

PARENTS & FRIENDS ASSOCIATION



Bunbury Catholic College

MARIST CAMPUS

MINUTES OF MEETING 13 May 2019

MEETING OPENED: 7:00 PM

OPENING PRAYER: Suzanne Cross

ATTENDEES: Teena Blair (Treasurer), Jim Cross, Suzanne Cross (Vice President), Deborah Garbutt (Vice Principal), Lisa Emerson, Janine Lanigan, Elisa McIntyre, Adriana Palermo, Michelle Patane-Dillon, Anthea Turkington (Secretary), Kate Turner (Board Representative)

APOLOGIES: Alan Buckley (President), Denise O'Meara (Principal)

1.1 MINUTES OF PREVIOUS MEETING:

Minutes of the previous meeting held on 18 February 2019 were distributed and approved.

Moved: Suzanne

Seconded: Kate

Approved: unanimous

1.2 BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Minutes of the meeting held on 29 October 2018 will be ratified when received from previous Secretary.
2. All agreed that discussion of whether Art Extraordinaire should be a biennial event will take place after the exhibition.

2.1 CORRESPONDENCE IN:

- ❖ Flyer from Catholic School Parents WA (formerly Parents & Friends Federation WA) inviting all parents to their AGM at Inglewood on Thursday, 30 May 2019.
- ❖ Flyer from CSPWA advertising information evening called Demystifying WACE held at St Peter's Catholic Primary School, Inglewood, 8 May 2019.

2.2 CORRESPONDENCE OUT:

- ❖ Letter (6 March 2019) to Principal seeking advice on potential changes to girls summer uniform. Further discussion about uniform changes occurred with the following conclusions:
 - Separation of Marist and Mercy may provide opportunity to consider our logo and modernize uniforms;
 - Marist has strong historical identity and green uniform is easily recognized in the community;
 - Unanimous agreement that any changes would be grandfathered.

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3. REPORTS:

3.1 PRINCIPAL'S REPORT (Attached):

- ❖ Deb Garbutt presented Denise's report and spoke highly of our student's participation at Bunbury's Anzac Day ceremony.
- ❖ **Sporting activities:** Girl's team won the Plate at the recent 2019 Marist Basketball Carnival and following successful inter-house athletics carnivals, BCC won the SSWA Interschool Athletics carnival.
- ❖ **Youth Rally:** Diocese supporting year 9,10 and 11 students to attend Youth Rally on 23 May in Bunbury and then aiming to encourage involvement in National Rally later in the year.
- ❖ **Update on OLNA & NAPLAN**
- ❖ **Separation of BCC schools:** Two new principals will be appointed. Staff and Board provided with opportunity to advise selection panel of what qualities are sought for a Principal.

Following a question about how parents could get an opportunity to provide input into the selection of a new Principal, Deb advised that parents would need to approach this by writing to the Board before their next meeting 21 May 2019.

This led to further discussions about how parents could be gauged about the things they'd like to see in our school and then this information would be able to be presented to new school Principal. Parents agreed that the use of "survey monkey" would be straightforward, but Deb reminded us of poor parent response to the 2018 surveys put together by Catholic Education.

3.2 PRESIDENT'S REPORT (Attached):

- ❖ Suzanne presented a report and also advised that Alan has taken up a position on the CSPWA executive committee.
- ❖ **Year & 8 Sundowner:** Thank you to Denise for welcoming about 30 parents that attend this great event.
- ❖ **Thank you to past Secretary & Treasurer:** dinner vouchers will be delivered this week.
- ❖ **Membership:** all parents challenged to encourage ten others to attend next CSP (previously P&F) meeting.

3.3 BOARD REPRESENTATIVE'S REPORT

- ❖ Kate reported that the separation of the BCC schools is taking up an enormous amount of Board time and that a Project Manager will be appointed to oversee the separation. Advert for new Principal to be posted 25 May 2019.
- ❖ **Canteen:** discussion about financial position of canteen led to P&F consideration about how to increase student use of canteen and all agreed that use of student cards for purchases might improve sales. However, not parents were aware of card option or whether it was activated yet for students. Consensus that operation of student cards at the canteen needs to be communicated to parents and students. Parents felt that information is more reliably disseminated via seqta rather than the newsletter.
Action: Deb to determine status of cards and then publish this information.

