

## Minutes

7.00pm, 02 August 2016

### 1. Prayer and Welcome

### 2. Record of attendance and apologies

David Cornett (DC), Michael Mullaly (MM), Shayrn Brooks (SB), Cathy McDonald (CM), Michelle Cornett (MC), Kathy Foden (KF), James McFarlane (JM), Janelle Dogan (JD), Racheal Miller (RM), Katrina Shaw (KS), Daniel Buckley (DB), Nicole Elliot-Buckley (NE), Darryl Casey (DCa), Paul Harrington (PH)

Apologies: Isabella Potts, Kelly O'Keefe, Steve Grabowski

### 3. Confirmation and acceptance of the Minutes of the previous meeting

Notes: N/A	
Motion: That the minutes be adopted as a true and accurate reflection of the meeting	
Seconded:	Outcome: Carried

### 4. Correspondence

- Catholic Development Fund – regular information on account balances and roll over for term investments.
- Chris Wicker – request for financial support to purchase equipment for Duke of Edinburgh Program
- Council of Catholic School Parents – CCSP Newsletter received and re-distributed via email to P&F

### 5. Business arising from minutes of previous meeting

- Trotec Rayjet CNC – To arrive week commencing 8 August 2016
- Brewarrina Immersion Program – Budget \$12,000; Actual cost approx. \$7000
- School Bus – Arrived in Term 2, group photograph at P&F meeting to be organised
- Shade Sails – Expected completion by term 4, poles installed, sails measured and ordered

### 6. Guest Speakers – Annicka Ciol and Lexi Willis

Thank you to Annicka and Lexi for presenting to the committee on their recent experience with the NSW Youth Parliament. According to the girls, it was a very worthwhile development experience and a great investment in the leadership of the school. Annicka and Lexi thanked the P&F for their support and agreed that future P&F support of the program should be considered. Well done girls.

## 7. Treasurer's Report

- Summary of current financial position
- Updated budget and 5-7year financial plan

Notes: See attached summary of financial summary. SG to transfer \$70,000 from investment to operational account for shade sails.	
Motion: DC moved to note the financial report.	
Seconded: KF	Outcome: Carried

## 8. Guest Speaker – Mr Chris Wicker & Jake Fitzgibbon

*Topic: Request for financial support for the purchase of equipment for Duke of Edinburgh Program*

Notes: Mr Whicker spoke about the history of the Duke of Ed, its objectives, and need for investment maintain a successful program. Well done to Jake who spoke very highly of the program and the opportunities its provides for personal development. The submission was consistent with P&F sponsorship criteria and is within budget. Criteria fits within budget and other guidelines of P&F. The amount requested is \$7,900 and will go towards tents, back packs, stoves, mess kits, etc.	
Motion: That the P&F support the Duke of Edinburgh program with a \$7,900 contribution to the purchase of equipment.	
Seconded: JM	Outcome: Carried

## 9. Principal's Report

Refer to attached Principal's Report.

## 10. General Business

- **Item 1:** Community Building Partnership Grant – Eligibility Requirements

Notes: The suggested projects did not meet the eligibility criteria. P&F to consider over the next 12 months projects that may be suitable i.e. over \$2500, broad community benefit, lifespan of greater than 5 years. To be added as a standing agenda item.	
Motion: Noted.	
Seconded: N/A	Outcome:

- **Item 2:** Review of the P&F Constitution

Notes: It was agreed to endorse changes of modified P&F Constitution. DC to submit to Bishop of Wollongong for approval.	
Motion: That the revised P&F Constitution be endorsed by the committee and submitted to the Bishop for final approval.	
Seconded: MC	Outcome: Carried

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- **Item 3:** Request for Air-Conditioning to be installed

Notes: JM spoke to the committee about the need for air-conditioning in the school, including the benefits for student and teacher comfort and educational outcomes. The committee discussed the potential costs of installation, operation, and maintenance, as well as the availability of budget and timeframe for completion. It was noted that it was a significant investment and that extreme heat periods were relatively short, considering the Christmas school holidays. It was agreed that a working group would be established, chaired by JM, supported by DCa and DB.	
Motion: That the installation of air-conditioning be investigated, including the establishment of the working group, and consultation with the school and the Catholic Education Office.	
Seconded: JD	Outcome: Carried

- **Item 4:** Clarification of school policies/practices
  - i. Listening to music and use of headphones in class
  - ii. Reading in front of class

Notes: Mr Mullaly provided the following advice: <b>Listening to Music in class:</b> Teachers would use their discretion in class in terms of students listening to music. It would depend on the type of learning activity that students are engaged in and the ability of the student to stay on task and not allow the music to become the central focus. Our students are learners who have the ability to multi skill but there will be times when music is not appropriate. Only music on laptops would be accessible.  <b>Reading out loud in class:</b> This area would also be at a teacher's discretion as they would not put students in a situation where they are forced to read out loud. Students can approach their teachers and have a conversation about how they cope with this type of learning. Literacy is a focus at the school and we would like all students to be confident readers but some students would need support in this area. At times the assessment tasks are oral in nature so this may be a requirement but still can be negotiated.	
Motion: DC	
Seconded: JMCF	Outcome: Carried

- **Other Business**
  - Brewarrina and Feast Day BBQ – thanks to Lucia Farrell, Rachael Millers, Paul and Leanne Harrington and Michelle Cornett for all their work on the recent BBQs. Also a big thanks to Magdalene staff - Donna Corbett, Chris Whicker, and Joe Trimachi.
  - Term 4 P&F Meeting will be the Annual General Meeting and Executive positions will be open for nominations and voting. DC encouraged members to consider nominating for

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either President, Treasurer, or Secretary. If any parents are considering nominating and would like to know more about the roles, they can speak with the current executive.

## **11. Next Meeting Tuesday, 3rd Week of Term 4, 2016**