



P&F General Meeting: Bethania  
St Vincent's College  
Rockwall Crescent  
POTTS POINT NSW 2011

## MINUTES AGM – 31 October 2017

P & F Executive Committee:

Katherine Aitken	(KA)	President
David Cartmer	(DC)	Vice President
Dianne Leedham	(DL)	Treasurer
Michelle McPherson	(MM)	Secretary
Angela Schacht	(AS)	Assistant Secretary
Anne Fry	(AF)	Principal
Lyn O'Neill	(LO)	College Liaison

### Present

Katherine Aitken, Anne Fry, Dianne Leedham, Michelle McPherson, Lyn O'Neill, Robbie Wells.  
Dialled in – David Cartmer

Meeting commenced at 7:24pm.

### 1. Welcome and Opening Prayer

- AF welcomed everyone and opened the meeting with a prayer.

### 2. Apologies

- Sophie Appelquist, Arabella Joseph, Les Schmalzbach, Julie Mooney, Angela Schacht

### 3. Minutes from Previous Meeting

- Moved by KA, seconded by MM.

### 4. Issues Arising from Previous Meeting

- It was agreed by those present at this AGM that the P&F reserves the right to approach and appoint people to fill vacant positions if no nominations are received at the meeting. This was supported by AF.

### 5. Principal's Report

- AF expressed a deep appreciation for the work of the P&F throughout 2017 capturing the spirit of SVC and applauding its generous contributions to the College.
- AF also acknowledged the generous and ongoing support of small scale grants provided to teachers to assist in class activities and continued education of the students. Without this type of support from the P&F the education experience and the school culture would not be as rich.

- AF confirmed 2018 marks the College's 160<sup>th</sup> year and will be a year of recognition and celebration. In this regard LO advised a ball is being planned for 4 August (TBC). The welcoming cocktail party is set for 10 February.

#### **6. Treasurer's Report – reports attached**

- Report tabled.
- \$30,000 committed.
- SRC to get back to us in relation to funding suggested student requirements.
- Agreed that the P&F would support the staff lunch on International Teachers' Day and will contribute \$1,200 towards this (7 November 2017).

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

- Report tabled.

#### **8. Nomination and Election of P&F Representatives for 2018**

- Noted that DL stepping down from Treasurer and not renominating.
- Noted that AS stepping down from Assistant Secretary and not renominating.
- Positions for 2018:
  - President – Katherine Aitken - re-elected
  - Vice President – David Cartmer – re-elected
  - Treasurer – P&F to seek a nomination
  - Secretary – Michelle McPherson – re-elected
  - Assistant Secretary – P&F to seek a nomination

There being no further business the meeting closed at 7:38pm.

## Presidents Report - 2017

It's been an amazing year and quite a whirlwind for my first year in this position and our first year working together as a committee.

Our aim from the beginning was to focus on building our relationship with the school executive through Anne and Lyn and ensuring we work to support their activities, develop some initiatives of our own at the same time ensuring we provide a strong voice for the parent community whenever we can.

I have come to realize even more than before the depth and breadth of what this school aims to do for our girls and how we as a Parent community can support and add value to the process. Having had all three of my children at the College for the last few years has given me the benefit of seeing what was going on a number of different levels and how tailored the school programmes are to each year group. The HSC students in particular were so well prepared and supported.

I would like to thank everyone who has attended the P&F meetings over the year both in person and by dialing in, the people that have put their hand up to donate time, gifts and expertise to the various events over the year – we cannot do what we do without that help.

As far as the Committee goes, I cannot thank you all enough for everything you have done particularly with helping a rookie like myself get on board. Thank you Lyn for working with us and letting us help you guys with what you do. The one mystery to me is still how you manage to get through the volume of work that you do.

Looking forward I am sure there is an even broader range of activities we can assist the College with.

Sadly our Treasurer Dianne is standing down this year. As a result of Dianne's work we are organized and on track financially – they will be big shoes to fill but thank you for all your work Dianne.

A lot has happened this year:-

Key events like the Cocktail Party, Spring Fair and Atrium opening were a success as well as programmes like the Fathering project and specialist speakers like Paul Dillon which provide another level of support and interaction for our parents.

