



**MINUTES**  
**P&F General Meeting – 27 May 2020**  
**6:30pm (via Zoom)**

**1. Welcome**

- Katherine Aitken (KA) welcomes and thanks everyone for participating in the first P&F meeting via Zoom.
- Welcome prayer by Anne Fry (AF)

**2. Minutes from Previous Meeting**

- Robotics purchased; programme to be reviewed prior to committing funds
- Moved by KA and seconded by Jane Palin (JP).

**3. President's Report**

- Introduces committee and reiteration of P&F's mission
- P&F levy and allocation of funds as follows:  
60% Infrastructure – major projects | 10% Parent Formation | 10% Department requests |  
10 % Student body requests | 10% Scholarship
- Total funds contributed around \$200,000
- Spring Fair 2019 netted \$30,000 in profit, our best result to date; another online auction discussed as a possible 'filler' in light of the cancelled 2020 annual event.
- Parents willing to contribute possible auction items invited to discuss with the P&F
- Completion of financial audit and proposal to finalise allocation of funds and avoid delays
- proposes to have a plaque made for the Devlin Depot as well as a \$300 gift card to recognise Ken Devlin's work for the College
- Thanks AF and COR team for their effective response to COVID-19 and providing a seamless transition to online learning for students

**4. Principal's Report**

2019 WAS THE YEAR IN WHICH THE College focussed on the Value of Respect and it is therefore appropriate that I begin my report for the P&F AGM with acknowledging the respect I have for the parents of the College, and the wonderful work of the P&F Executive, and their associates throughout the year. Much was achieved through the collective wisdom, commitment and generosity of the Parents and Friends of St Vincent's College.

In particular I would like to record on behalf of the staff and students, appreciation for:

- The funds used to re-imagine our Library as a hospitable and contemporary learning space. The new furniture has allowed the Library to more easily create spaces for learning, independent study, Boarders' evening study, gatherings, parent meetings (our first Parent meeting for 2019 was held there), staff professional learning.

- The funds that allowed for the upgrade of the change rooms, furniture for the long-awaited Year 12 Common Room upgrading the functionality and ambience of Student Services.
- The funds that support social issue formation, ie the Paul Dillon annual presentation to Years 10 to 12 students and alternate years supports parents and staff in-service. In 2019 Paul spoke to parents and was well received.
- The hospitality provided to parents at the P&F Cocktail Party and the wonderful showcasing of our Vinnies' Spirit at the Spring Fair.
- The continued interest the P&F show in the Fathering Project and the important role Fathers play in the education of their daughters.

I would like to extend my personal appreciation to Ms Jane Palin for her work as Community Relations Manager. In her first year she has shown great resourcefulness and has used her broad community connections to the advantage of the College.

I acknowledge Mrs Katherine Aitken (President) and her executive for their collaboration and for being available to provide any opinion from the parents' perspective.

Thank you,  
Anne Fry

## 5. Treasurer's Report

### **Purpose:**

This report is prepared for the reporting the status of the Parent and Friends Association (P&FA) financial position of the group including but not limited to the funding activities, costs and expenses undertaken during calendar year 2019. It is an analysis of the findings based in cash flow, balances and activities of the P&FA.

### **Limitations:**

This report is of general use only for information purposes. The analysis is not intended to provide the basis for any decision making. The decision making of any financial position will be undertaken in an appropriate forum which includes all committee members of the P&FA. The year end numbers are finalised as at 31.12.2020.

### **Source of funding:**

The main source of income has been the spring fair conducted each year in September. Where appropriate, a comparison to the previous year will be added. Other income from families included the silent auction. The cocktail party was also funded by the P&FA during the year and is showing as a cost as there was no cover charge.

### **Spring Fair September 2019:**

This year's spring fair was a rousing success with the net position coming in at \$30,821 compared to last year's result of \$19,184. Cash income was slightly less than 2018 at -\$3,167. However, other contribution for this year included sponsorships of close to \$3,700, auction items both silent and at the fair totaled \$4,616, bringing the overall net profit of \$30,821 compared to \$19,184 for 2018.

External stall holders were similar to the previous year with \$2,400 income generated.

Strong contributors: Snow Cones and Fairy Floss was popular in 2019 with \$1,250 improvement on last year. This was due to the favourable weather conditions. Second hand book takings was +\$325, on 2018 with income at \$1,265 for 2019. Other stand outs include, the Chocolate wheel showing a profit of approximately \$1,200 better than last year. There was also a donation of \$2,000 attributed to the Chocolate wheel. The boarders' stalls had an outstanding day with an \$850 increase from the previous year. Donated plants brought in \$805 but there was no stall for this segment last year.

As far expectations for other stalls, we saw the Dog Show not perform as well as last year and the entrants were down from 2019. Income from the Dog Show was \$294 compared to \$940 for the previous year. The information and raffle stall was down \$959 from 2018.

Costs: Overall costs were down approximately \$1,332 from the previous year as there was a concerted effort to reduce expenses where possible. This figure may be adjusted as some costs may yet be allocated.

**Summary:**

The performance of each stall from the previous year was not a reflection on any particular factor. Some of the stalls were influenced by external influences such as the weather, mix of food being offered, stock of merchandise, volunteers and donation of time and resources.