Progress of furnishing the empty area in the renovated canteen: Deb advised that student representatives had been asked to survey their peers about what they would like - a follow-up meeting with student reps is yet to take place.

3.4 TREASURER'S REPORT

❖ **Account Balances:**

• General Account	\$ 17,272.54
• Term Deposit	\$ 86,534.92
• Art Ex Gen Account	\$ 14,070.96

Total funds balance **\$117,878.42**

- ❖ **Term deposit:** matures 4 June 2019 and will have accrued \$1065 interest. It was agreed that the P&F may be called on to fund further locker upgrades or assist with furniture in canteen and that we hold the funds to spend sensibly on the students and the school.

Motion: That the Marist P&F reinvest \$70,000 in a term deposit with the best rates and the remainder be transferred to the General Account.

Moved: Teena **Seconded:** Janine **MOTION PASSED**

- ❖ **Auditing:** audit of 2018 financial records has been completed by AMD – no issues.
- ❖ **Record management:** Teena recommends that we consolidate our finances onto a more efficient book-keeping platform like xero (recommended) or myob. This will also allow for straightforward succession planning for subsequent Treasurers.

Motion: That the Marist P&F purchase an accounting software package of up to a value of \$500 per annum.

Moved: Teena **Seconded:** Anthea **MOTION PASSED**

Action: Teena and Janine to research prices on various packages

- ❖ **Art Extraordinaire expenditure:** Art Ex committee in full operation and progressing according to plan. "Stripe" has been selected as the interface for electronic payments (entry fee for artists) as it is reliable and familiar to the web developer (a Marist parent). The committee will require funds for advertising & marketing, catering, bar and other running costs.

Motion: That the Marist P&F approve funds of up to a value of \$7500 to be available for Art Ex expenditure.

Moved: Teena **Seconded:** Suzanne **MOTION PASSED**

4. GENERAL BUSINESS:

- ❖ **Facebook:** creation of a closed P&F facebook group is supported by all parents and has the support of our Principal. It should be separate to the BCC facebook page but can be run with

Lincoln Bertolli (BCC) and up to two P&F members as the administrators. All agreed that it would require strong and clear policies to avoid it becoming a platform for complaints.

Action: Deb to ask Lincoln to contact Suzanne.

- ❖ **Year 7/8 Sundowner:** Hosting the Welcome Sundowner for Year 7 & 8 Parents has encouraged consideration of a similar event for all parents – probably at beginning of term 3. Organisation of a 2020 Sundowner (in week 4 or 5) intended to commence in term 4 so that it can be advertised at orientation.

Tickets to the 7 May event were \$15 – which paid for finger food and one drink. Food cost \$395 and \$145 was paid on the bar.

- ❖ **Changing numbers of students:** A parent questioned the rumours that significant numbers of students had left BCC for year 11 at Manea and whether the school knew of reasons for their decisions. Deb informed us that exit surveys found that there are several reasons students change schools including financial reasons, what's available on the gridline or subjects on offer, perception of greater freedoms etc. This year Deb and Sharon Doyle (Year 10 Coordinator) have maintained frequent open communication with students about what Upper School will be like and they both feel confident that this year group is fully informed.

- ❖ **Co-curricular support:** A parent expressed their appreciation for the cyber-safety information session and great integration support for new students commencing at BCC. Queries about other training /guidance events were raised as well as questions about procedures in place for mental health support, how parents find out about the various activities and procedures for seeking further information.

Deb advised that the school's behaviour policy is on BCC website and that the school is guided by Catholic Education policies. Specific questions are best directed to the student's year coordinator or the head of department. BCC tries to work and support each individual in the school community.

- ❖ **Constitution:** Our updated P&F Constitution must be lodged by 30 June 2019. This imminent deadline means that we will need to ratify changes before our next meeting and therefore a general meeting will be held Monday 17 June 2019 to vote on a Special Resolution to Amend and replace rules of the Constitution.

Proposed Special Resolution: That the Marist P&F approve and accept the amendments and rule changes as outlined in the Notice of Special Resolution to Amend the Constitution and in the attached new Constitution, and that the Marist P&F replace the existing Constitution with the new Constitution.

