



**MINUTES OF THE MEETING OF THE ST DENIS PARENTS  
AND FRIENDS ASSOCIATION ON TUESDAY 19 OCTOBER 2021**

**1 Opening**

The meeting was opened at 7:03pm 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

*Lord, I want to be a tool of your shed, so I can plant seeds of love and tolerance, and sow friendship in abundance. A sharp tool, so I can cut away from feelings of anger and frustration. A blunt and sturdy tool, so I can hammer and jar away any doubt of your strength which is my strength. A bright and shiny tool, so I bring light to those whose moments are a little dimmed. Lord, please help me be a tool of your shed.*

**2 Attendance**

**2.1 Attendees**

Justin Tuohy (Principal), Alex Garcés (President), Angela Corbett (Vice President), Jonathan De Lima (Secretary), Tamra Baginski, Tegan Wyatt, Louise Williams, Simone Colreavy, Gary Vanden Bergh, Nancy Vanden Bergh, Sara Kane

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

**2.2 Apologies**

Aleshia Procopis, Kristina Mann, Katrina Di Camillo, Joanne Douglas, Oliver Douglas (Treasurer)

**3 Confirmation of minutes from previous meeting**

**3.1 14 September 2021**

That the minutes from the meeting held on Tuesday 14 September 2021 be accepted as a true and correct record of proceedings.

Moved: Alex Garcés  
Seconded: Justin Tuohy  
No objections, motion carried

#### **4 Board Representative's Report**

Angela said that the Advisory Council would like to thank their retiring member, Jodie Denham. Also big thanks to all involved in the Obstacle-a-thon. 2 positions are available, Secretary and Committee Member – positions will be advertised in the Newsletter. Major Terms of Reference change for 2022 is that the Advisory Council is only required to meet once a term.

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

##### **Discipleship:**

- St Denis Feast Day – fantastic day, lots of fun, obstacle-a-thon made significant money for P&F. Thanks to staff and parents for their tireless efforts.
- School Masses in Term 4:
  - Remembrance Day Liturgy – Thursday 11 November @ 8.45am
  - Year 6 Graduation Mass – Friday 10 December @ 9.00am

##### **Learning:**

- 2022 Staffing – I am continuing to work on staffing for 2022. Parents will be informed at AGM.
- Staff working on School Improvement Plan. 2022 goals will be announced at AGM.
- Paul Litherland – parent presentation to take place on Thursday 28 October.
- iPad Session for parents in Year 3 – Thursday 4 November – 3.15pm
- Pre-Kindy Orientation – Friday 26 November
- Kindy Parent Meeting – Wednesday 1 December
- Kindy students Orientation – Friday 3 December

##### **Engagement:**

- Swimming Lessons – Term 4 Year 4 - 6 (Weeks 1 & 2) and Year 1 – 3 (Weeks 3 & 4) – Year 1 -3 subject to change due to lack of swimming teachers
- Interschool Athletics Carnival – Wednesday 3 November
- Surf Camp – Wednesday 10 November to Friday 12 November
- EduDance commences Week 6 in preparation for Christmas Concert
- End of Year Concert – Monday 6 December

##### **Accountability:**

- Upgrade to Security – part of 2022 budget
- Undercover Roofing – update

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

- Parent Evening @ Pirate Bar
- AGM invite and nomination form to be sent soon.
- Twilight Picnic
- 2022 Meetings only once per term (trialling for Semester 1 2022)

#### **6 Matters arising from previous meetings**

- a) P&F Raffle – Dockers Jumper

**Angela Corbett**

⇒ Amount earned is ~\$500.00, winner is Laila Kvesich, she has been informed and this info will also be in the School Newsletter

- b) Obstacle-a-thon was a great success with the net amount raised \$7,172.00! Details will be presented at a future meeting when the organizing committee and Treasurer are available to comment

## **7 Upcoming events**

- a) Pirate Bar parents' night **Angela Corbett**  
⇒ Angela mentioned that a door prize would be awarded on the night and that it is shaping up to be a fun and memorable evening, 64 people have registered to date
- b) Angela has registered with Athlete's Foot Karrinyup (\$5 from each sale will be given back to the school in vouchers so long as customers mention they are from St Denis) – she has requested that Justin advertise this method of supporting St Denis in the Newsletter
- c) AGM  
⇒ Tuesday 23.11.2021 at 6:00pm in the School Hall

## **8 Treasurer's Report**

**Oliver Douglas**

Unfortunately, Oliver was unable to be present, but emailed the following report which is attached at the end of these minutes:

- Profit & Loss Budget vs. Actual (January 1 through October 19, 2021) – 2 pages
- Profit & Loss Budget vs. Actual (January through December 2021) – 2 pages
- Balance Sheet (As of October 20, 2021) – 1 page

Oliver commented the following:

- the P & F is doing so well this year and it is a credit to everyone who participated in achieving such a great result in yet another difficult year
- Special Mention for fundraising during September:  
Erica Bosustow and Joanne Douglas did a terrific job in the Obstacle-a-thon fund raising event. Net amount raised \$7,172.