Please refer to the attached breakdown for net profit per stall:

	<b>Stall Description</b>	<b>Net profit</b>
1	Information / Raffle	770
2	SVC Stall	3,475
4	Pies	1,164
6	Chicken, Champagne, Scones & Tea	1,716
7	Street Food	975
8	Coffee Queens	732
9	Second Hand Books	1,265
10	Snow Cones & Fairy Floss	2,006
11	BBQ	2,816
12	Chocolate Wheel	5,228
13	Boarders Stall	2,882
15	Cakes and Sweet things!	3,097
17	SVC Dad's Stall (Tombola/footy/netball)	1,499
19	Plants	805
22	Lollies	863
23	Carnival Games	1,717
25	Gelato	935
26	Dog Show	294
	Performing arts	- 973
	Hire not allocated to stalls	- 471
	General cost for Hire	- 373
	COOL ROOM COSTS	- 360
	ATM Cost	- 55
	Banner	- 374
	Ext stall holders before fair	2,400
	Silent Auction at Fair	1,366
	Silent Auction	3,250
	<b>Net Profit</b>	<b>29,233</b>

**Other significant items for 2019:**

- 22/2/2019 Deposit: SVC CDF \$ 20,654.83;
- 02/2019 Expenses cocktail party: \$ 6,081;

- 24/06/2019 Expenses cocktail party: \$ 14,355;
- 12/8/2019 Expenses Accountant: \$ 3,850.

### **P & F Levy and balance**

The P&FA levy funds remained in the group's account. No decision or application has been made for the funds distribution. Balances in accounts are:

- Transaction account: \$50,451.72 YE statement attached;
- Term deposit: \$103,544.50 YE statement is attached;
- Levies collected in 2018: \$90,440, Contributions for 2019 will be similar;
- Payments and contributions as claimed:
  - o 2018 the P&F levies collected totalled \$90,440.
  - o Contribution to College for 2019 under formula would be:
    - o Capital Expenditure Support - 60% - \$54,264;
    - o Formation Support - 10% - \$9,044;
    - o Foundation Scholarship Support - \$9,044 (Elizabeth Carey Fund).
  - o Total of \$72,352.

### **Outstanding contributions agreed to College for 2018 per P&F Minutes: \$55,875**

- Electronic Drum Kit (Nov 18 minutes) Approved \$13k Spent \$8,221
- Wellness Pastoral Care - \$20,000
- Coding – Chris Tan - \$10,000
- Paul Dillon – Commitment \$15k Spent approx. \$5,000
- Boarding Commitment \$9,134
- International Teachers Day - \$1,200
- PE Coach Uniforms - \$2,320

Total for 2018 & 2019 Contribution \$128,227 (72,352 + 55,875).

Outstanding contribution of \$32,787.

### **Item for P&F Agenda 19/11/2019 – for approval**

For consideration and ratified by P&F executive, the college outstanding donation contribution (as above) for 2019 was \$32,787. This amount was paid to the college bank account on 22 November 2019.

### **Year end balances:**

Bank accounts:

Transaction account: \$50,451.72

Term Deposit: \$103,544.50

#### **6. General Business**

- none tabled

#### **7. Next Meeting**

- 11 August 2020



P&F AGM Meeting  
St Vincent's College  
Rockwall Crescent  
POTTS POINT NSW 2011

## MINUTES P&F AGM – 27 May 2020

### P&F Executive Committee:

Vacant	( )	President
Vacant	( )	Vice President
Vacant	( )	Treasurer
Vacant	( )	Secretary
Anne Fry	(AF)	Principal
Jane Palin	(JP)	College Liaison

### Present:

Katherine Aitken (KA), Jim Demetriou (JD), Robbie Wells (RW), Justine Hughes (JH) , Anne Fry (AF), Jane Palin, Arabella Joseph, Joelle Maguire, Janelle McDonald, Monica Richter, Catherine George, Polly Dermody, Rebecca Kilcran, Corinna Sheeny-Maljevac, Dale Fox, Michelle Gotting, Kara-Louise Selman, Anna Sandham, Cathy Hollamby, Kate Lloyd, Dominic Dufaur, Gill Cameron

Meeting commenced at 7:35pm.

### 1. Welcome and Opening Prayer

- AF welcomed all.

### 2. Apologies

- Lisa Cahill

### 3. Minutes from Previous Meeting

- Moved by KA, seconded by JH.

### 4. Issues Arising from Previous Meeting

- Nothing to report.

### 5. Principal's Report

- Report tabled.

- AF recognised various contributions made by the P&F to the College and thanked President Katherine Aitken and P&F Executive and parents.

### 6. Treasurer's Report

- Report tabled.

- Main fundraising event was the Spring Fair with profit of \$30,821

- P&F books have been audited for 2019 calendar year – copies attached.

- Audited accounts of the P&F for 2019 accepted by RW and seconded by KA.
- Appointment of Summers & Summers to undertake the 2020 YE audit of accounts was moved by JD, accepted by RW and KA.
- Bank accounts as at 31.12.19 were:
  - Term deposit - \$103,545
  - Working account - \$50,451

#### **7. President's Report**

- As provided on Page 1
- KA thanked AF and the College.
- All parents were encouraged to feel that they can contribute to the P&F.

#### **8. Nomination and Election of P&F Representatives for 2019**

- Katherine Aitken nominated for role of President by RW, seconded by JD. KA reappointed as President.
- Robbie Wells nominated for role of Vice President by KA, seconded by JH. Robbie Wells reappointed as Vice President.
- Jim Demetriou nominated for role of Treasurer by KA, seconded by JD. Jim Demetriou reappointed as Treasurer.
- Justine Hughes nominated for role of Secretary by KA, seconded by RW. Justine Hughes reappointed as Secretary.

There being no further business the meeting closed at 7:50pm.