The **Notice of Special Resolution**, our current constitution and draft of the amended constitution are attached to these minutes. Members can also view the current constitution and proposed replacement of rules via the P&F page on the BCC website.

CLOSING PRAYER: Suzanne Cross

OPENING & CLOSING PRAYER NEXT MEETING: Suzanne Cross

NEXT MEETING: 17 June 2019 and then 5 August 2019

MEETING CLOSED: 9.20 PM

Notice of Special Resolution to Amend the Constitution

A general meeting is scheduled for 7pm, Monday 17 June 2019. A special resolution will be proposed to replace the Constitution dated 5 July 2013 (current Constitution) with the “new Constitution”. The current and new Constitutions can be found on SEQTA and the school website for review before the meeting.

The following amendments have been proposed:

As the current Constitution is being replaced in total with a new Constitution all clause references have changed.

Clause 3 (current Constitution) Objectives – deleted

Clause 4 (current Constitution) Aims have been reworded and renamed as Clause 3 - Objects of the Association

Clause 6 (d) (current Constitution) requisition for Special Meeting has been reduced from 10 members with 5 attending the meeting to 5 members (or 1% of all members) providing a requisition and 3 attending the meeting. Change to Clause 13 (new Constitution)

Clause 6(c) (current Constitution) changed to 13 (c) and includes the following sentence:

No advance notice is required to propose motions at general meetings.

Clause 6(e) (current Constitution) changed to 13(e)

(e) The Secretary is to provide notification of Association General or Special Meetings as outlined below:

- at least 14 days notice of a general meeting;
- at least 21 days notice of a general meeting if a special resolution is to be proposed

Clause 6 (f) (current Constitution) changed quorum for general or special meetings from 10 member and at least 2 office bearers to 4 members and at least 2 member. Changed to Clause 13 (new Constitution)

Clause 6 (g) (current Constitution) has been deleted.

Clause 12 (current Constitution) Meetings of the Committee has been deleted

Clause 19 (current Constitution) Common seal has been changed – the Association does not have a common seal.

Clause 22(c) (current Constitution) relating to if the Association becomes incorporated – has been deleted

Clause 23(c) (current Constitution) relating to if the Association become incorporated – has been deleted

Clause 9(c) (new Constitution) Vacancy of office included

(c) A committee position becomes vacant where:

1. The person dies or ceases to be a member;
2. The person resigns or is removed from the position;
3. The person becomes permanently unable because of a mental or physical disability;

Clause 9(g) and (h) (new Constitution) Records hand over and retention included

(g) Where a person ceases to be a member of the Association’s committee, as soon as practicable after their membership cease, the person must deliver to a member of the committee all of the relevant documents and records they hold pertaining to the management of the Association’s affairs.

(h) Records must be kept for a period of 7 years.

Clause 10 (new Constitution) Chair - included

10. CHAIR

(a) Subject to Rule 8(a), the President shall chair all general and special meetings of the Association and all meetings of the elected Executive Committee. The President is empowered to regulate the proceedings and procedure including, with the consent of the meeting, adjournment of business.

(b) In the absence of the President at a general or special meeting, the Vice-President shall have the power to conduct and chair meetings of the membership and in the absence of the Vice-President, the members present and entitled to vote shall have the power to select one of their number as Chair.

(c) The Chair of a meeting may use a casting vote, which must not be used to alter the status quo.

Clause 12(d) (new Constitution) – Treasurer duties included:

(a) Maintain the accounting records of the Association by:

- (i) Keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
 - (ii) Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (iii) Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited/reviewed;
- and

Submitting to members, at each AGM of the Association, accounts of the Association at the end of the immediately preceding financial year.

Clause 13 (f) Meetings (new Constitution) changes quorum from 10 members and 2 office bearers to 4 members and 2 office bearers.

Clause 13 Meetings (new Constitution) (g), (h), (k), (l) - included

QUORUM AT MEETINGS

(f) At any Association General or Special Meeting a total of four (4) members of the Association, including at least two (2) Office Bearers shall constitute a quorum.

