook.com

Year 9 Karen Sullivan, ksullivan4@bigpond.com

Year 10 Jane Hopkinson, hopy@lizzy.com.au, 0423041958

Year 11 *Not to be publicised*

Lee Sternberg, effectiveone2one@bigpond.com

Melani Bernes, melani_bernes@bigpond.com

Year 12 Phillipa Sobb, perrysobb@gmail.com

P&F confirmed to use 'permission for distribution of details' from previous year/s for current year to allow distribution of current lists.

Liz K confirmed that although all list members have access to all email addresses, that all addresses should be listed in Bcc in group emails.

Correspondence Received

- Fundraising: Photography, Chocolate, Pop up Shades
- CDF Bank Statements: Issue Dates 31/03/2016, 30/04/2016
- CDF On Line Access to P&F Account for President and Treasurer
- CDF Deposit Book

Maintenance

Update: *P&F happy for the Tony to build what he suggests – as long as the shelves are long enough to hold the tablecloths and meet Work Place Safety Guidelines.*

Liz K previously indicated the P&F Cupboard does not meet Work Place Safety requirements and that we could request Tony Scro create shelving that suited.

The bulkiest goods stored are tablecloths and curtains, followed by cups, saucers, tea pots, jugs etc. that had been used for previous catered events in the Parish Hall. These are not in original boxes so can be repackaged. Suggestions that Tony creates any shelving he can to maximise the use of the space and we will adapt boxes to suit. BBQ equipment, balloons, plastic cups, aprons etc. take up far less space. Could white and blue circular plastic tubs be stored somewhere larger? Is temporary storage available for goods during shelf building?

Perhaps request for Tony to add 1 low shelf and 2 -3 others as he sees fit and we will work with his design.

TryBooking

Phillipa and Robyn updated the existing MCC TryBooking account

Changed name to MCC P&F

Created Gmail account MCCPandF@gmail.com (username)

Changed Password

Updated bank details as given by CDF (i.e. no longer linked to a personal account)

Annual Report

Phillipa created a P&F Comment, based on previous years, however longer as more space was allowed. Copy sent to P&F Executive Members.

Year 8 Gathering

Catherine Walker – Function in last school holidays – thank you!

2016 Remaining Dates

10 August 2016 P&F Meeting

19 October 2016 AGM - Phillipa apology

Other Dates

15 June 2016 Casual Parent Catch Up - Willoughby Hotel, 7pm onwards.
No charge, RSVP for bar staff requirements only. Note in Newsletter this Friday and email to all parents. TryBooking to be set up.

1 September 2016 Fathers' Day Breakfast – seek volunteers 3-week prior

11 November 2016 Year 7 Welcome (6-8) – seek volunteers 3-week prior

Liz confirmed Year 9 students / Parents help with this function as the girls become Y10 buddies the following year.

21 September 2016 Year 12 Graduation (Phillipa apology as Year 12 daughter)
– seek volunteers 3 weeks' prior

Liz confirmed Year 11 parents manage this function.

29 November 2016 Volunteer Cocktail Party – managed by school

General Business

Catherine brought up she has heard there are a shortage of percussion instruments, and could the P&F/or Catherine assist? Liz mentioned she will discuss this with Matt Robinson as funding may come out of the Music Budget?

Meeting close: 20:10

Next meeting: 10 August 16