

Minutes

7.00pm, 1 August 2017

- 1. Prayer and Welcome**
- 2. Record of attendance and apologies**

Attendees:

Kelly O’Keeffe (KO), Catherine McDonald (CM), James McFarlane (JM), Michael Small (MS), Paul Harrington (PH), Sharyn Brooks (SB), Michelle Cornett (MC), David Cornett (DC), Matthew McMahon (MM), Jenny Foldes (JF)

Apologies:

Steve Grabowski, Isabel Potts, Lisa DeMeio

- 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: JMcf	Outcome: All in favour

- 4. Correspondence**

- Australian Council of State School Organisations – latest education news, distributed via email to P&F mailing list
- Michael Small – request for P&F sponsorship for Luke Small to attend National Cross Country from 11th to 14th August 2017
- Catholic Development Fund – regular correspondence re account balances and investment accounts.
- Marissa Bishop – request for financial support for Breakfast Club at St Thomas More, \$250 per term

- 5. Business arising from minutes of previous meeting**

- Air-conditioning – funding approved by P&F, installed, not yet invoice
- Communication to Parents – feedback for MM on opportunities to improve communication with parents
- Promotional activity – P&F to provide feedback on ideas to promote school activities and successes
- Clothing pool – school to investigate options to improve accommodation for the clothing pool
- School welfare fund – P&F to consider options to support Welfare Fund and provide feedback at meeting
- Annual audit invoice payment – completed
- Trotec laser cutter invoice \$15,000 – 2nd installed to be paid, DC follow up with GS
- Open Day BBQ invoice – email sent to GS requesting invoice (DC)
- Grant application for tree planting program – commenced, due 9 August

Parents and Friends Association

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

Email: mchs.pandf@gmail.com



- P&F Annual Report – added to school website

6. Treasurer's Report

P&F continues to maintain a strong financial position:

Account Balances as at 31/07/2017

iCash Account (Operating Account)	\$81,212.99
3-5 Month (Investment account 1)	\$170,439.36
3-5 Month (Investment account 2)	\$12,485.61
Total	\$264,137.96

Commitments as at 31/07/2017

Air conditioning	\$88,000
Laser Cutter	\$15,000
BBQ	\$500
Trivia Night	\$500
Total	\$104,000

7. Principal's Report

Refer attachment 1

8. General Business

- **Item 1:** Luke Small – request for sponsorship – National Cross Country

Notes: Nationals in Hobart – standard amount \$250 to be allocated. School to match. We wish all the best to Luke. Proposed to review P&F contribution at meeting next year.

Motion: That sponsorship of \$250 be paid to Luke.

Seconded: MC

Outcome: Carried

- **Item 2:** Breakfast Club Contribution – Saint Thomas More - \$250 per term

Notes: Marissa (Catholic Care Councillor) provides breakfast to John Terry School. Looking for financial commitment from P&F alongside Kelloggs sponsorship. To be reviewed after 12 months.

Motion: To contribute \$250 per term for approx. 12 months

Seconded: MC

Outcome: Carried

- **Item 3:** Clothing Pool – purchase of dehumidifier – approximately \$500

Notes: Dehumidifier to be purchased to assist with conditions in the clothing pool. Currently suffers from damp and mould problems. Continued discussion with school on longer term options for the accommodation of the clothing pool.

Motion: Purchase of humidifier for clothing pool – estimated at \$500

Seconded: KO

Outcome: Carried

- **Item 4:** Other business – New school sign

Notes: MM outlined quotations for new electronic sign to replace the existing sign at the front of the school. While the quotation varied significantly, the more expensive option was recommended as it catered for the future needs of the school.