(g) No business can be conducted at a General or Special Member Meeting unless a quorum of Members entitled to Vote under these Rules is present at the time when the meeting is considering that item, unless;

(i) if, within half an hour of the time appointed for the commencement of a Meeting, a quorum is not present:

a. in the case of a Special Meeting, the meeting lapses; or

b. in the case of an Annual General Meeting or General Meeting, the meeting is to stand adjourned to:

- the same time and day in the following week; and
- the same place unless another place is specified by the Chairperson at the time of the adjournment or by written notice to the Members given before the day to which the meeting is adjourned.

(ii) if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the members present are to constitute a quorum.

CONFLICT OF INTEREST

(h) If a member of the Association has potential to receive an extraordinary benefit not shared by other members, they must promptly declare that fact and withdraw from the discussion. Records of the meeting must record that fact. This is to say:

(i) A member of the Association having any direct or indirect pecuniary interest in a matter or proposition, made by, or in the contemplation of, the committee (except if that pecuniary interest exists only by virtue of the fact that the member is a member of a class of persons for whose benefit the Association is established), must:

- Disclose to the meeting, the nature and extent of the conflict of interest; and
- Withdraw from deliberation or decision, with respect to that matter.

USE OF TECHNOLOGY TO BE PRESENT AT COMMITTEE MEETING

(k) The presence of a Committee member at a Committee meeting need not be by attendance in person but may be by that Committee member and each other Committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

(l) A member who participates in a Committee meeting as allowed under sub-rule (k) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Clause 15 (new Constitution – Finance (b), (c), (d), (e), (f) included:

(b) Funds are to be used solely for the Aim of the Association. All funds raised by or on behalf of the Association must be banked promptly and fully intact into an account in the name of the Association. Authorised signatories to the account are any of two of the following:

- President
- Treasurer
- Secretary
- Vice-President
- Principal
- Bursar and
- Assistant Bursar.

(c) Cheques drawn upon the account shall be signed by the Treasurer and at least one other authorised member, or by any two others as are authorised by the members of the Association. At the end of their term of office, their signatures must be removed and replaced by the signatures of the incoming officers.

(d) All payments drawn upon the account shall be authorised by the Treasurer and at least one other authorised member, or by any two others as are authorised by the members of the Association.

(e) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —

1. in attending a committee meeting or
2. in attending a general meeting; or
3. otherwise in connection with the Association's business.

(f) The accounts will be subject to an audit/review, at least, every two years.

Clause 23 & 24 (new Constitution) – dispute resolution included

23. SUSPENSION OR EXPULSION OF MEMBERS OF THE ASSOCIATION

(a) If the Committee considers that a member should be suspended or expelled from membership of the Association because his or her conduct is detrimental to the interests of the Association, the Committee must communicate, either orally or in writing, to the member -

(i) notice of the propose suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and

(ii) particulars of that conduct,

not less than 30 days before the date of the Committee meeting referred to in paragraph (i).

(b) At the Committee meeting referred to in a notice communicated under sub-rule (a), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.

(c) Subject to sub-rule (e), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (b).

(d) A member who is suspended or expelled under sub-rule (b) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule (c).

(e) When notice is given under sub-rule (d) -

(i) the Association in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by or to make representation in writing to, the Association in the general meeting; and

(ii) the member who gave the notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule

24. RESOLVING DISPUTES

The procedure set out in this clause applies to disputes:-

- Between members; or
- Between one or more members and the Association.

(a) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

(b) Party to a dispute includes a person:-

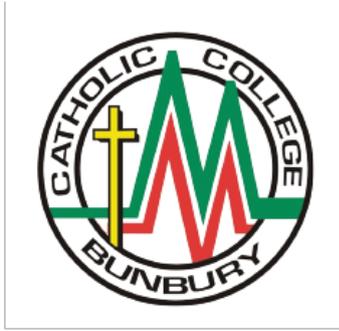
(i) who is a party to the dispute; and

(ii) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

- (c) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause (a), any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:-
 - (i) the parties to the dispute; and
 - (ii) the matters that are the subject of the dispute.
- (d) Within 28 days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
- (e) The Secretary must give each party to the dispute written notice of the Committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (f) The notice given to each party to the dispute must state:-
 - (i) When and where the Committee meeting is to be held; and
 - (ii) That the party, or the party's representative may attend the meeting and will be given a reasonable opportunity to make written or oral (of both written and oral) submissions to the Committee about the dispute.
- (g) If –
 - (i) The dispute is between one or more members and the Association; and
 - (ii) Any party to the dispute gives written notice to the Secretary stating that the party-
 - i. Does not agree to the dispute being determined by the Committee; and
 - ii. Requests the assistance of the Federation for mediation,

The Committee must not determine the dispute.

