



**MINUTES OF THE MEETING OF THE ST DENIS PARENTS
AND FRIENDS ASSOCIATION ON TUESDAY 17 AUGUST 2021**

1 Opening

The meeting was opened at 7:02 pm by Alex Garcés with an Acknowledgement of Country and a Prayer as detailed below:

a) Acknowledgement of Country

'I begin today by acknowledging the Wadjuk people of the Noongar nation, Traditional Custodians of the land on which we meet today and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.'

b) Prayer

Dear God, we thank you for the health you have provided us all each day, and pray here today for those whose wellbeing is affected by illness which only you can and know how to heal.

Dear God, we ask of you to bestow the blessing of health on our community and light a path to success for those who work towards their betterment and that of their community.

Lastly, thank you for helping us navigate and encounter meaning through the challenges and opportunities life presents.

2 Attendance

2.1 Attendees

Justin Tuohy (Principal), Alex Garcés (President), Angela Corbett (Vice President), Oliver Douglas (Treasurer), Jonathan De Lima (Secretary), Tamra Baginski, Tegan Wyatt, Louise Williams, Stephanie Rowland, Sara Kane, Nancy Vanden Bergh, Gary Vanden Bergh, Joanne Douglas, Erica Bosustow, Simone Colreavy, Kristina Mann

A quorum was present (at least 10 members including 2 exec).

2.2 Apologies

Aleshia Procopis, Krysta McBeath, Katrina Di Camillo, Ivana Blazevic

3 Confirmation of minutes from previous meeting

3.1 18 May 2021

That the minutes from the meeting held on Tuesday 18 May 2021 be accepted as a true and correct record of proceedings.

Moved: Oliver Douglas
Seconded: Angela Corbett
No objections, motion carried

4 Matters arising from previous meetings

a) Movie Afternoon review – cancelled

Kristina Mann

b) P&F Raffle – Dockers Jumper

Oliver Douglas/Angela Corbett

⇒ To date, there is a total income of \$335.00 = 67 tickets purchased by 17 people

⇒ Feedback is that Laptop / Desktop purchases are more reliable than phone purchases

5 Principal's Report

Justin Tuohy delivered the following report.

Learning:

- Cordelia appointment to CEWA in 2022. Assistant Principal position advertised, closing date Friday 20 August.
- Science Week Activities, including guest speakers (parents) – Wednesday and Thursday this week. Thanks to Natalie Bullen for all her hard work.

Engagement:

- Interschool Cross Country Carnival results – St Denis has won the Trophy for a significant number of years past, an excellent result! Thanks to Leone McNamara for her hard work and facilitating Running Club
- Assemblies: Year 1 – Friday 20 August.
- Performing Arts – Dance Troupe – Friday 20 August and Choir Friday 27 August. Best of luck to the performers. Thanks to Sarah, Hannah and Deanna for preparing the students.
- Book Week Dress-up, parade in hall – Wednesday 25 August from 8.45am
- P&F School Disco (6.00pm – 7.30pm) – Friday 27 August, Kindy & PP – Thursday 26 August (2.00-2.45pm)
- Father's Day Breakfast & Liturgy – Friday 3 September
- Staff Development Day (Pupil Free) – Monday 6 September
- 1st Reconciliation – Year 3 – Friday 10 September
- St Denis Netball Wind-up – Saturday 11 September
- St Denis Feast Day – Mass, activities, lunch and a-thon. Our next MJR award will be presented at the liturgy – Friday 17 September
- Athletics Carnival – Friday 24 September (last day of Term 3)

Accountability:

- Student numbers – students leaving at end of 2021, notice needs to be given by end of Term 3
- Pre-Kindy enrolment interviews have concluded with 16 positions being offered for 2022. Interview/tours will continue throughout 2021.

Discipleship:

- Confirmation Mass – thanks to Gerard for preparing the children and to Eugene and Cordelia for their assistance.
- Evangelisation Plan – will be updated to school website when completed
- 1st Reconciliation Retreat – Thursday 9 September
- 1st Reconciliation – Friday 10 September – 9.00am

Items for Discussion

- Money for Feast Day
- P&F Wish list – Semester 2
- Coding/IT equipment- we had a donation of \$20,000 from Our local MLA so Eugene is working towards finalising this order

