

# **St. Lawrence's P & F**

## **Minutes of Meeting**

Held on Monday, 17th September 2018  
In Staff Room

Opened at 7.10pm.

**Chair:** Gemma Moore

**Opening Prayer:** Therese Asplin

**Attendance;** Ron Pace, Aleisha Grover, Gemma Moore, Crystelle Tapper,  
Shannon Wegert.

**Apologies;** Caroline Conway, Physick Margot Bell, Nareve Wesley.

### **Minutes from Last Meeting**

Minutes tabled by: Aleisha Grover

2<sup>nd</sup> by: Shannon Wegert

#### **1. Business Arising**

Swimming with Sharks- Gemma Moore

Clara Harris has a presentation around 2 hours in duration and costing \$330.

To be held in the Fitzgerald Hall prior to the AGM in November.

Defibrillator for use by School Parrish-Aleisha Grover

Christine Silvester to liaise with the Parrish further implement.

#### **2. Correspondence In**

Nazareth House request for assistance at the Fete.

#### **3. Correspondence Out**

#### **4. Treasurer's Report**

Finance report distributed at meeting. Refer attached.

Table: Gemma Moore      2nd: Shannon Wegert

#### **5. Principal's Report**

Principal's report distributed at meeting. Refer attached.

#### **6. School Board Report**

AGM to be held on November 20th at 5.30pm in the dance room.

Refreshments to be provided afterwards. Advertising to commence early in Term 4 for roles that become available on the board.

#### **7. Upcoming Events**

19th September 2018- School Open Night

26th October 2018- Wine and Cheese Night

TBC November 2018-Swimming with Sharks

20th November 2018- AGM

Future Event Dates

30<sup>th</sup> November 2018- Christmas Carols on the Green

24<sup>th</sup> March 2019- St Lawrence's Primary School Fete

## 8. General Business

### Agenda Items:

8.1 Nazareth House Fete-Gemma Moore  
4th November 2018 and requested volunteers to operate the Slushie machine stall as well as a request to provide fold up tables.

8.2 Change of bank ANZ to Bendigo-Shannon Wegert  
Support the move in principal. Shannon will arrange the necessary documentation to change banks.

Table: Shannon Wegert                      2nd: Aleisha Grover

8.3 Discussion on MYOB and future requirements-Shannon Wegert  
Cloud based MYOB would be approximately \$1,200 a year. Shannon will obtain a quote from MYOB will be ready for meeting in October. September 2015 was the last reconciliation of P&F financial details.

8.4 Appointment of an Auditor-Shannon Wegert  
We have been using Classic Accounting for auditing. Will need to have 3 years of financial records.

8.5 Appointment of Signatories- Shannon Wegert

ANZ P & F Bank Account Signatories

Motion to request the following people are added as signatories:

Secretary: Crystelle Tapper

School Principal: Therese Asplin

To both accounts as listed below:

1. ANZ Business Extra – account:

BSB: 016-650 ACC #: 432119769

2. ANZ Business Online Saver

BSB: 016 650 ACC#: 3990 36709

Tabled: Shannon Wegert

2nd: Gemma Moore

Current Signatories to sign

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Shannon Wegert

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Gemma Moore

8.6 Removal of Signatories- Shannon Wegert

ANZ P & F Bank Account Signatories

Motion to request the following people are removed as signatories:

Peter Doyle

Wendy Dunn

Jennifer Farrell

Michael Friday

Geraldine Harris

Dellis Hart

To both accounts as listed below:

1. ANZ Business Extra – account:  
BSB: 016-650 ACC #: 432119769
2. ANZ Business Online Saver  
BSB: 016 650 ACC#: 3990 36709

Tabled: Shannon Wegert

2nd: Gemma Moore

Current Signatories to sign

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Shannon Wegert

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Gemma Moore

8.7 Approval of article to be entered into Newsletter outlining the role of the P&F-Shannon Wegert

8.8 Approval of the Sub Committee Structure-Shannon Wegert  
P&F Sub Committee

8.9 Wine and Cheese night to introduce the Sub Committee  
Event brite  
Platters Queens IGA

Pre approval for Catering and Wine of \$1,000

Table: Crystelle Tapper 2nd Shannon Wegert:

## 8.10 Christmas on the Green- Crystelle Tapper

Pre approval of up to \$1,000 spending for the Christmas Carols on the Green.

Table: Crystelle Tapper      2nd: Gemma Moore

## 8.11 School Directory-Aleisha Grover

Interest from the school community to support families within our school community. Expression of interest to check the viability of the idea.

**Next meeting - Monday 22nd October 2018, 7.00pm**

**Meeting Closed 8.39pm**