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Motion: That the P&F make an \$18k contribution to the installation of the new school sign.	
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Seconded: KOF	Outcome: Carried
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- Other business
- Grant application – tree planting program, grants released May/June – closes 9/8/17. Maximum amount of \$20k to be applied for. Notification of outcomes in December 2017.
- 2018 Executive, elections in term 4, reminder to speak with current executive if you are interested. Minimum of 2 new executive required due to expiry of maximum term of 3 years.
- School hats and sports socks – samples provided and further discussion required. Generally positive discussion about proposed hats, caps and socks. Further feedback to be sought from SRC.
- Items to be held over to next meeting
- School publicity – Consideration of other opportunities for the P&F to assist with promotion of the school
- Welfare fund – Consideration of other options for additional P&F support.
- Communication to parents – ideas to improve communications with parents (summary of current strategies distributed by DC)

9. Next Meeting Tuesday, 3rd Week of Term 4, 2017

10. Attachment 1

P & F Meeting: 1st August 2017 Principal's Report

1. May student numbers: 1007
2. Current Year 7 applications for 2018: 250
3. In line with the School's 2017 focus on School Vision, Literacy, Use of Data and Building Staff Capacity ... Professional Learning and staff meetings continue to be associated with this subject matter.
4. Staffing update:
 - a. Simona - one of our School counsellors will be moving to South Australia in a few weeks.
5. A new counsellor will be appointed in the near future.
 - a. Mr Arzapitian is on 3.5 weeks leave - Mrs Durrant is looking after Year 8 in his absence.
6. HSC Trial Exams started yesterday for Year 12. Thank you to Mrs Cornett for her work as our new HSC invigilator.
7. The CEO Leadership Team visited yesterday for a whole day's visit/tour/inspection. They were extremely impressed with the School, our future plans and the students. The students were quite amazing in their presentation section.
8. The literacy committee has developed a new paragraph writing acronym -IDEAL - for use with students 7-11.
9. This Friday's staff day is focused on literacy, curriculum issues and quality learning and teaching.
10. Building / resources update:
11. Commonwealth Block Grant Authority (CBGA) building project for 14 new classrooms is back on track. The School was visited in late June.
12. Hospitality refurbishment tenders went out yesterday - looking at a September build.
13. AC has been installed in 21 classrooms. Thank you to the P & F for your generous support.
14. Electricity to the front gates and electric gates should be finalised this week.
15. New security cameras have been installed.
16. A new oven has been installed in the canteen, grates removed from the outside
17. Work to commence soon on new Yr 12 kitchenette
18. I have three quotes for an electronic front sign
19. Magdalene Shines "vas an outstanding night. Magdalene Classics is on Saturday the 19th August.
20. Conversations have been had with Camden council regarding transport to and from the school. Mr Whicker's transport survey to parents had nearly 200 respondents!
21. The Schools MISA Dance Team performed admirably at the MISA Dance Festival. No winners are announced from the day but, having viewed the acts, we were of a very high quality.
22. Brewarrina Immersion went extremely well. Great feedback and a few media outlets have reported on their efforts.
23. Planning for Overseas immersion for 2018 continues. Thailand is most likely venue at this stage. Thank you to the P & F for supporting them.
24. Athletics Carnival was held and was a successful day. Continuing to use Campbelltown venue in 2018 but exploring new Narellan facilities in future years.

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25. The School's Feast Day was held and we received great feedback from St Clare's and Mater Dei.
Thank you to those parents who were able to help with the BBQ on the day.
26. Samples of hats and an image of socks have been provided by LOWES.
27. Planning for Australian Catholic Youth festival (ACYF) is on track. 56 yr 10/11 students have been chosen for the December event.
28. Vinnies Winter Sleepout – Friday Wk 5, Term 3.
29. Two students represented the School at the NSWCCC All-School Cross Country last fortnight.
Luke Small won his event and will go to the Nationals in Tasmania. Amalia Plummer competed well, but did not place high enough to go further.
30. Questions for the P&F:
 - i. Could the P&F possible help with supper at the Year 21 Grdauation?
 - ii. Any feedback about the way the newsletter is being delivered? (SMORE)