6 Fundraising/Friend-raising Update 2021

- a) Father's Day breakfast Update **Stephanie Rowland/Ivana Blazevic**
 - Posters advertising the event have been circulated
 - They plan to use the existing coffee machine
 - Food includes burgers, croissants, bacon, sausages, muffins and sliders
- b) School Disco Update **Sara Kane/Krysta McBeath**
 - Reminder that fees and song requests are due by Thursday
 - Require more volunteers (8 – 10 more people required), will send a request via reps
 - Thanks to Oliver for arranging Glow products
 - Nancy said some items will be kept secret until the night to allow some element of surprise 😊
 - Nancy requested that parents provide children with coins not large denomination notes
- c) St Denis Feast Day
 - Erica Bosustow has identified a supplier for the Obstacle-a-thon, she has consulted with previous years organisers and has also asked the Year 6 students for ideas.
 - Erica explained that the inflatable hire cost would be \$500.00
 - She plans to start the event after the Mass on Friday 17.09.2021 and stagger event entry by class to allow each to have a chance to complete the course
 - This event is usually the largest fundraiser for the year, so they are hopeful donations will be generous
 - Joanne Douglas explained that Pharmacy 777 has agreed to sponsor the event, Coles, Woolworths and IGA have all been approached for sponsorship
 - Oliver clarified that the budget for the previous year's event was \$1,500.00 – Erica will submit an updated approval form to gain access to additional funds
 - Justin Tuohy agreed to arrange the lunch component (sausages etc.) for the day
 - Erica requested parental supervision for each obstacle, Nancy Vanden Bergh agreed to assist, Alex Garcés suggested the existing volunteers may be able to assist
 - \$500.00 for hire of Inflatable item – APPROVED by Oliver and Alex

8 Treasurer's Report

Oliver Douglas presented and spoke to the document attached at the end of these Minutes:

- Profit & Loss Budget vs. Actual (January 1 through August 17, 2021) – 4 pages
- Balance Sheet (As of August 17, 2021) – 1 page
- Oliver is happy overall with the current financial status of the P&F
- Oliver is confident we are likely to achieve the year end goal of about \$15k
- Justin proposed expenditure totalling \$11,400.00 for the Teacher's Wish List – this was unanimously approved by all attendees

9 Board Representative's Report

Angela mentioned that the design of the School Uniform is currently under discussion and is available on the school website. Justin explained that students finishing in 2023 are unlikely to need to modify their uniform requirements.

10 Committee Reports

No matters arising.

11 General Business

- Alex suggested that (in the interest of continuity of information) a Microsoft Teams membership be funded to allow the sharing of P&F information
- Alex agreed to procure the license and discuss at the next meeting
- Parent's evening ideas (Angela Corbett):
- Angela investigated a parents evening and suggested a movie night and ran it past the board – they all agreed that it's not very 'social' – this option was not supported

- Angela also had a thought regarding a night at palace arcade (cost of \$35.00 per head includes gaming and food), although she is aware that others have suggested another bingo night – neither Palace Arcade nor another Bingo night were supported
- Alex suggested Lawn Bowls, this option was not supported
- Justin then suggested drinks/Sundowner at the Pirate Bar, this business has supported the P&F in the past
- A Sundowner at the Pirate Bar was unanimously supported as the preferred option, Justin suggested the evening of Saturday 23.10.2021 – 6:30pm with a \$10.00 entry fee and some food platters to be supplied by the P&F

12 Close

The meeting was closed at 7:57pm by Justin Tuohy.

Next Meeting

Time: 7.00 pm

Date: Tuesday 14th September 2021

Venue: To Be Confirmed (TBC)

Items can be added to the agenda via pandf_stdenis@cewa.edu.au.

3:41 AM
17/08/21
Cash Basis

St Denis Parents and Friends Association
Profit & Loss Budget vs. Actual
January 1 through August 17, 2021

