



**MINUTES OF THE MEETING OF THE ST DENIS PARENTS  
AND FRIENDS ASSOCIATION ON TUESDAY 14 SEPTEMBER 2021**

**1 Opening**

The meeting was opened at 7:00 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

*Father, thank you for the privilege of us meeting here today. Thank you for showing us the path and letting us know our mistakes are not in vain, for from these we learn and improve, and for showing us the way when things don't seem clear.*

*Please provide us with tolerance when we feel our patience diminish, with gratitude for those whom least expect it and deserve it most, and with empathy and warmth towards those afflicted.*

**2 Attendance**

**2.1 Attendees**

Justin Tuohy (Principal), Alex Garcés (President), Angela Corbett (Vice President), Oliver Douglas (Treasurer), Jonathan De Lima (Secretary), Sara Kane, Vanja Nesic, Meghann Walsh, Tamra Baginski, Tegan Wyatt, Justine Richelieu, Nancy Vanden Bergh, Gary Vanden Bergh, Erica Bosustow, Joanne Douglas, Simone Colreavy, Aleshia Procopis

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

**2.2 Apologies**

Krysta McBeath, Ivana Blazevic, Stephanie Rowland

**3 Confirmation of minutes from previous meeting**

**3.1 17 August 2021**

That the minutes from the meeting held on Tuesday 17 August 2021 be accepted as a true and correct record of proceedings.

Moved: Oliver Douglas

Seconded: Alex Garcés

No objections, motion carried

#### **4 Principal's Report – September**

Thank you from the staff and students for you extremely kind donations the last meeting.

##### **Learning:**

- Appointment of Casey Bakunowicz as Assistant Principal to St Denis on a 3-year contract from the start of 2022.
- 2022 Staffing - I am continuing to work on staffing for 2022. There may be staffing changes and class changes. Parents will be informed at AGM.
- NAPLAN results were sent home to parents last week. Belinda and I will be attending a PD next week to begin analysing the results to determine focus areas for 2022.
- Performing Art Festival: Dance Troupe and Junior & Senior Choir – Congrats. Thanks to Sarah, Hannah and Deanna for preparing the students.
- Science Week Activities, guest speakers (parents) – Thanks to Nat for organizing.
- Paul Litherland – parent presentation to take place on Thursday 28 October. I highly recommend any parent that has not attended previously to attend.

##### **Engagement:**

- Father's Day liturgy and breakfast was also another well supported school activity. Thanks to Caroline, Rachel, Dobrina & Anastasia for their work on the liturgy and the P&F parents for coordinating the breakfast.
- Disco – huge thanks to all involved. The children had a wonderful time.
- Athletics Carnival – Friday 24 September
  - ⇒ Justine Richelieu confirmed that there will be a Coffee Van at the carnival on 24.09.2021
- Swimming Lessons – Term 4 Year 4 -6 (Weeks 1 & 2) and Year 1 – 3 (Weeks 3 & 4)
- EduDance commences Term in preparation for End-of-Year Concert
- Surf Camp – Wednesday 10 November to Friday 12 November

##### **Accountability:**

- Upgrade to Security – cameras, new locks
- Student numbers – students leaving at end of 2021, notice needs to be given by end of Term 3

##### **Discipleship:**

- Reconciliation Liturgy – thanks to Ciara for preparing the children and to Eugene and Cordelia for their assistance.
- St Denis Feast Day – Mass, activities, lunch and obstacle-a-thon. Our next MJR award will be presented at the liturgy – Friday 17 September.

9.00am	Mass
9.50am	Pre-Kindy and Kindy Obstacle-a-thon
9.50am	PP – Year 6 Buddy Activity
10.30am	Recess
10.50am	Year 4 -5 Rotational Activities
10.50am	PP – Year 2 Obstacle-a-thon
12.30pm	Sausage Sizzle lunch
1.10pm	Year 4 -5 Rotational Activities
1.10pm	PP – Year 2 Obstacle-a-thon

##### **Items for Discussion**

- St Denis will be concluding the banking service at the end of 2021
- Undercover Roofing – update
- Nominations /Re-nominations for 2022
- Parent Evening @ Pirate Bar

