

MINUTES

7.00pm, 09 May 2017

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

Attendees: Matthew McMahon (MM), Jenny Foldes, Kelly O'Keefe (KO), Michelle Cornett (MC), Paul Harrington (PH), James McFarlane (JM), Catherine McDonald (CM), David Cornett (DC), Joe Trimarchi (JT), Michael Small (MS), Lisa DeMeio (LM), Susan Marek (SM), Angela Young (AY)

Apologies: Sharyn Brooks (SB), Stephen Grabowski (SG), Isabel Potts (IP), Tessa Coming-Smith (TCS)

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: KO	Outcome: All in favour

4. **Correspondence**

- NESA (BOSTES) Invitation – meeting with parents to seek feedback on policy issues on Monday 15 May – contact DC if you wish to attend with IP
- Director of Schools – Information on National Families Week from 15-21 May 2017 – Making Moments Matter.
- Carol Dobbie – request for assistance with Year 10 Careers Day on 12 May – participating in mock interviews.
- Catholic Development Fund – regular correspondence re account balances and investment accounts.

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

- P&F Constitution – Completed, signed by P&F President and Principal – to be placed on the school website.
- Air-conditioning
 - i. School to obtain quotes blocks A-D – completed, added to agenda for term 2
 - ii. Special meeting of P&F to be held in Week 8 to discuss financial priorities – cancelled based on advice from Principal, advice sent via email
- Presentation on School Welfare Fund to be provided in the term 2 meeting – on agenda
- Welcome BBQ – completed, thanks to all parents and friends who assisted
- School hats and socks – further discussion to be held in term 2 P&F meeting
- School publicity – can the P&F assist with promotion of the school, held over to term two meeting for discussion with Jenny Foldes

Parents and Friends Association

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

Email: mchs.pandf@gmail.com



6. Treasurer's Report

- Strong financial position and well placed to meet financial commitments for 2017/18.
- Expenditure and Income is in line with expectations.
- Invoice for \$15,000 to be paid for Trotec Laser Cutter – DC to follow up with TAS Department
- Invoice for \$500 to be paid for Annual Audit – DC to follow up with SG

7. Special Presentation – Brewarrina Immersion Program

- Mrs Franciscus (+3 Year 11 Students) to present on Brewarrina Immersion Program, seeking financial support

Notes: Strong student interest in the Brewarrina Program following the success of previous trips. The program includes a week of activities relating to social justice and cultural exchange for all those involved. The expected budget is \$7,500. Participating students will undertake fundraising and have requested P&F funding for the balance.
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Motion: P&F to provide the balance.

Seconded: MC

Outcome: Carried

8. Principal's Report

Refer attachment 1

Actions arising from the report:

- P&F to give some consideration to the best way to communicate with parents. To be discussed at the next meeting.
- P&F to consider additional opportunities for increased parental involvement in the school. To be discussed at the next meeting.

9. General Business

- **Item 1:** Air conditioning – proposal to install air-conditioning in Blocks A-D (Priority Areas)

Notes: Proposal presented by MM to install air-conditioning in Block A-D, 20 classrooms + ancillary rooms. MM requested capital works of \$82,000. Ongoing operational costs will be the responsibility of the school. Old heaters will be removed, with reverse cycle (heating & cooling units to be installed). The current units use 12-14kw, the new units will use 7kw. Based on this usage, the installation of air-conditioning may be funded from within the existing budget for electricity.

3 quotes were obtained for Blocks A-D (20 classrooms; 19 units)

#1: \$82,000 incl removal of heaters

#2: \$70,000 not remove heaters

#3: \$56,000 (might be a domestic quote, not industrial)
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#1 Option chosen and planning for installation by July 2017.
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MM advised that air conditioning is a high priority and requested that funds be reallocated from the Hall Fund.

