### BISHOP DRUITT COLLEGE PARENTS & FRIENDS ASSOCIATION INC.
#### MINUTES

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Monday 19 September, 2016 2.00 pm – 3.00 pm</th>
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<tbody>
<tr>
<td>Location</td>
<td>E-Hub Administration Building</td>
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#### Attendees
- Alan Ball - Principal
- Claire Simmonds - P&F President
- Susan Robertson - P&F Vice-President
- Nicki Kerr - P&F Secretary
- Pat Burnett
- Russ Holland - Director of Community Engagement
- Shane Oxley - Business Manager
- Rachael Roberts
- Lauren Hodgson

### Agenda Item

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of key discussion points</th>
<th>Actions arising</th>
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<tbody>
<tr>
<td>Welcome</td>
<td>Meeting opened by Claire Simmonds at 2.15pm</td>
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<tr>
<td>Opening prayer</td>
<td>Alan Ball</td>
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<tr>
<td>Apologies</td>
<td>Carmel Spry (Assistant Principal – Secondary)</td>
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<td></td>
<td>Ben Hodgson – P&amp;F Treasurer</td>
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<td>Karin Lisle (Assistant Principal – Primary)</td>
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<td>Sian Nivison</td>
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<tr>
<td>Minutes of previous meeting</td>
<td>Minutes moved by Susan Robertson, seconded by Claire Simmonds</td>
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<tr>
<td>Business arising from previous minutes</td>
<td>Ben Hodgson to review the P&amp;F constitution and clarify accounting with Graeme Collier re P&amp;F accounts</td>
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<td>• Item moved to Treasurer’s report in Ben’s absence.</td>
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<td>Principal’s report (including Head of Primary, Head of Secondary Reports and Business Manager)</td>
<td>Alan Ball (Principal)</td>
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<td>• HSC practical exams have been held eg: Drama, Music and – major works have been marked by itinerant markers.</td>
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<td>• Eye Week commenced this week, circus theme and the opening assembly was a great start.</td>
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<td>• There is a twilight fete on the Thursday.</td>
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<td>• Leadership assembly was held this term and the new Year 11 Captains will be announced next term after the selection procedure including student voting, staff input and student interviews. Student were required to submit videos outlining why they should be selected, some were very impressive.</td>
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- Primary leaders follow similar but adapted version without the individual interviews.
- Year 12 now head off on leadership retreat before their Year 12 Formal on Friday. This process is under review for future years due to the implications for study programs during this period.
- Valedictory service is on Thursday – Susan Robertson has agreed to represent the P&F at this event and provide BDC Cookbooks and certificates to the school leavers.
- Grandparent’s Day and the Primary Book Parade were a huge success last week. Difficulty with catering for this event as not all attendees rsvp.
- Father’s Day Stall was a success and thanks and congratulations to Rachael and her team of helpers.
- New strings teacher has verbally accepted the offer of a place at the school and will commence in 2017 – Louise Ray will continue to support the program part-time from Melbourne until then.
- The school has had many sporting achievements of late, these have been noted in the newsletters.
- Mystery Masterchef – Trivia Night prize was held recently and was a fun night and was well received.
- Police liaison officers have been at the school working with Years 8 & 9 around cyber misuse using phone and iPads – Snapchat concerns. This is a constant concern and the school aims to invite guest speakers back to the school to support knowledge and education around these issues.

### President’s report

**Claire Simmonds**

### P&F funding application:

- P&F Funding application submitted by Beth Hilton for $1140 to purchase representative soccer shirts.
- Submission was nominated by Ben Hodgson and seconded by Susan Robertson.

### Request for P&F stall at Thursday’s Primary Mini Fete:

- Approval has been given to primary staff to use and sell the remaining P&F stock of wands, tiaras etc. at their Primary Fete.
- P&F will not host their own stall on the day as many members are already volunteering on other class stalls.

### Movie night(s):

- Claire has had discussions with Coastal Media about an outdoor cinema evening as a fund raiser. Suggestions included using the pop-up drive-in cinema model with a new release movie. Possibly after the Carols evening?
- Additional options are the BCC Cinema to host the new Harry Potter movie but as an M rating suggestions were also made to move to something PG rated such as The Jungle Book.

Claire will follow up the options on a movie night fundraiser.
### Vice President’s report

**Susan Robertson**

- **Year 12 Cookbook donation:**
  - It was agreed that this should happen again this year and that there should be enough books in storage to cover this.
  - Suggestion from Alan Ball that someone be available at the entry foyer to hand them out.

- **Year 12 Raffle prize:**
  - Query re: who has the Holden Jumper from the Year 12 Fund raiser so that this can be given to the winning family.

- Shane Oxley to arrange for Stu Mac to have the cookbooks brought down for Thursday’s service.
- Susan Robertson – to liaise with Alan and decide how these will be handed out.
- Claire and Alan to seek out where this item is.