## 5 Matters arising from previous meetings

- a) Sharepoint / Microsoft Teams Group Account
- If provided the cost per year would be AUD\$1,392.00 and which is excessive for the purposes of the P&F and the funding it raises, not worth considering this option
  - Potential alternatives to a Microsoft Teams Group Account:
  - (i) get event organisers to complete the template previously shared and update it with any new info as they organise events and then upload this template to Microsoft Teams
  - (ii) Use Facebook to collate event info, however this carries a risk of Inadvertently uploading sensitive information which we would subsequently have no control over.
- Conclusion:
- Make use of the CEWA Sharepoint account which is already defined with the permissions required for sharing information within the school system. In this way, we would not be sharing sensitive information over the internet (i.e. publishing peoples contact details or financial information on events which individuals inadvertently or erroneously might include on a report or sheet and upload to the internet) – all were in favour of this proposal
- b) P&F Raffle – Dockers Jumper **Angela Corbett**
- ⇒ 77 tickets sold to 20 people, raffle will close on 15.10.2021 – please ask family and friends to participate as there is a good chance of winning
- c) Father's Day Breakfast report **Ivana/Stephanie**
- ⇒ Alex summarized that the event was a success, Oliver confirmed that the budget was \$697.00 which is within budget
- d) School Disco report **Sara/Krysta/Nancy**
- ⇒ Sara reported that 156 tickets were sold and that the profit was \$948.00 which Nancy confirmed was a new record for the second year in a row!
- ⇒ Nancy explained that the increased profits were due in part to their son Joshua providing DJ services at no cost
- ⇒ She also explained that due to the high ceiling in the hall, specialized ladders are required – Jordan (a school parent) is also an electrician and may be able to provide DJ services for future events
- ⇒ Alex thanked Nancy and Gary for setting such a high standard for this event and requested that they provide handover details regarding DJ and Lighting specifications

## 6 Upcoming events

- a) Obstacle-A-thon **Joanne/Erica**
- ⇒ Joanne has collected \$5,501.00 and Erica has collected \$1,100.00 so far
- ⇒ Still within budget of \$500.00, several parent helpers have signed up, bubble machine and music has been organised
- b) Pirate Bar parents' night **Angela Corbett**
- ⇒ Angela reminded people to register, 31 tickets sold to date
- ⇒ Justin explained that final numbers need to be finalized a week before the event and that a larger room may be booked if required
- c) School Bingo (TBC)
- ⇒ Cancelled for 2021

## 7 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 September 14, 2021) – 2 pages
- Profit & Loss Budget vs. Actual (January through December 2021) – 2 pages
- Balance Sheet (As of September 14, 2021) – 1 page
- Justin proposed that Joshua Vanden Bergh receive a gift voucher as a thank you for all his volunteer work with the school as DJ and Barista and various other roles at several events – Oliver agreed that this was a good idea and within budget, all present supported this idea
- 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 \$18k income

## 8 Board Representative's Report

Angela had no further comment

## 9 General Business

- a) Pharmacy 777 Community Giving Program ('Community Spirit')
- Jovana Seat (Owner) said that donations across the 2 businesses (near Coles and Woolworths) are low due to the following factors:
- 1) A low number of people being registered for the program
- Potential solution: Jovana is happy to register people for us, but she requires their Name, DOB, Address, Phone Number and Email Address
- Potential problem: Information is sensitive and needs to be handled carefully
- 2) Registered people not mentioning that they are part of St Denis School Community
- Potential solution: Request Jovana to instruct her staff to prompt customers to identify themselves as being part of the St Denis School Community
- Potential problem: Jovana may disagree with this course of action or her staff may forget to prompt customers
- ⇒ Both Justin and Alex agreed that handling sensitive information is not ideal and said that additional awareness would be raised by including information in the school newsletter and asking Class Reps to re-iterate the process of gaining access to the 'Community Spirit' program
  - ⇒ Erica suggested that a similar 'Community Spirit' program exists for Athlete's Foot – Angela said she would investigate it further
- b) Alex asked that existing Class Reps consider keeping their role for 2022 or ask people to take over if required – several attendees suggested that the Pirate Bar event may be a useful recruiting opportunity for new Class Reps!

## 10 Close

The meeting was closed at 7:44pm by Alex Garcés.

## Next Meeting

Time: 7.00 pm

Date: Tuesday 19<sup>th</sup> October 2021

Venue: To Be Confirmed (TBC)

Items can be added to the agenda via [pandf\\_stdenis@cewa.edu.au](mailto:pandf_stdenis@cewa.edu.au).