	Jan 1 - Aug 17, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Income from St Denis P & F Levy			
St Denis P & F Levy Collection	9,800.00	0.00	9,800.00
Total Income from St Denis P & F Levy	9,800.00	0.00	9,800.00
OTHER REVENUE			
Bank Interest Received	0.00	15.10	-15.10
Commissions Received			
Commonwealth Bank School Bank	170.00	327.42	-157.42
Dippin Dots Contribution	35.00	0.00	35.00
Total Commissions Received	205.00	327.42	-122.42
Entertainment Books	80.00	392.90	-312.90
Total OTHER REVENUE	285.00	735.42	-450.42
INCOME FROM FUNDRAISING EVENTS			
Footy Jumper Raffle	-49.50	0.00	-49.50
Bunnings Sge Sizzle			
Sausage Sizzle Sales	1,457.85	1,500.00	-42.15
Expense	-891.10	-500.00	-391.10
Total Bunnings Sge Sizzle	566.75	1,000.00	-433.25
Disco Night			
Expenses	-462.40	0.00	-462.40
Total Disco Night	-462.40	0.00	-462.40
Election Day Events			
Election Day Cake & BBQ Stall			
Sales			
Barbeque	1,301.70	1,500.00	-198.30
Cake Stall	2,648.00	1,500.00	1,148.00
Total Sales	3,949.70	3,000.00	949.70
Expenses	-88.50	-100.00	11.50
Total Election Day Cake & BBQ Stall	3,861.20	2,900.00	961.20
Total Election Day Events	3,861.20	2,900.00	961.20
Footy Tipping			
Donation for Prize	650.00	500.00	150.00
Subscriptions	2,050.00	2,800.00	-750.00
Prize Payout	-100.00	-1,025.00	925.00
Total Footy Tipping	2,600.00	2,275.00	325.00
Movie Afternoon			
Ticket Sales	0.00	3,500.00	-3,500.00
Cost of Movie Tickets	-467.50	-1,700.00	1,232.50
Total Movie Afternoon	-467.50	1,800.00	-2,267.50
Twilight Picnic			
Sales	3,363.95	3,100.00	263.95
Expenses			
Equip Hire	-670.91	-800.00	129.09
Total Expenses	-670.91	-800.00	129.09
Total Twilight Picnic	2,693.04	2,300.00	393.04
Total INCOME FROM FUNDRAISING EVENTS	8,741.59	10,275.00	-1,533.41
Total Income	18,826.59	11,010.42	7,816.17
Gross Profit	18,826.59	11,010.42	7,816.17
Expense			
FUNCTION EXPENSES			
Teacher Appreciation Day	0.00	200.00	-200.00
Mothers Day			
Food Costs	515.00	500.00	15.00
Total Mothers Day	515.00	500.00	15.00
Total FUNCTION EXPENSES	515.00	700.00	-185.00
ADMINISTRATIVE EXPENSES			
EFTPOS Machine Transaction Fee	194.59	171.57	23.02
Meeting Expenses	0.00	177.42	-177.42
Subscriptions			
Parents & Friends Fed of WA	877.80	862.40	15.40
Total Subscriptions	877.80	862.40	15.40
Total ADMINISTRATIVE EXPENSES	1,072.39	1,211.39	-139.00
Total Expense	1,587.39	1,911.39	-324.00
Net Ordinary Income	17,239.20	9,099.03	8,140.17

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Profit & Loss Budget vs. Actual
January 1 through August 17, 2021

	Jan 1 - Aug 17, 21	Budget	\$ Over Budget
Other Income/Expense			
Other Expense			
CONTRIBUTIONS by P&F			
St Den Purchases Funded			
Wish List Items Inv78	4,082.81	0.00	4,082.81
Wish List Items Inv88	1,114.58	0.00	1,114.58
Online Surfing Awareness Lect.	640.00	0.00	640.00
Total St Den Purchases Funded	5,837.39	0.00	5,837.39
School Board Contrib,Camps,Grad			
Annual Contribution to School	5,000.00	5,000.00	0.00
Year 6 Camp	500.00	500.00	0.00
Year 6 Graduation	0.00	250.00	-250.00
Year 5 Camp	500.00	500.00	0.00
Total School Board Contrib,Camps,Grad	6,000.00	6,250.00	-250.00
Total CONTRIBUTIONS by P&F	11,837.39	6,250.00	5,587.39
Total Other Expense	11,837.39	6,250.00	5,587.39
Net Other Income	-11,837.39	-6,250.00	-5,587.39
Net Income	5,401.81	2,849.03	2,552.78