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JM requested that the school investigate options for air-conditioning of the CAPA, perhaps utilising cooling capacity redirected from the units installed in blocks A-D.	
Motion: That \$82,000 be transferred from Hall Fund for the installation of air conditioning.	
Seconded: MS	Outcome: Carried

- **Item 2:** Energy Saving Initiatives – investigation of initiatives to reduce energy consumption

Notes: Opportunities to reduce energy consumption include solar power, tree planting (ie. reduction in heat), energy efficient lighting, use of battery storage, and off peak electricity. As an example, the installation of energy efficient lighting could pay for itself within 3 years. Savings generated would be directed back into school programming.	
Motion: Working group to be established, coordinated by DC, to investigate energy savings initiatives.	
Seconded: MC	Outcome: Carried

- **Item 3:** Clothing Pool

Notes: Request to relocate clothing pool from the old house to a space at the rear of the Brothers House, minor construction works required. Limited space available. MM acknowledged that a better space should be identified and committed to investigating options for alternative space.	
Motion: That the school investigate options to improve accommodation of the clothing pool and report back at the next meeting.	
Seconded: KO	Outcome: Carried

- Other business
 - Grant application – tree planting program, grants released May/June
 - Library furniture – not submitted this round
 - Update on proposed new hall and additional classrooms – refer to attachment 1
 - 2018 Executive, elections in term 4 – DC encouraged P&F members to consider running for executive positions. Contact the Executive for additional information.
 - P&F Annual Report 201516 – DC requested approval to place the annual report on the school website. Endorsed by the committee.
 - School hats and sports socks and new uniform – to be tabled at the next meeting
 - School publicity – can the P&F assist with promotion of the school. P&F to consider options and discuss at the next meeting.
 - Staff Welfare Fund, overview to be provided by Principal, followed by Q&A – discussion on options to improve response times for immediate financial support of small amounts. Ideas include: petty cash system, credit card, vouchers. It was noted that privacy needed to be maintained, and any system put in place would need to support this. P&F to consider options and discuss at next meeting.

10. Next Meeting Tuesday, 3rd Week of Term 3, 2017



Attachment 1



Principal's Report

P & F Association

9th May 2017

1. May student numbers: 1010
2. Current Year 7 applications for 2018: 230
3. 2017 continues to see a focus on School Vision, Literacy, Use of Data and Building Staff Capacity.
4. Staffing update:
 - Mrs Alison Shortridge - Learning Support/English – employed F/T
 - Mrs Sue Hampton - SSO [Admin – Print] – resignation
 - Mrs McAllister – moving to 0.8 role
 - Mr Chris Whicker has just been presented an award at Parliament House for 11 years' service to the Duke of Edinburgh Scheme
5. NAPLAN tests started today for Year 7 and Year 9
6. Literacy Committee working at common approaches across the School
7. Two staff days have occurred since we last met – one focused on School Vision / one on Staff Spirituality.
8. Building update:
 - Commonwealth Block grant Authority (CBGA) building project was lodged with NSWCEC for 14 new classrooms. NSWCEC, however, is changing its structure so this may delay applications!
 - Quotes received for electricity to front gate & front sign; still deciding
 - Awaiting to sign off on new bus shed (do not want it to be calculated as Covered area)
 - Discussions scheduled with Todae Solar re: reducing electricity bills and solar power options
 - AC being discussed this meeting
9. Brewarrina Immersion will occur soon (students presenting this evening)
10. Planning for Overseas immersion for 2018 to begin this term
11. Year 7 Camp and Year 9 Camp went extremely well
12. Great feedback about the School's Open Day. Thank you to the P & F for your contribution.
13. Had a meeting with Lowes. They are looking at ways to improve online ordering and they will return with some possible samples of Hats (caps, floppy hats and girls broad-brimmed hats) and alternate sports socks
14. Australian Catholic Youth Festival (ACYF) planning is taking shape. It will occur on 7-9 December. Year 10 students will be applying (selection process being determined). Accommodation at Mount Carmel.
15. Vinnies Winter Sleepout. Looking at joint event at Mount Carmel -> Fri Wk 5, Term 3.
16. School Vision update
17. Questions for the P & F.
 - (i) best vehicle for school communication, parent surveys?
 - (ii) is there scope for further parental involvement at the School?
 - (iii) how is the School Newsletter working for parents?