5:22 PM  
14/09/21  
Cash Basis

**St Denis Parents and Friends Association**  
**Profit & Loss Budget vs. Actual**  
January 1 through September 14, 2021

	Jan 1 - Sep 14, 21	Budget	\$ Over Budget
<b>Ordinary Income/Expenses</b>			
<b>Income</b>			
Income from St Denis P & F Levy			
St Denis P & F Levy Collection	9,800.00	2,800.00	7,000.00
<b>Total Income from St Denis P &amp; F Levy</b>	<b>9,800.00</b>	<b>2,800.00</b>	<b>7,000.00</b>
<b>OTHER REVENUE</b>			
Bank Interest Received	0.00	16.93	-16.93
Commissions Received			
Commonwealth Bank School Bank	170.00	373.33	-203.33
Dippin Dots Contribution	35.00	0.00	35.00
<b>Total Commissions Received</b>	<b>205.00</b>	<b>373.33</b>	<b>-168.33</b>
Entertainment Books	178.00	448.00	-270.00
<b>Total OTHER REVENUE</b>	<b>383.00</b>	<b>838.26</b>	<b>-455.26</b>
<b>INCOME FROM FUNDRAISING EVENTS</b>			
Bingo Night			
Bingo Revenue	0.00	606.87	-606.87
Expenses	0.00	-46.87	46.87
<b>Total Bingo Night</b>	<b>0.00</b>	<b>560.00</b>	<b>-560.00</b>
Bunnings Sga Sizzle			
Sausage Sizzle Sales	1,457.85	1,500.00	-42.15
Expenses	-891.10	-500.00	-391.10
<b>Total Bunnings Sga Sizzle</b>	<b>666.75</b>	<b>1,000.00</b>	<b>-433.25</b>
Candle Fundraiser			
Sales	200.00	0.00	200.00
<b>Total Candle Fundraiser</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>
Disco Night			
Revenue	1,717.55	0.00	1,717.55
Expenses	-768.85	-233.33	-535.82
<b>Total Disco Night</b>	<b>948.60</b>	<b>-233.33</b>	<b>1,181.93</b>
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
<b>Total Sales</b>	<b>3,949.70</b>	<b>3,000.00</b>	<b>949.70</b>
Expenses	-88.50	-100.00	11.50
<b>Total Election Day Cake &amp; BBQ Stall</b>	<b>3,861.20</b>	<b>2,900.00</b>	<b>961.20</b>
<b>Total Election Day Events</b>	<b>3,861.20</b>	<b>2,900.00</b>	<b>961.20</b>
Footy Jumper Raffle	-49.50	0.00	-49.50
Footy Tipping			
Donation for Prize	650.00	500.00	150.00
Subscriptions	2,050.00	2,800.00	-750.00
Prize Payout	-1,350.00	-1,368.33	48.33
<b>Total Footy Tipping</b>	<b>1,350.00</b>	<b>1,901.67</b>	<b>-551.67</b>
Movie Afternoon			
Ticket Sales	0.00	3,500.00	-3,500.00
Cost of Movie Tickets	-487.50	-1,700.00	1,232.50
<b>Total Movie Afternoon</b>	<b>-487.50</b>	<b>1,800.00</b>	<b>-2,287.50</b>
Twilight Picnic			
Sales	3,363.96	3,100.00	263.96
Expenses			
Equip Hire	-670.91	-800.00	128.09
<b>Total Expenses</b>	<b>-670.91</b>	<b>-800.00</b>	<b>128.09</b>
<b>Total Twilight Picnic</b>	<b>2,693.04</b>	<b>2,300.00</b>	<b>393.04</b>
<b>Total INCOME FROM FUNDRAISING EVENTS</b>	<b>9,102.59</b>	<b>10,228.34</b>	<b>-1,125.75</b>
<b>Total Income</b>	<b>19,285.59</b>	<b>13,866.80</b>	<b>5,418.99</b>
<b>Gross Profit</b>	<b>19,285.59</b>	<b>13,866.80</b>	<b>5,418.99</b>
<b>Expense</b>			
<b>FUNCTION EXPENSES</b>			
Father's Day Expenses	697.03	500.00	197.03
Mother's Day			
Food Costs	515.00	500.00	15.00
<b>Total Mothers Day</b>	<b>615.00</b>	<b>500.00</b>	<b>16.00</b>
Teacher Appreciation Day	0.00	200.00	-200.00
<b>Total FUNCTION EXPENSES</b>	<b>1,212.03</b>	<b>1,200.00</b>	<b>12.03</b>
<b>ADMINISTRATIVE EXPENSES</b>			
EFTPOS Machine Transaction Fee	217.32	192.45	24.87
Meeting Expenses	0.00	200.00	-200.00