We have donated funds for much needed items like a new PA system, Water polo goals, and a 3D printer as an example. There was a sizable grant made to the boarding house which they intend to use for new furniture and items for the boarders.

While there will always be big ticket items the college will request help for I think it is important to keep a balance so that some of these smaller items that benefit a wide range of students can also be funded by us.

Financially we are in a solid position and while the majority of the events we support are not focused on fundraising, or will that ever be our main focus, we are committed when we do raise funds that we put it back into the school to benefit our girls within a reasonable

timeframe. Due to our solid financial position there will be no increase to the P& F levy for the coming year.

I am looking forward to an even bigger year in 2018 and hope to build on what we have done this year. As always any suggestions, advice, feedback and support from parents is welcome. I realize everyone is busy and time poor but as always many hands make light work so every little bit helps.

Once again thank you all for your efforts - here's to 2018

Katherine Aitken

**SVC P & F AGM Meeting - 31 October 2017**  
**Treasurer's Report**  
**Dianne Leedham: Treasurer**

**SUMMARY Current Financial Position**

**Commonwealth Bank Account as at 31st December 2016:     \$156,353.03**

**Commonwealth Bank Account as at 31st October 2017:         \$ 212,382.34**

**Made up of : \$111,615.03 in the Cheque Account and \$ 100,767.31 in the Term Deposit**

(Position at 31st December 2015: \$117,336.75)

**Notes since last P & F meeting**

**SVC Spring Fair 2017**

- SVC Fair was a great success with the overall net profit being \$24,566.27. Total receipts after taking out the cash float being \$45,149 compared to \$42,344 in 2016. ( Note that the credit card receipts of \$3,579 collected by the College are still to be paid to the P & F and not included in the above bank balance).
- The total expenses for the SVC Fair were \$20,582 compared to \$12,620 in 2016. So the expenses were substantially more. The main increases in costs can be attributed to the following:
  1. SVC Merchandise \$3,295.93 costs allocated to this year's Fair and there were none in 2016 so they were possibly utilising stock leftover from a previous year in 2016.
  2. Patti's Hire costs were up \$2,052.50 this year but Andrew explained that the partitions were increased from 6 to 30 this year. Certainly all looked fabulous. We also did raise \$3,450 from external stallholders this year compared to \$1890 in 2016 so the additional marquee costs for these would have contributed to the extra hire costs. Well done Trish on organising the external stallholders!
  3. We had expenses of \$1226.50 for new SVC banner costs which again will benefit the school community for years to come so a hit for the 2017 year result as did not have this cost in 2016.
  4. The other additional expenses compared to 2016 were spread across various stalls including BBQ, Lollies & Wine all costing \$300 more each then 2016 and Balloon Darts had no costs last year whereas this year had \$250 for balloons( which were also for balloons for the Fair area, so Balloon darts have taken the hit for the total balloon costs) and the Petting Zoo & Photo Booth costs were each \$200 more expensive then last year.
  5. Finally the dunking machine was a new addition to the Fair costing \$695 and possibly the security cash collector cost of \$462 was allocated to the College last year as no cost for this either in 2016.
- So overall after all costs included we made a net profit of \$24,566. Individual stall results are attached for your reference. Big shout out has to go to the Boarders Stall who absolutely smashed it again! Think having the 2 extra food stalls of Pies & Mexican had an impact on the Chicken & Champagne and BBQ earnings, but across the 5 food stalls

made a similar amount to the 3 in 2016, so need to weigh up if the additional work is worth the variety provided at the Fair. The Photo Booth was a flop and wouldn't recommend having this again. Also the petting zoo and jumping castle lost more money this year than in previous years, know expect them to run at a loss and are there for the community atmosphere, but possibly could consider keeping only one of these and replacing the other with another stall for tweens?

- Also the float of \$7,200 mixed currencies worked well but would have more \$1 and \$2 coins in the float next year.

Overall was a wonderful community day and thank you all for your wonderful efforts in making the day a huge success.

