



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

MINUTES P&F General Meeting – 23 FEBRUARY 2021

P&F Executive Committee:

Katherine Aitken	(KA)	President
Robbie Wells	(RW)	Vice President
Lisa Hunter	(LH)	Treasurer
Justine Hughes	(JH)	Secretary
Anne Fry	(AF)	Principal
Jane Palin	(JP)	College Liaison

Present

Katherine Aitken, Lisa Hunter, Robbie Wells, Justine Hughes, Anne Fry, Jane Palin, Arabella Joseph, Joelle Maguire, Catherine George, Polly Dermody, Shelby Jimmins, Dale Fox, Anna Sandham, Cathy Hollamby, Anina Johnson, Ying Jiang Nore, Peter Emmanouilidis, Gavan McKenna, Sandra Radice, Brinley Halls, Monica Richter, Mario Vinciguerra

Meeting commenced via Zoom at 6:30pm.

1. Welcome and Opening Prayer

- KA welcomed all.
- Opening prayer & Acknowledgement to Country said by AF.

2. Apologies

- Nil

3. Minutes from Previous Meeting

- Moved by KA, seconded by JH.

4. Issues Arising from Previous Meeting

- No matters arising.

5. Principal's Report

- Refer to tabled report.

6. President's Report

- KA welcomed new parents of the school and current parents to the meeting. KA acknowledged that this was her fourth year as P&F President, and that her youngest of three daughters is currently in Year 12 so that this will be her last term as President.
- KA introduced the members of the P&F Executive and explained the purpose of the P&F to manage and allocate the funds provided through parent levies, to organise events to encourage and enhance the parent community and to be a strong parent voice for the school.
- KA acknowledged the challenges of parent isolation during 2020 due to a lack of opportunity to meet others in the school community, especially for new parents. Any ideas to encourage parent and involvement and inclusion was welcomed.
- KA explained the process of the collection of the P&F voluntary levy each year via school fees. As part of the allocation of funds the school teacher and student community has the opportunity to present proposals for specific items that will benefit a wide part of the student body. In the past these requests have come at the end of Term 4 just prior to the last P&F meeting of the year. This has not allowed for adequate time to review the requests and the P&F felt that there were missed opportunities where parent SMEs would be able to add value to the idea or request. KA sought endorsement from Anne Fry for all future requests to be submitted to the P&F Exec 6 weeks before the Term 4 P&F Meeting. AF was supportive of this change in process.
- KA raised the need for a balance of Zoom and face to face P&F meetings going forward, and especially the need for face to face meetings for specific working groups such as Spring Fair. This was acknowledged by all.
- KA sought endorsement for the sale of SVC merchandise that the P&F is holding via an online presence – all agreed that this was a good idea.
- KA sought feedback from AF as to the likelihood of the annual SVC Spring Fair being held in September 2021, AF felt there was a better than 50% chance that this could proceed particularly as the Kings Cross Markets were operating again, with the proviso that the event may have to be cancelled at short notice if circumstances changed in relation to COVID-19.

7. Treasurer's Report

Source of funding: Due to COVID 19 there were no fundraising activities undertaken during the 2020 year. The only source of funding was the P&F Levy. The total of the Levy funding for 2020 was \$92,520 and is currently held in the College account.

P & F Inflows and Outflows

At the last P&F meeting on 10 November 2020, it was agreed to allocate funds of \$100,386. Based on this there is a shortfall for 2020 and \$17,866 will be required to be utilised from reserves.

SVC P&F Cash inflows and Outflows	
<i>Inflows</i>	
P&F Levy collected 2020	92,520
<i>Total Inflows</i>	92,520
<i>Committed Outflows</i>	
Allocated Funds:	
- Capital expenditure	(54,000)
- Parent formation	(9,000)
- Scholarship fund	(9,000)
- Digital media equipment	(17,411)
- Digital clocks for exam rooms	(1,100)
- Sport shirts for coaches	(2,000)
- Roof top garden	(3,000)
- Recycling bins	(4,875)
	(100,386)
Robotics Program	(10,000)
<i>Total Outflows</i>	(110,386)
Surplus / (Deficit)	(17,866)

P & F Cash Balance

The current balance of cash held for the P&F is \$171,808. Once the net shortfall is paid to the school, the forecast cash balance is \$153,943.

SVC P&F Cash Balance	
Current balances:	
- Working Account	67,919.72
- Term Deposit	103,888.92
	171,808.64
Transfer net inflow / outflows for 2020	(17,866)
Cash balance forecast	153,943

8. General Business

- Issue raised regarding some recent issues with accessing teachers during designated PT interview event times. AF confirmed that there are some teachers with multiple classes per year which would mean that all interview time slots could fill, if so there is an option for parents to seek a separate meeting time. AF would reiterate this in future newsletters.
- Observation shared that not all teachers send a subject overview email to parents and students – was this compulsory? AF advised it was not. Parents felt that this was invaluable for them when received, AF said she would provide this feedback to staff.

9. Future Meetings

- 6:30pm, Tuesday 11 May 2021
- 6.30pm, Tuesday 3 August 2021
- 6.30pm, Tuesday 2 November 2021

Meeting closed at 7.10pm.