5:22 PM  
14/09/21  
Cash Basis

**St Denis Parents and Friends Association**  
**Profit & Loss Budget vs. Actual**  
**January 1 through September 14, 2021**

	Jan 1 - Sep 14, 21	Budget	\$ Over Budget
Subscriptions			
Parents & Friends Fed of WA	877.80	882.40	15.40
Total Subscriptions	877.80	882.40	15.40
Total ADMINISTRATIVE EXPENSES	1,095.12	1,254.95	-159.73
Total Expense	2,307.15	2,454.85	-147.70
Net Ordinary Income	16,978.44	11,411.75	5,566.69
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	1,114.68	0.00	1,114.68
Costumes	120.90	0.00	120.90
Online Surfing Awareness Lect.	840.00	0.00	840.00
St Denis Feast Day donation	500.00	0.00	500.00
Total St Den Purchases Funded	6,458.29	0.00	6,458.29
School Board Contrib,Camps,Grad			
Annual Contribution to School	6,000.00	6,000.00	0.00
Year 6 Camp	500.00	500.00	0.00
Year 6 Graduation	280.00	280.00	0.00
Year 6 Camp	500.00	500.00	0.00
Total School Board Contrib,Camps,Grad	6,250.00	6,250.00	0.00
Total CONTRIBUTIONS by P & F	12,708.29	6,250.00	6,458.29
Total Other Expense	12,708.29	6,250.00	6,458.29
Net Other Income	-12,708.29	-6,250.00	-6,458.29
Net Income	4,270.15	5,161.75	-891.60

5:25 PM  
14/09/21  
Cash Basis

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

	Jan - Dec 21	Budget	\$ Over Budget
<b>Ordinary Income/Expenses</b>			
<b>Income</b>			
Income from St Denis P & F Levy			
St Denis P & F Levy Collection	9,800.00	12,510.00	-2,710.00
<b>Total Income from St Denis P &amp; F Levy</b>	<b>9,800.00</b>	<b>12,510.00</b>	<b>-2,710.00</b>
<b>OTHER REVENUE</b>			
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		
<b>Total Commissions Received</b>	<b>205.00</b>	<b>500.00</b>	<b>-295.00</b>
Entertainment Books	178.00	660.00	-482.00
<b>Total OTHER REVENUE</b>	<b>383.00</b>	<b>1,184.00</b>	<b>-801.00</b>
<b>INCOME FROM FUNDRAISING EVENTS</b>			
Bingo Night			
Bingo Revenue	0.00	1,300.00	-1,300.00
Expenses	0.00	-100.00	100.00
<b>Total Bingo Night</b>	<b>0.00</b>	<b>1,200.00</b>	<b>-1,200.00</b>
Bunnings Sgo Sizzle			
Sausage Sizzle Sales	1,457.85	1,600.00	-42.15
Expenses	-891.10	-500.00	-391.10
<b>Total Bunnings Sgo Sizzle</b>	<b>566.75</b>	<b>1,000.00</b>	<b>-433.25</b>
Candle Fundraiser			
Sales	200.00		
<b>Total Candle Fundraiser</b>	<b>200.00</b>		
Disco Night			
Revenue	1,717.55	1,500.00	217.55
Expenses	-768.95	-500.00	-268.95
<b>Total Disco Night</b>	<b>948.60</b>	<b>1,000.00</b>	<b>-51.40</b>
Election Day Events			
Election Day Cake & BBQ Stall			
Sales			
Barbeque	1,301.70	1,500.00	-198.30
Cake Stall	2,848.00	1,500.00	1,148.00
<b>Total Sales</b>	<b>3,949.70</b>	<b>3,000.00</b>	<b>949.70</b>
Expenses	-88.50	-100.00	11.50
<b>Total Election Day Cake &amp; BBQ Stall</b>	<b>3,861.20</b>	<b>2,900.00</b>	<b>961.20</b>
<b>Total Election Day Events</b>	<b>3,861.20</b>	<b>2,900.00</b>	<b>961.20</b>
Footy Jumper Raffle	-49.50		
Footy Tipping			
Donation for Prize	650.00	500.00	150.00
Subscriptions	2,050.00	2,800.00	-750.00
Prize Payout	-1,350.00	-1,825.00	475.00
<b>Total Footy Tipping</b>	<b>1,350.00</b>	<b>1,475.00</b>	<b>-125.00</b>
Movie Afternoon			
Ticket Sales	0.00	3,500.00	-3,500.00
Cost of Movie Tickets	-467.50	-1,700.00	1,232.50
<b>Total Movie Afternoon</b>	<b>-467.50</b>	<b>1,800.00</b>	<b>-2,267.50</b>
Spring Plant Fundraiser			
Revenue	0.00	500.00	-500.00
<b>Total Spring Plant Fundraiser</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
Twilight Picnic			
Sales	3,363.95	3,100.00	263.95
Expenses			
Equip Hire	-670.91	-800.00	129.09
<b>Total Expenses</b>	<b>-670.91</b>	<b>-800.00</b>	<b>129.09</b>
<b>Total Twilight Picnic</b>	<b>2,693.04</b>	<b>2,300.00</b>	<b>393.04</b>
<b>Total INCOME FROM FUNDRAISING EVENTS</b>	<b>9,102.59</b>	<b>12,175.00</b>	<b>-3,072.41</b>
<b>Total Income</b>	<b>19,285.59</b>	<b>25,689.00</b>	<b>-6,583.41</b>
<b>Gross Profit</b>	<b>19,285.59</b>	<b>25,689.00</b>	<b>-6,583.41</b>
<b>Expense</b>			
<b>FUNCTION EXPENSES</b>			
Father's Day Expenses	897.03	500.00	197.03
Mothers Day			
Food Costs	515.00	500.00	15.00
<b>Total Mothers Day</b>	<b>515.00</b>	<b>500.00</b>	<b>15.00</b>
Teacher Appreciation Day	0.00	400.00	-400.00
<b>Total FUNCTION EXPENSES</b>	<b>1,212.03</b>	<b>1,400.00</b>	<b>-187.97</b>
<b>ADMINISTRATIVE EXPENSES</b>			
EFTPOS Machine Transaction Fee	217.32	272.76	-55.44
Meeting Expenses	0.00	350.00	-350.00

