

# ST MICHAEL'S PRIMARY SCHOOL PARENTS' AND FRIEND'S ASSOCIATION



*St Michael's School  
North Street  
PO Box 126  
NOWRA NSW 2541*

Phone: (02) 4421 3630  
Fax: (02) 4423 2861

## General Meeting – 13<sup>th</sup> June, 2017

Meeting declared open at: 6pm

**Attendance as per attendance book:** Phillip Duncan, Jacinta Davis, Chris Paton, Natalie Kidd, Michelle Lane, Rachelle Moore, Carina Beattie, Kate Morison, Janet Gill, Geoffrey Hayes, Brett McConville, Greg Turner, Sophie Pavlis and Lucy Duncan

**Apologies:** Yasmin Lizette, Melissa Turner, Kristy Davis

Motion that the minutes from the previous Annual General Meeting be accepted:

Moved: Rachelle Moore                      Seconded: Michelle Lane

### **Matter arising from Minutes:**

- It was raised that quite a few attendees were not receiving the minutes via email. Yasmin to check current email addresses.

### **Correspondence in:**

- Email regarding fundraising through the recycling of certain branded beauty product containers. It has some merit but it was decided that the P&F would not undertake it this year. Chris suggested that the link should be sent home to all parents in the newsletter to make them aware.

### **Presidents report:**

- Winter Disco coming up on 30<sup>th</sup> June. 20 parent helpers are required for it to go ahead
- Fete sub-committee meeting went well. The two joint co-ordinators are meeting tomorrow and will then get the ball rolling
- Soccer Gala Day is being held in July and as we will miss our July meeting due to school holidays there will be notes sent out looking for helpers.

**Principal's report:** see attached

### **Rainbow book report:**

- Quote has been obtained for 300 copies for \$5,500. This equates to \$18/book cost.
- We could look at selling them for \$20-\$25/copy
- The Rainbow Review committee will prepare an expression of interest note to be sent home so that they can gauge how many copies need to be printed.
- Chris will approach all teachers regarding photos taken during class time and school excursions for use.

President: Phillip Duncan, Vice President: Natalie Kidd Treasurer: Michelle Lane Secretary: Yasmin Lizette  
Publicity Officer: Sophie Pavlis  
Email: [Parentsfriendsofstmichaels@gmail.com](mailto:Parentsfriendsofstmichaels@gmail.com)

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**Treasurers report:** see attached

Motion that the treasurers report be accepted:  
Proposed: Michelle Lane Seconded: Brett McConville

## **General Meeting / Business:**

- Chris will bring estimate for whiteboards to the next meeting in August
- Phil looked into quotes for a coffee machine. The cost is \$3,000. The main concern with purchasing a machine is that without regular use the machine will require more maintenance.
- Coffee Fix have a better coffee machine that we will hire and trial for the soccer gala day.
- Chris will talk to the St John's children undertaking Hospitality to be our baristas on the day.
- We will look at sourcing our milk from South Coast Milk. Natalie to talk look into this.

## **Colour Run/Fun Run**

- 60% of funds raised go to the school, 30% towards paying for prizes for reaching fund raising goals, and 10% goes back to the organization that runs it.
- There is no minimum fundraising amount and it will only go for 2 hours.
- The distribution of prizes needs to be checked as does the mess the colour will create.
- Chris to ask other schools that have held the colour run how it all works.
- This event is still to be considered.

## **New Business**

### **Sunset Cinema**

- Sophie raised this matter for discussion.
- Cost is \$300 for copyright of the movie and it is then set up outside.
- Sophie is going to get some more costs and information and we are thinking we may do it instead of a Welcome Disco at the start of Term 1 in 2018.

### **Major Raffle for Fete**

- Greg raised this matter for discussion
- One major raffle of \$5,000 travel voucher valid for one year.
- 600 tickets in the raffle only \$20/ticket and only one ticket sent home per family
- The major raffle will be drawn at the fete
- We need to start advertising and selling tickets as soon as they are printed.
- Phil to speak with Greg regarding this.

Meeting closed: 7.22pm  
Next Meeting: Tuesday 8<sup>th</sup> August 6pm  
Minutes prepared by: Lucy Duncan

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## St. Michaels Parents & Friends Association

### **Treasurers Financial Report May 2017**

**Bank Balance (30/04/2017)**

**40,141.44**

#### ***Receipts:***

Cross Country income	\$2,802.75
Mother's Day Stall income– Rainbow Shop	\$3,752.85
Donation	\$100.00
Donation (honorary cheque refund)	\$150.00

#### ***Total Receipts:***

**\$6,805.60**

#### **Total available**

**\$46,947.04**

#### ***Less Payments made:***

##### **Cheques**

#743937	Float – Cross Country	\$900.00
#743934	Honorary Executive Committee 2016	\$150.00
#743936	Honorary Executive Committee 2016	\$150.00
#743935	Honorary Executive Committee 2016	\$150.00

**\$1,350.00**

##### **Online Payments**

Centaur packaging – Mother's Day Stall, Rainbow Shop	\$305.95
L and K Maxwell P/L – Mother's Day Stall, Rainbow Shop	\$960.00
Corrynne's Natural Soap – Mother's Day Stall, Rainbow Shop	\$93.55
Clayridge Honey – Mother's Day Stall, Rainbow Shop	\$445.00
Sophie Pavlis – Cross Country Reimbursement, food	\$45.34
Southern Sweets – Cross country, lollies	\$145.35
V&C – Cross Country, Food	\$186.00
Bakehouse Delights – Cross Country, bread & cupcakes	\$322.00
Nowra Fresh - Cross Country, meat	

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Cream of the Coast – Cross Country,	\$581.04
icecreams	\$150.40
Phil Duncan – Cross Country	
Reimbursement, drinks & food	
	\$326.39
MW and RL Brunton – Mother's Day Stall,	
Rainbow Shop	
St Michael's School – Donation for iPads	\$950.00
	\$7,700.00
	<b>\$12,211.02</b>

**Total Payments made:** **\$13,561.02**

Less Cheques presented from previous month's report:

#743933	Honorary Executive Committee 2016	
		\$200.00
		<b><u>\$200.00</u></b>

**Less Cheques unpresented from previous reports:**

**\$0.00**

**Balance available as at 31/05/2017** **\$34,286.02**

**Less invoices (expenses) requiring approval:**

Library shelving	\$1,700.00
Winter Disco Expenses	\$700.00

**Total requiring approval** **\$2,400.00**

**Funds approved for future expenditure:**

**Rainbow Shop funds available as 31/05/2017** **\$5,475.33**

**Total funds required for future expenditure** **\$7,875.33**

**Final balance available at 31/05/2017** **\$26,410.69**

## Notes:

2017 Cross Country Profit and Loss		2016 Cross Country Profit and Loss	
Income:	\$3,702.75	Income:	\$3,770.00
Float:	\$900.00	Float:	\$885.00
Expenses:	\$1,756.52	Expenses:	\$1356.51
<b>Total Profit:</b>	<b>\$1046.23</b>	<b>Total Profit:</b>	<b>\$1528.49</b>

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