P&F Association - Annual General Meeting 2015

MEETING MINUTES

Tuesday 10th November, 2015 at 7.00pm. In the Resource Centre

1. Welcome & Opening Prayer

2. Reading of minutes of 2014 AGM – hold over passing of minutes at next general meeting (if not done at the beginning of this year) – MARIA to check.

3. President’s Report - Nicky Savage

4. Principal's Report - Mick’s report presented by Brendan Schostakowski (attached)

5. Treasurer’s Report – presented by Lauren Van Gool (available on request)
   - Closing balance of funds will be used at the discretion of the school community through the P&F in 2016. Based on the teacher’s wish list.
   - Motion to pass the Report for the year ended Oct 2015 by Lauren – seconded by Matt
   - Motion to pass Annual Report for year ended Oct 2014 by Lauren – seconded by Nicky

6. Presentation of Amended P&F Constitution – Thank you to Lauren, who has been working on updating our Constitution to bring it up to date with our needs including:
   - Changed wording around our obligation to pay the full amount of P&F Association fees so that it can be discussed and agreed upon each year
   - Include a Diocesan Delegate to the executive
   - The introduction of payment via EFT in addition to cheque
   - Meeting minutes loaded onto website (not in minutes book)

   Motion to pass the changes to the P&F Constitution – Passed by Lauren Van Gool and Seconded by Celeste Norris

7. Executive Committee Election
   - President – Matt Schultz sole nominee and elected to the position.
   - Vice President – Two nominations received. Elected member – David Di Felice
   - Secretary – Matt Bloxsom nominated on the night and was elected.
   - Treasurer – Lauren Van Gool re-elected to the role.
   - General Elected Members (non-executive) – Ursula Helios (PPP Coordinator), Emma-Jane Harrison (Class Convenor Coordinator)
• Diocesan delegate – Ray Matta

6. **Appointment of Financial Auditor** – Katrina Cooke has agreed to audit our books again in 2016. Include a Thank You in the next newsletter.

7. **Distribution and review of Parents Code of Conduct** - Document distributed to those in attendance (Attached)

8. **Any Additional Business:**

- **All schools Touch competition** – A big Thank You to the small group of parents who gave their time to train the teams and take them to the competition. It was a very successful event and the kids really enjoyed it.
  
  - Kirsty Gore’s Report – 50 teams in the Girls competition starting. All local Catholic schools involved and the kids got so much out of being there and representing their school. Believe it would be a great thing to be part of going into the future. There were some things we learned in organising the event that would be useful to know next year. It would be great to be prepared earlier and to have a teacher from the school to help coordinate. **Add to Calendar at the Planning Meeting and consider for PPP roles**

- **60th Anniversary Event Cancellation** – acknowledge that this event was cancelled due to lack of ticket sales. Thank you to the teachers and staff who spent many hours planning and preparing the evening and who are very disappointed that it was not well supported.

- **New P&F Computer** – Decision was made by the executive, that the school computers used by Year 5 are more than adequate for our needs. An order has been placed by the school to purchase a computer for use by the P&F and we will pay a donation to the school to the purchase value. As the computer will be owned by the school it will come with the relevant software and will be fully supported by their IT service providers. Once the computer is received, Maria will set it up for the incoming Secretary.

- **P&F Purchase of St Martin’s Community Shirts for Parent helpers** – Suggestion made that the P&F could purchase a bank of St Martin’s Community Shirts to be used by parents who are involved in public events. Hope to manage this from the Uniform shop in communication with P&F President.

  **Motion to pass the purchase of 10 shirts from Kym Fisher $350 by Lauren, seconded by Frank.**

- **Yr 6 Graduation Celebration** – Motion was passed at the last meeting to donate $300 annually towards food for this evening. There is currently no PPP coordinator for this role but we do need someone to coordinate how the money is spent. The Class Coordinators will have to become involved. Yr 5 teachers have already contacted families to ask for assistance and for the Yr 5 girls to be at the event to serve food. In the past the cake has been made and provided for free.

- **Gifts for Teachers** Leaving at the end of this year – Veronica will provide the list to the P&F

- **2016 Planning Meeting - Dates for 2016**

  • Parent information session is Wed 10th February 2016

  • **Set Planning Meeting for Week 2 – Tuesday 2nd February 2016, 7pm.** We can start talking about it now in the newsletter and facebook. It will be a busy start but we do need to do it as early in the years possible. P&F prepare our own information pack for new Prep parents that includes the Planning Meeting and welcome drinks, etc.
• **Mum’s Lunch 2016** – has been re-booked. Celeste would like to pass a motion to have the $1000 deposit. Seconded by Lauren.

• Nicky (as outgoing President) officially thanked Frank Hackett and Irina Ellis for all of their years of contribution to the school P&F and Board.

• Matt (as new President) mentioned getting in touch with local politicians next year to gain a relationship for future assistance, grants, etc.

8. **Date of next AGM** – 8th November 2016.

9. Closed by Matthew Schultz