- (h) At the Committee meeting at which a dispute is to be considered and determined, the Committee must –
 - (i) give each party to the dispute, or each party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute; and
 - (ii) give due consideration to any submissions so made; and
 - (iii) determine the dispute.
- (i) The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within 7 days after the Committee meeting at which the determination is made.
- (j) A party to the dispute may, within 14 days after receiving notice of the committee's determination under clause (h)(iii), give written notice to the Secretary requesting the assistance from the Federation for mediation.
- (k) If notice is given under clause (j), each party to the dispute is a party to the mediation.



Presidents Report:

MONDAY 13/5/19

I did not receive a 'Presidents Report' as such however after talking with Alan today he wanted to communicate his attendance at the peak parenting body representing parents of children - Catholic Schools Parents WA (CSPWA). He holds a position now on the executive committee. It would be useful to note here the change that has just taken place so it was formerly the Parents and Friends Federation but the new name Catholic Schools Parents WA as you would most likely agree more reflective of our specific beliefs and values.

The Year 7 & Year 8 Sundowner was held at the Prince of Wales last Sunday. Big thanks to Denise for attending and all the parents who showed their support also. Close to 30 parents attended and was a fantastic afternoon, early evening enjoyed by all. Many parents remarked how much they enjoyed the evening and wanted to know the date of the next one.

The Dinner vouchers to Julie-Anne and Susan Golder the 2018 P&F Executive members have been organised and these will be gifted to them this week as a thank you for their years of service.

Many thanks for attending tonight and giving your time. Please spread the word and tell 10 parents between this meeting and the next about coming so we can try and increase attendance numbers to meetings. I believe working on the lower year groups in particular will help to improve attendance.

Many thanks

Suzanne Cross

VICE-PRESIDENT

P& F Meeting: 13th May 2019

Financial Report as of the 13th May:

General account - \$17,272.54
Term Deposit - \$86,534.92
Art Ex account - \$14,070.96

Total funds = **\$117,878.42**

The funds from the term deposit will be available from 4th June with Interest Accrued \$1,165.02. We need to decide whether we re-invest, if yes how much.

Bookkeeping and Record Management

Currently the P&F operate using spreadsheets. I propose that we modernise the process and run the financial details through an account software package that is user friendly such as Xero or MYOB Essentials. The costs involved are;

Xero \$50 per month with a 25% Discount (one month Free trial)
MYOB Essentials \$48 per month 25% Discount (one month free trial)

Audit

The Annual Audit for 2018 has been conducted by AMD at a cost of \$1419. The Final step in compliance is loading the Audit to ACNC (Australian Charities and Not-for-Profits Commission). There are some issues with logins that we are trying to iron out.

Art Extraordinaire

Procedure for authorising payment of Art Ex Expenses?

The Art Ex Committee is in full swing with its next meeting being held tomorrow night at the Marist Sport Pavilion at 7pm. After a review of previous spending I suggest the following estimated budgets;

Advertising/Marketing \$2600

Catering \$1600 inc cool room hire

Bar \$2900

Marieke Blower has prepared a marketing plan, to enable this to be rolled out and to include Face Book advertising a credit/VISA debit card will be required. Has the P&F had a card of this sort, and is it possible to obtain one?

The Art Ex website currently does not take online payments. Marieke together with the web developer Anthony Congdon suggest using Stripe to facilitate the payments. Their fees and charges are;

Credit & debit cards 1.75% + 30c per transaction for Domestic Cards
 2.9% + 30c per Transaction for International Cards

We charge a fixed fee and a percentage of the transaction each time you accept a credit or debit card payment. The price is the same for all cards, including American Express. You don't pay anything for failed charges. Fees include GST.

Most companies such as this will offer a Not-For-Profit discount.