



Minutes

7.00pm, 25 October 2016

- **Prayer and Welcome**
- **Record of attendance and apologies**

Attendees: Kelly O’Keefe (KO), Joe Trimarchi (JT), Rachael Miller (RM), Michelle Cornett (MC), Paul Harrington (PH), Daniel Buckley (DB), Sergio Bestulic (SB), James McFarlane (JM), Kathy Foden (KF), Sharyn Brooks (SB), Isabell Potts (IP), Stephen Grabowski (SG), Darryl Casey (DCa), Catherine McDonald (KM), David Cornett (DC), Michael Mullaly (MM), Jenny Foldes (JF)

Apologies: Vicki Bestulic

- **Confirmation and acceptance of the Minutes of the previous meeting**

Notes: JM requested the following amendments be made to Item 3 under General Business.

Amended 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 cost of installation, operation, and maintenance, as well as the length of extreme heat periods. It was agreed that a working group be established, chaired by JM, supported by DCa and DB.

Amended Motion:

The P&F in principle agree to the installation of air conditioning and that a working group be established to investigate this in consultation with the school and Catholic Education Office.

Motion: That the minutes be amended as above.

Seconded: DB

Outcome: Carried

- **Correspondence**

- Catholic Development Fund – regular information on account balances and roll over for term investments.
- Marie Eggleton & Cathy Delaney – request for sponsorship of major art prize for Magdalene Impressions.
- Matthew Burke – letter of thanks for P&F sponsorship to participate in the School Sport Australia Championships.
- Michael Mullaly – certificate of appreciation for P&F sponsorship of the Brewarrina Immersion Program.
- Mr Danny Avalos – request for consideration of funding for new seating in the library. Not a formal request at this stage, submitted to assist with financial planning for 2017.

Parents and Friends Association

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

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

- Brewarrina Immersion Program – Final cost at \$4,940.81, down from the budgeted contribution of \$12,000. This was due to the generous donation towards bus and accommodation costs by a third party.
- Shade Sails – Total costs was \$82,296, \$12,296 greater than the allocated budget of \$70,000. The variation was due to extra ground work that included drainage.

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| Motion: That the P&F agree to pay for the additional expenditure | |
| Seconded: TBA | Outcome: Carried |

- P&F Constitution – Submitted, not approved, requires reformatting into standard template. DC to amend and report back at the next P&F meeting.
- Air-conditioning – Investigation of installation of air conditioning, working group established. JM reported investigations are well under way and included:
 - i. Sight inspecting of existing air conditioning units – several areas already have air-conditioning, including a large capacity unit in the CAPA which may be used to air-condition other buildings.
 - ii. Priority areas for the installation of air-conditioning are blocks A-D.
 - iii. Suggestion to look at current costs of AC/heating and ongoing maintenance costs. New installation may be cheaper to operate and maintain due to energy efficiency improvements - inverter technology is more efficient. Current heating systems run on electricity.
 - iv. 4 quotes requested.
 - v. Working group to investigate options for funding AC such as support from Parish Priest and CEO of Catholic Diocese

- **Treasurer's Report**

- Summary of current financial position

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| Notes: SG delivered Treasurer's Report – P&F remains in a strong financial position as at 30 September 2016. | |
| Operating account balance: \$52,089 | |
| Investment account Balance: \$81,857 | |
| Hall fund account balance: \$142,624 | |
| Current commitments: | |
| - Shade Sails: \$82,296 | |
| - Brewarrina Immersion Program: \$4,940.81 | |
| - Auditors fees: \$495 | |
| SG also submitted the Audited Financial Statement for year ending 30 September 2016. | |
| Motion: That the financial report and annual financial statement audit be noted | |
| Seconded: MC | Outcome: Carried |

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- **Principal's Report**

Refer attached Principals Report – very comprehensive and highlights the amazing work being done at the school. Thank you, Mr, Mullaly.

- **General Business**

- **Item 1:** Magdalene Expressions - request for sponsorship of major art prize

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| Notes: Request submitted by Marie Eggleton & Cathy Delaney for major sponsorship of two art prizes – Most Accomplished Art Student and Most Proficient Photographer. Donated funds would go towards vouchers from a local art suppliers. The P&F sponsorship guidelines were used as a guide to determine the amount to be donated – ie. \$200 per prize. | |
| Motion: Two prizes to be allocated \$200 each – total contribution of \$400. | |
| Seconded: SB | Outcome: Carried |

- **Item 2:** Maintenance support – request for funding of carpet replacement Block A

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| Notes: Quotes ranged from \$16,800 to \$18,727. Discussed by P&F and agreed that funds should be sought from the Catholic Diocese maintenance fund prior to making a request for funding from the P&F. MM agreed to follow up and report back to the Executive. Executive meeting to be held to consider the request for funding should it not be available from the Diocese maintenance account. Work to be completed over Christmas break and would require an out of session Executive meeting to consider the request. It was noted that priorities may need to be revised given the P&Fs current financial commitments. | |
| Motion: Request declined pending follow up by MM and Wollongong Diocese. Executive to meet to consider out of session request for funding if required. | |
| Seconded: JM | Outcome: Carried |

- **Annual General Election**

Returning Officers – Michael Mullaly & Jennifer Foldes

President: David Cornett (DC)

Secretary: Catherine McDonald (CM)

Treasurer: Steve Grabowski (SG)

The above positions were elected unopposed. Kelly O'Keefe has agreed to continue taking care of the clothing pool.

Thank you to David, Catherine, Steve, and Kelly for their continued support of the P&F.

- **Next Meeting Tuesday, 3rd Week of Term 1, 2017**