

ANNUAL REPORT 2015

1. EXECUTIVE SUMMARY

The Parents and Friends Association has been established to encourage strong collaboration, interaction and partnership between parents and the school. The committee exists to:

- Formally recognise the role that parents/carers play in the education of their children;
- Provide a collaborative, accessible forum for parents to meet formally and regularly with school staff to discuss matters pertaining to the education of students;
- Provide a parental perspective to assist the Principal in decision making;
- Allow parents to be informed and educated about the faith-life and education goals of the school;
- Promote appropriate social contact among parents and friends;
- Foster effective partnerships between parents, students, staff, Parish and Diocese; and
- To raise funds to provide resources to enrich the learning environment of the school.

The P&F Committee operates under a constitution and in accordance with the Diocese of Wollongong P&F Guidelines. A copy of the constitution may be found on the P&F page on the school website.

Membership of the Association is open to all parents and carers, school staff, and friends of the school. The Principal and Parish Priest, are members by right of office held. All members have voting rights.

2. EXECUTIVE COMMITTEE

The 2015 Executive Committee:

Isabella Potts	President
Catherine McDonald	Secretary
Steve Grabowski	Treasurer
Kelly O'Keefe	Clothing Pool Coordinator
John LoCascio	School Principal (Ex-officio/Unelected Member)
Father Michael Williams	Parish Priest (Ex-officio/Unelected Member)

3. ANNUAL GENERAL MEETING

At the annual general meeting held on 20 October 2015, the 2016 Executive Committee was elected as follows:

David Cornett	President
Catherine McDonald	Secretary
Steve Grabowski	Treasurer
Kelly O'Keefe	Clothing Pool Coordinator
John LoCascio	School Principal (Ex-officio/Unelected Member)
Father Michael Williams	Parish Priest (Ex-officio/Unelected Member)

Parents and Friends Association

Address: C/- Smeaton Grange Road, Narellan NSW 2567

Email: mchs.pandf@gmail.com



4. FINANCIAL REPORT

Hall Fund

The P&F Association contributes to a 'hall fund' for use in purchasing equipment for the proposed new multi-purpose hall. No contributions were made in 2015, with the P&F to agree on regular annual contributions in 2016.

Opening Balance:	\$136,939.90
Current Balance:	\$139,884 (as at Dec 31 2015)
Interest rate:	2.8%
Income:	\$4,066.12
P&F Contribution in 2015:	\$0
Interest:	\$4,066.12
Expenditure:	\$0

Investment Account

The P&F has invested funds for future purchases in addition to those set aside for the proposed multipurpose hall. A priority for the P&F in 2016 will be to agree on regular investments to these funds and the projects for which these funds will be allocated. Funds are invested as a term deposit and typically rolled over every 3 months.

Opening Balance:	\$10,904.94
Current Balance:	\$11,152.54 (as at Dec 31 2015)
Interest Rate:	2.8%
Income:	\$338.91
P&F Contribution in 2015:	\$0
Interest	\$338.91
Expenditure:	\$0

Operating Account

The P&F has established an operating account to be used for day-to-day transactions. The primary sources of income for this account are:

- Magdalene Catholic High School P&F Levy (\$100 per family, per year);
- Clothing Pool; and
- Income earned from interest

Opening Balance:	\$124,641.33
Current Balance:	\$199,804.82
Interest Rate:	0.25%
Income:	\$82,603.99
P&F Levy	\$78,447.73
Interest:	\$406.26
Miscellaneous	\$3,750.00
Expenditure:	\$5168.00

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Audit:	\$968.00
Brewarrina Immersion Prog:	\$4000.00
Sponsorship – Elite Sport:	\$200.00

Accountability

All P&F Funds are managed in accordance with the requirements of the Catholic Development Fund and the P&F Constitution. P&F accounts are independently audited each year, with the results submitted to the school auditor. The 2015 accounts have been submitted for audit and will be tabled at the first meeting in 2016.

As of 1 January 2016, all accounts will be managed using the on-line banking service provided by the Catholic Development Fund, including all payments to the school, students and parents, and external suppliers.

5. MEETINGS

P&F Association Meetings are held on the Tuesday of the 3rd week of each term at 7pm. General meetings were held on 10 February 2015, 5 May 2015, and 28 July 2015, with the Annual General Meeting being held on 20 October 2015.

Average attendance per meeting was 14, satisfying quorum requirements of 10 attendees.

In 2015, John LoCascio (School Principal) established the Parent Consultation Committee as an adjunct to the P&F Committee. The establishment of this committee improves opportunities to seek direct feedback from parents on key educational initiatives and ensure greater understanding by parents of current educational research development.

A key objective for 2016 will be to increase participation in the P&F Association to ensure strong representation across a diverse school community.

6. KEY INITIATIVES

a. Playground shade structures

The School requested support for the installation of additional shade structures. The P&F supported the request based on the importance of ensuring appropriate sun protection where possible. This support is subject to engineer's assessment and quotation. The estimated cost is between \$50,000 and \$70,000. The P&F is expected to formally endorse the request at the February 2016 meeting.

b. Electronic signage (school entry/bus stop)

The School requested support for the installation of electronic signage to assist with the management of buses and communication of school messages. One quotation of \$36,000 (excluding connection costs) was obtained. This project is currently on hold subject to further advice from the School Principal.

c. Brewarrina Immersion Program

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The P&F was pleased to provide financial support of \$4000 to year 11 students participating in the Brewarrina Immersion Program. This program aims to establish an ongoing partnership between isolated rural communities and the school through an annual exchange program. The P&F was happy to match the \$4000 raised by students through fundraising initiatives.

d. CNC Laser Cutter

The TAS Department presented to the P&F on the latest in laser cutting technology and requested support for the purchase of a Trojet Rayjet CNC unit. The P&F is waiting on further advice on the benefit of the proposed purchase to the broader school community, as well as confirmation of the level of financial support required. The total cost of the unit is \$45,000.

7. ACKNOWLEDGEMENTS

The P&F Association would like to acknowledge the outgoing President, Mrs Isabella Potts, for her long-standing support of the school and the P&F Association. Thanks to the outstanding efforts of Mrs Potts and the P&F Executive, the Association is well placed to provide resources to enrich the learning environment of the school.

The P&F Association also acknowledges the support of parents, students and teachers who have volunteered their time and talent to support the Association and the school community.

Finally, the P&F wishes to acknowledge the School Executive and the school administration team for their expertise, professionalism, and guidance throughout the year.

8. Further Information

For further information on the P&F Association, please contact the P&F Executive at mchs.pandf@gmail.com