### Correspondence

**Secretary**

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<th>Nil to report</th>
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<td>Only fundraising flyers.</td>
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### Treasurer’s report

**Ben Hodgson**

- **P&F petty cash tin:**
  - Rachael Roberts reported that Graeme has found the P&F petty cash tin so this can be used for small cash purchases by P&F members for items such as stationery for the fundraising accounts. Small purchases only.

- **BDC P&F Treasurer’s report: submitted by Ben Hodgson**
  - **Ability to pay creditors:**
    - As of this meeting, the BDC P&F has sufficient liquidity to pay all creditors on time.

  - **Father’s Day stall:**
    - Total profit for the Father’s Day Stall was $800.
    - Big thankyou to Rachael again.
    - Other fantastic helpers were Pat and Loren who helped with the wrapping.

  - **Last month:**
    - Very few movements.
    - $380 written down from last year’s Golf Day – 1 group who failed to pay.
    - $170 in expenses for the Father’s Day Stall.

  - **Overall:**
    - Cash in the bank stands at $29,975.
**Things to do:**
- Need to let Graham know how many cookbooks have been handed out recently so we can reduce the cookbook in stock line item by a suitable amount.

**Summary:**
- In general, the P&F has quite a bit of money on hand at this stage. We also are pretty close to the Golf Day. Given this usually adds about $10k to the bank account, this would mean the balance will be close to $40k by the end of October.
- Given our NFP status, we really need to start to encourage more submissions, or start to think of some of our own ideas on how to spend the money.
- Please record any ideas people currently have.

**Management of the P&F books etc.:**
- I think that if we can maintain arrangements where BDC staff continue with the assistance for the P&F in managing the accounting processes this would be beneficial. If the P&F were to take over full control of the accounting processes I think this would make it very difficult to get people to take on the treasurer’s role.
- Perhaps, we need to look at some form of process for documenting the financial transactions that are to be carried out.
- This process could simply include a short description of what the transaction is for, include a copy of any invoice etc. and then have two signatures from the P&F committee to act as authorisation for the transfer to be conducted.
- These could be sent directly to the finance department after each meeting.
- Hopefully this should speed up the process of transferring money from the P&F to the school or to other entities, as well as providing a traceable record.

**Suggested Template:**

**BDC P&F Money Transfer Authorisation**

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<td>Company to Pay</td>
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<td>Purpose</td>
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Shane Oxley re: accounts:
- Shane Oxley suggested that the P&F put out to the BDC community that they would like someone to manage the books, potentially with book keeping skills. If this is not possible, the school will continue to manage the accounts.
- Discussion around the need to have some type of communication from the P&F meetings to accounts to record a motion to approve spending: be it for the payment of accounts or the P&F funding applications.
- This could be similar to the above sample provided by Ben, showing P&F signatures for funds payable, who to and what these are for – after a P&F meeting has been held to approve payment and this is recorded in the minutes. Shane can then pay these accounts on behalf of the P&F.

General business
- Father’s Day:
  - A vote of thanks to Rachel Roberts, Lauren and Pat for their assistance with wrapping and helping on the morning.
  - 450 presents were purchased overall, 372 presents sold: 291 on TryBooking and 81 as cash.
  - Year 6 helpers were fabulous especially with assisting the Kinder students. Hoping they have received a thank you certificate.
  - Coupons worked well, will continue with this.
  - Shane Oxley: hopefully by next year the TryBooking will no longer be required for these purchases – it will all be through the parent portal.
  - $800 was made which will go towards purchasing for 2017.

AGM next month:
- Shane Oxley will prepare a set of accounts for the AGM to be passed.
- P&F needs more volunteers and support to fill positions.
- Russ Holland will put something out to promote the vacancies and encourage new parents to attend.

-Russ Holland to promote the P&F vacancies and seek attendance at the AGM.
-Shane Oxley to prepare accounts for the AGM.
**Business arising from previous minutes:**

- Request for an update on the possible installation of an electronic notice board at the front of the school.
- Clarification required with Shane Oxley about the structure of the ‘Friends of …’ Groups.
- Arrange a separate meeting to discuss future trivia nights.
- Ben Hodgson to look into what is possible under the P&F constitution regarding renewing P&F memberships each year.

**Golf Day and AGM:**

- Golf Day is set for 16 October.
- Requests for assistance on the day – Susan will be playing.
- Claire, Lauren & Nicki to help out on Golf Day.
- Shane is about to commence calling sponsors for the event.
- The registration fees can be used to purchase prizes for the day.
- Russ will do promotions.
- Susan would like to see more promotion of females playing on the day.
- There will not be a key note speaker this year, just registration and networking prior, tee off and then the presentation and chipping competition at the end of the day.

**Meeting closed**

Meeting closed at 3.15 pm by Claire Simmonds.
Next meeting is AGM: Monday 17 October at 5.30 pm in the Roger Oates Centre (Trade Training Centre).

-Shane Oxley will do sponsorship calls for Golf Day.
-Russ Holland will do promotions re this event.