Net results per stall:

2017 Stall Description	2017 Net Profit of stall
Information / Raffle	2706.50
SVC Stall	2207.07
Cupcakes	2155
Pies and Slushie Corner	692
Mexican	679
Chicken, Champagne, Scones & Tea	903.72
Street Food	1629.95
Coffee Queens	571.30
Second Hand Books	1014.20
Trash & Treasure	807.85
BBQ	1775.42
Chocolate Wheel	2732.90
Boarders Stall	4339.10
Wine Tasting	778.48
Cakes and Sweet things!	1254.18
Plants & Flowers	1645.52
SVC Dad's Stall (Tombola/footy/netball)	2073.90
Upcycle Clothes	1034.85
Caritas and Environment(Soup/pet plants)	389
Toss the Coin	433.35
Balloon Darts	452
Lollies / Fairy Floss	634.65
Jumping Castle	-562.30

2017 Stall Description	2017 Net Profit of stall
Dunking Machine	-342.70
Petting Zoo	-621.40
Gelato	228.2
Photo Booth	-666
Art, Tea & Scones	-367.92
External stalls	3450
Stalls net profit	32027.82
External costs-admin,hire items,security:	-7461.55
Net profit:	24566.27

- We were advised that the final payment of P & F levies would be transferred across into the P & F account by the College in December 2017 and would be approximately \$40,000.
- We were also advised by the College that there was an estimated net amount of \$3,628.41 due to the P & F from the College after taking into account 2016 Fair outstanding items, the Fathering Project & BBQ expenses the P & F had agreed to fund, the net effect from the 17th June 2017 opening night items processed through the College and the outstanding credit card receipts from the 2017 Fair. The P & F have asked for the College to have this reconciled and paid to the P & F by the College by 31 December 2017 so the 2018 year starts with a clean slate.

#### Funding Commitments

- We received the receipts for the following resources the College provided for the benefit of the students that the P & F had agreed to fund. These amounts will be paid into the College bank account on Wednesday 1st November 2017:
  - Portable PA system \$ 15,409.09
  - Yr 9 Sleep Connection Presentation \$ 2,340.00
  - Coaches Polos \$ 2,565.00
  - 3D Printer \$2,890.00
  - Waterpolo Nets & Goals \$ 2,437.50
  - Canon XA30 + Lens \$3,590.73
  - Boarder's Gym Storage purchase \$865.36
- The P & F were also asked if we would continue to fund any further costs that the Boarders had up to the original amount set aside in April 2017 of \$10,000 considering the Boarders had not had a chance to purchase the items as yet but had items earmarked for the Boarders. The P & F agreed that the remaining amount would be provided as a grant to the College for the Boarding Community to access. This balance of \$9,134.64 has been set aside ready for payment to the College for this purpose.

#### 2018 Fund Commitments

- The P & F were also asked by Anne Fry if we would consider funding the Wellness/ Pastoral Care projects as raised by Elizabeth Brooks to eliminate having to charge parents the additional costs on the Term School Fees for 2018. The P & F agreed to set aside \$20,000 towards this.

- The P & F were also asked if we would consider funding the Coding project proposed by Chris Tan, which the P & F agreed to and an amount of \$10,000 has been set aside for this purpose by the P & F.

### 2017 Forecast

- The purpose of the forecast is to inform parents and the college of the available funds for purchases and contributions which will benefit the students.
- It has been updated to include P & F levies and the commitments from the 31 October 2017 meeting.
- It was estimated that after taking all of the above income and expenditure into account the P & F are forecast to have an estimated bank balance at 31 December 2017 of \$190,000 if the \$30,000 allocated for the 2018 commitments are paid across to the College prior to 31 December 2017. However if payments continue to only be paid across on receipt of invoices the balance is likely to sit at \$230,000 until the receipts for the Boarders remaining grant ( \$9,134) and the coding and welfare costs receipts (\$30,000) come in.

### P & F Levy

- It was agreed that the P & F Levy of \$40 per family per school fee statement would not increase for next year. I recommend this meeting reconfirm this decision.
- It was agreed that the P & F levy would continue to be paid across to the P & F from the College in two instalments throughout the year.