5:25 PM  
14/09/21  
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	1,095.12	1,485.16	-390.04
Total Expense	2,307.15	2,886.16	-578.01
Net Ordinary Income	16,978.44	22,883.84	-8,005.40
Other Income/Expense			
Other Expense			
CONTRIBUTIONS by P & F			
St Den Purchases Funded			
Wish List Items Inv78	4,082.81		
Wish List Items Inv85	1,114.58		
Costumes	120.90		
Online Surfing Awareness Lect.	640.00		
St Denis Feast Day donation	500.00		
Total St Den Purchases Funded	6,458.29		
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	250.00	250.00	0.00
Year 5 Camp	500.00	500.00	0.00
Total School Board Contrib,Campe,Grad	6,250.00	6,250.00	0.00
Total CONTRIBUTIONS by P & F	12,708.29	6,250.00	6,458.29
Total Other Expense	12,708.29	6,250.00	6,458.29
Net Other Income	-12,708.29	-6,250.00	-8,458.29
Net Income	4,270.15	16,733.84	-12,463.69



5:27 PM

14/09/21

Cash Basis

**St Denis Parents and Friends Association**  
**Balance Sheet**  
**As of September 14, 2021**

	<u>Sep 14, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Westpac Imprest Acc 28-0643	23,158.14
Westpac General ACC 343667	188.21
<b>Total Chequing/Savings</b>	23,346.35
<b>Other Current Assets</b>	
Stock on Hand	143.04
<b>Total Other Current Assets</b>	143.04
<b>Total Current Assets</b>	23,489.39
<b>Fixed Assets</b>	
P & F Equipment	1,328.68
<b>Total Fixed Assets</b>	1,328.68
<b>TOTAL ASSETS</b>	<b><u>24,818.07</u></b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Tax Payable	58.46
<b>Total Other Current Liabilities</b>	58.46
<b>Total Current Liabilities</b>	58.46
<b>TOTAL LIABILITIES</b>	<b><u>58.46</u></b>
<b>NET ASSETS</b>	<b><u>24,759.61</u></b>
<b>EQUITY</b>	
Opening Bal Equity	25,689.30
Retained Earnings	-5,199.84
Net Income	4,270.15
<b>TOTAL EQUITY</b>	<b><u>24,759.61</u></b>