## **9 General Business**

- a) Twilight Picnic – Year 5 has been nominated to run this event
- b) Mother's Day Breakfast – Year 6 has been nominated to run this event
- c) Federal Election in 2022, sausage sizzle/cake stall to be organized – PP and Year 1
- d) Justin requested that \$890.00 is allocated for the hire of Inflatables – unanimously approved by all present, Oliver to be informed
- e) Alex discussed the potential for in-person P&F meetings to be held once a term, with the majority of communication and event organisation be done electronically

## **10 Close**

The meeting was closed at 7:38pm by Alex Garcés.

## **Next Meeting: AGM**

Time: 6:00pm

Date: 23.11.2021

Venue: School Hall

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

5:12 AM  
20/10/21  
Cash Basis

**St Denis Parents and Friends Association**  
**Profit & Loss Budget vs. Actual**  
**January 1 through October 19, 2021**

	Jan 1 - Oct 19, 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	6,000.00	3,800.00
<b>Total Income from St Denis P &amp; F Levy</b>	<b>9,800.00</b>	<b>6,000.00</b>	<b>3,800.00</b>
<b>OTHER REVENUE</b>			
Bank Interest Received	0.00	19.23	-19.23
Commissions Received			
Commonwealth Bank School Bank	220.00	430.65	-210.65
Dippin Dots Contribution	35.00	0.00	35.00
<b>Total Commissions Received</b>	<b>255.00</b>	<b>430.65</b>	<b>-175.65</b>
Entertainment Books	178.00	516.77	-338.77
<b>Total OTHER REVENUE</b>	<b>433.00</b>	<b>966.65</b>	<b>-533.65</b>
<b>INCOME FROM FUNDRAISING EVENTS</b>			
<b>Bingo Night</b>			
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>
<b>Bunnings Sgo Sizzle</b>			
Sausage Sizzle Sales	1,467.85	1,500.00	-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>
<b>Candle Fundraiser</b>			
Sales	200.00	0.00	200.00
<b>Total Candle Fundraiser</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>
<b>Circuit-a-thon Obstacle(2017)</b>			
Revenue	7,676.00	0.00	7,676.00
Circuit-a-thon Obstacle(2017) - Other	-503.30	0.00	-503.30
<b>Total Circuit-a-thon Obstacle(2017)</b>	<b>7,172.70</b>	<b>0.00</b>	<b>7,172.70</b>
<b>Disco Night</b>			
Revenue	1,717.55	0.00	1,717.55
Expenses	-788.95	-500.00	-288.95
<b>Total Disco Night</b>	<b>948.60</b>	<b>-500.00</b>	<b>1,448.60</b>
<b>Election Day Events</b>			
<b>Election Day Cake &amp; BBQ Stall</b>			
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>
<b>Footy Jumper Raffle</b>	<b>-49.50</b>	<b>0.00</b>	<b>-49.50</b>
<b>Footy Tipping</b>			
Donation for Prize	850.00	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>
<b>Movie Afternoon</b>			
Ticket Sales	0.00	3,500.00	-3,500.00
Cost of Movie Tickets	0.00	-1,700.00	1,700.00
<b>Total Movie Afternoon</b>	<b>0.00</b>	<b>1,800.00</b>	<b>-1,800.00</b>
<b>Twilight Picnic</b>			
Sales	3,363.95	3,100.00	263.95
Expenses			
Equip Hire	-870.91	-800.00	129.09
<b>Total Expenses</b>	<b>-870.91</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>16,742.79</b>	<b>10,175.00</b>	<b>6,567.79</b>
<b>Total Income</b>	<b>26,975.79</b>	<b>17,141.65</b>	<b>9,834.14</b>
<b>Gross Profit</b>	<b>26,975.79</b>	<b>17,141.65</b>	<b>9,834.14</b>
<b>Expense</b>			
<b>FUNCTION EXPENSES</b>			
Father's Day Expenses	697.03	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	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	240.05	218.50	21.55
Flowers,wreaths,presentations	200.00	0.00	200.00
Meeting Expenses	0.00	200.00	-200.00

5:12 AM  
20/10/21  
Cash Basis

**St Denis Parents and Friends Association**  
**Profit & Loss Budget vs. Actual**  
**January 1 through October 19, 2021**

	Jan 1 - Oct 19, 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	1,317.85	1,280.90	36.95
Total Expense	2,529.55	2,480.90	48.95
Net Ordinary Income	24,445.91	14,660.75	9,785.16
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
Costumes	120.90	0.00	120.90
Headset-Obstacle-a-thon	159.09	0.00	159.09
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	6,817.38	0.00	6,817.38
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 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	12,867.38	6,250.00	6,617.38
Total Other Expense	12,867.38	6,250.00	6,617.38
Net Other Income	-12,867.38	-6,250.00	-6,617.38
Net Income	11,878.53	8,410.75	3,467.78