3:45 AM
17/08/21
Cash Basis

St Denis Parents and Friends Association
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Income from St Denis P & F Levy			
St Denis P & F Levy Collection	9,800.00	12,510.00	-2,710.00
Total Income from St Denis P & F Levy	9,800.00	12,510.00	-2,710.00
OTHER REVENUE			
Bank Interest Received	0.00	24.00	-24.00
Commissions Received			
Commonwealth Bank School Bank	170.00	500.00	-330.00
Dippin Dots Contribution	35.00		
Total Commissions Received	205.00	500.00	-295.00
Entertainment Books	80.00	660.00	-580.00
Total OTHER REVENUE	285.00	1,164.00	-899.00
INCOME FROM FUNDRAISING EVENTS			
Footy Jumper Raffle	-49.50		
Bingo Night			
Bingo Revenue	0.00	1,300.00	-1,300.00
Expenses	0.00	-100.00	100.00
Total Bingo Night	0.00	1,200.00	-1,200.00
Bunnings Sge Sizzle			
Sausage Sizzle Sales	1,457.85	1,500.00	-42.15
Expense	-891.10	-500.00	-391.10
Total Bunnings Sge Sizzle	566.75	1,000.00	-433.25
Disco Night			
Revenue	0.00	1,500.00	-1,500.00
Expenses	-462.40	-500.00	37.60
Total Disco Night	-462.40	1,000.00	-1,462.40
Election Day Events			
Election Day Cake & BBQ Stall			
Sales			
Barbeque	1,301.70	1,500.00	-198.30
Cake Stall	2,648.00	1,500.00	1,148.00
Total Sales	3,949.70	3,000.00	949.70
Expenses	-88.50	-100.00	11.50
Total Election Day Cake & BBQ Stall	3,861.20	2,900.00	961.20
Total Election Day Events	3,861.20	2,900.00	961.20
Footy Tipping			
Donation for Prize	650.00	500.00	150.00
Subscriptions	2,050.00	2,800.00	-750.00
Prize Payout	-100.00	-1,825.00	1,725.00
Total Footy Tipping	2,600.00	1,475.00	1,125.00
Movie Afternoon			
Ticket Sales	0.00	3,500.00	-3,500.00
Cost of Movie Tickets	-467.50	-1,700.00	1,232.50
Total Movie Afternoon	-467.50	1,800.00	-2,267.50
Spring Plant Fundraiser			
Revenue	0.00	500.00	-500.00
Total Spring Plant Fundraiser	0.00	500.00	-500.00
Twilight Picnic			
Sales	3,363.95	3,100.00	263.95
Expenses			
Equip Hire	-870.91	-800.00	129.09
Total Expenses	-870.91	-800.00	129.09
Total Twilight Picnic	2,693.04	2,300.00	393.04
Total INCOME FROM FUNDRAISING EVENTS	8,741.59	12,175.00	-3,433.41
Total Income	18,826.59	25,869.00	-7,042.41
Gross Profit	18,826.59	25,869.00	-7,042.41
Expense			
FUNCTION EXPENSES			
Teacher Appreciation Day	0.00	400.00	-400.00
Father's Day Expenses	0.00	500.00	-500.00
Mothers Day			
Food Costs	515.00	500.00	15.00
Total Mothers Day	515.00	500.00	15.00
Total FUNCTION EXPENSES	515.00	1,400.00	-885.00
ADMINISTRATIVE EXPENSES			
EFTPOS Machine Transaction Fee	194.59	272.76	-78.17
Meeting Expenses	0.00	350.00	-350.00

3:45 AM
17/08/21
Cash Basis

St Denis Parents and Friends Association
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Subscriptions			
Parents & Friends Fed of WA	877.80	862.40	15.40
Total Subscriptions	877.80	862.40	15.40
Total ADMINISTRATIVE EXPENSES	1,072.39	1,485.16	-412.77
Total Expense	1,587.39	2,885.16	-1,297.77
Net Ordinary Income	17,239.20	22,983.84	-5,744.64
Other Income/Expense			
Other Expense			
CONTRIBUTIONS by P&F			
St Den Purchases Funded			
Wish List Items Inv78	4,082.81		
Wish List Items Inv88	1,114.58		
Online Surfing Awareness Lect.	640.00		
Total St Den Purchases Funded	5,837.39		
School Board Contrib,Camps,Grad			
Annual Contribution to School	5,000.00	5,000.00	0.00
Year 6 Camp	500.00	500.00	0.00
Year 6 Graduation	0.00	250.00	-250.00
Year 5 Camp	500.00	500.00	0.00
Total School Board Contrib,Camps,Grad	6,000.00	6,250.00	-250.00
Total CONTRIBUTIONS by P&F	11,837.39	6,250.00	5,587.39
Total Other Expense	11,837.39	6,250.00	5,587.39
Net Other Income	-11,837.39	-6,250.00	-5,587.39
Net Income	5,401.81	16,733.84	-11,332.03

3:48 AM
17/08/21
Cash Basis

St Denis Parents and Friends Association

Balance Sheet

As of August 17, 2021

	Aug 17, 21
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Imprest Acc 28-0643	24,292.07
Westpac General ACC 343667	188.21
Total Chequing/Savings	24,480.28
Other Current Assets	
Stock on Hand	143.04
Total Other Current Assets	143.04
Total Current Assets	24,623.32
Fixed Assets	
P & F Equipment	1,328.68
Total Fixed Assets	1,328.68
TOTAL ASSETS	25,952.00
LIABILITIES	
Current Liabilities	
Other Current Liabilities	
Tax Payable	60.73
Total Other Current Liabilities	60.73
Total Current Liabilities	60.73
TOTAL LIABILITIES	60.73
NET ASSETS	25,891.27
EQUITY	
Opening Bal Equity	25,689.30
Retained Earnings	-5,199.84
Net Income	5,401.81
TOTAL EQUITY	25,891.27