5:18 AM  
20/10/21  
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	220.00	500.00	-280.00
Dippin Dots Contribution	35.00		
<b>Total Commissions Received</b>	<b>255.00</b>	<b>500.00</b>	<b>-245.00</b>
Entertainment Books	178.00	660.00	-482.00
<b>Total OTHER REVENUE</b>	<b>433.00</b>	<b>1,184.00</b>	<b>-751.00</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 Sze Sizzle			
Sausage Sizzle Sales	1,457.85	1,600.00	-42.15
Expenses	-891.10	-600.00	-391.10
<b>Total Bunnings Sze 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>		
Circuit-a-thon Obstacle(2017)			
Revenue	7,678.00		
Circuit-a-thon Obstacle(2017) - Other	-503.30		
<b>Total Circuit-a-thon Obstacle(2017)</b>	<b>7,172.70</b>		
Disco Night			
Revenue	1,717.55	1,500.00	217.55
Expenses	-768.95	-600.00	-288.95
<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	2,648.00	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		
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	0.00	-1,700.00	1,700.00
<b>Total Movie Afternoon</b>	<b>0.00</b>	<b>1,800.00</b>	<b>-1,800.00</b>
Spring Plant Fundraiser			
Revenue	0.00	600.00	-600.00
<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>18,742.79</b>	<b>12,175.00</b>	<b>4,567.79</b>
<b>Total Income</b>	<b>28,975.79</b>	<b>25,868.00</b>	<b>1,106.79</b>
<b>Gross Profit</b>	<b>28,975.79</b>	<b>25,868.00</b>	<b>1,106.79</b>
<b>Expenses</b>			
<b>FUNCTION EXPENSES</b>			
Father's Day Expenses	597.03	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>

5:18 AM  
20/10/21  
Cash Basis

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

	Jan - Dec 21	Budget	\$ Over Budget
<b>ADMINISTRATIVE EXPENSES</b>			
EFTPOS Machine Transaction Fee	240.05	272.76	-32.71
Flowers, wreaths, presentations	200.00		
Meeting Expenses	0.00	350.00	-350.00
Subscriptions			
Parents & Friends Fed of WA	877.80	862.40	15.40
Total Subscriptions	877.80	862.40	15.40
<b>Total ADMINISTRATIVE EXPENSES</b>	1,317.85	1,485.16	-167.31
<b>Total Expense</b>	2,529.88	2,885.16	-355.28
<b>Net Ordinary Income</b>	24,445.91	22,983.94	1,462.07
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>CONTRIBUTIONS by P &amp; F</b>			
St Den Purchases Funded			
Wish List Items Inv78	4,082.81		
Wish List Items Inv88	1,114.58		
Costumes	120.90		
Headset-Obstacle-a-thon	158.09		
Online Surfing Awareness Lect.	640.00		
St Denis Feast Day donation	600.00		
Total St Den Purchases Funded	6,817.38		
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 8 Camp	500.00	500.00	0.00
Total School Board Contrib,Camps,Grad	6,250.00	6,250.00	0.00
<b>Total CONTRIBUTIONS by P &amp; F</b>	12,867.38	6,250.00	6,617.38
<b>Total Other Expense</b>	12,867.38	6,250.00	6,617.38
<b>Net Other Income</b>	-12,867.38	-6,250.00	-6,617.38
<b>Net Income</b>	11,578.53	16,733.94	-5,155.31

5:18 AM  
20/10/21  
Cash Basis

**St Denis Parents and Friends Association**  
**Balance Sheet**  
**As of October 20, 2021**

	<u>Oct 20, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Bank Trans Suspense	300.00
Westpac Imprest Acc 28-0643	30,164.25
Westpac General ACC 343867	188.21
<b>Total Chequing/Savings</b>	<u>30,652.46</u>
<b>Other Current Assets</b>	
Stock on Hand	143.04
<b>Total Other Current Assets</b>	<u>143.04</u>
<b>Total Current Assets</b>	<u>30,795.50</u>
<b>Fixed Assets</b>	
P & F Equipment	1,328.68
<b>Total Fixed Assets</b>	<u>1,328.68</u>
<b>TOTAL ASSETS</b>	<u><b>32,124.18</b></u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Tax Payable	56.19
<b>Total Other Current Liabilities</b>	<u>56.19</u>
<b>Total Current Liabilities</b>	<u>56.19</u>
<b>TOTAL LIABILITIES</b>	<u><b>56.19</b></u>
<b>NET ASSETS</b>	<u><b>32,067.99</b></u>
<b>EQUITY</b>	
Opening Bal Equity	25,689.30
Retained Earnings	-5,199.84
Net Income	11,578.53
<b>TOTAL EQUITY</b>	<u><b>32,067.99</b></u>