

# Marist College North Shore

## P&F ANNUAL GENERAL MEETING

### P&F Meeting Minutes – 8 May 2019

<b>Date</b>	Wednesday 8 May 2019	<b>Time</b>	6.30pm
<b>Attendees</b>	Tony Duncan, Veronica Rios, Fiona Lucas, Lyndal Jenney, Colette de Bruyn, Illya Shackell		
<b>Apologies</b>	Dana Goennemann, Linda Hogan, Fiona Moreton, Fiona Notley,		
<b>Guests</b>	-		

Item No.	Order of Business	Who
1	<b>Opening Prayer</b>	Tony Duncan
2	<b>Table and approve Minutes from Previous Meeting</b> Copies of minutes were distributed electronically to attendees prior to the meeting, with a reference copy tabled in the meeting.  Minutes were proposed by Veronica Rios and seconded by Fiona Lucas.  Minutes of P&F general meeting held on 7 March 2019 were adopted and signed by Veronica Rios	Veronica Rios
3	<b>Business arising from previous minutes</b> - Action items from last minutes discussed  <i>ACTION: TD to ask Mark to arrange the purchase of a trolley similar to the school's existing trolley</i>	Veronica Rios

4	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Bank and financial statements received</li> <li>• P&amp;F account is now closed and linked to school account - P&amp;F will be managed through Linda and Mark Brooks.</li> <li>• Linda confirmed that Christmas Drinks, Welcome Drinks and Mother's Day Assembly will be transferred over to school account. Linda will manage account with Mark. Mr Duncan confirmed, though linked, it is still a P&amp;F account.</li> <li>• Any transactions specific to P&amp;F to be handed to Linda in envelope with persons name, event and description of payment.</li> <li>• 3-4 Eftpos machines can now be used for future events.</li> </ul>	Linda Hogan
5	<b>Principal's Report</b> <ul style="list-style-type: none"> <li>• Stage 1 has begun for the O'Mara Plaza in the construction of a roof and the girl's bathrooms are being constructed close to the canteen area.</li> <li>• More boys bathrooms will be constructed in the gym area.</li> <li>• Year 7 &amp; 8 co-eds will initially have their own area for two years.</li> <li>• School committee has narrowed it down to four uniform companies and will have it narrowed down to 1 within the next week. Cost and appearance to be considered.</li> <li>• Looking at the curriculum and well being of all students. Working closely with the primary school on how to successfully integrate the girls into their new high school environment.</li> <li>• Enrolments for 2021 are currently not balanced and working on integrating an equal balance between both boys and girls.</li> <li>• Mobile phone use is still in discussion with education leaders, educators and students. Have installed no laptop use during lunch time and will trial no mobile phone usage at the end of the year.</li> </ul>	Mr Duncan
6	<b>P&amp;F President's Report</b> <ul style="list-style-type: none"> <li>• Thank you to Fiona for arranging Mother's Night Out on Friday, 10 May 2019. 37 numbers confirmed so far.</li> </ul>	Veronica Rios

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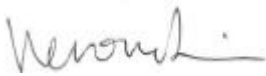
7	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	Linda Hogan
8	<p><b>Class Parent Update</b></p> <ul style="list-style-type: none"> <li>Year 11 pulled out so need a new class parent coordinator. Lyndal will send email to Year 11 and if no one volunteers, Illya or Fiona to step up as class parent.</li> <li>Lyndal reported that Year 8, 9 and 10 class parents have been very proactive. Collette reported that at the Year 7 event held recently about 50 parents attended which is a great outcome.</li> <li>Lyndal would like feedback from class parents on events, can include photos, and these can then be put into High Notes with a brief description.</li> </ul> <p><i>ACTION: Year 11 class parent to be replaced.</i></p>	Lyndal Jenney
9	<p><b>2019 P&amp;F Event Dates &amp; Planning:</b></p> <p><b>TRIVIA</b></p> <ul style="list-style-type: none"> <li>Event specific meeting for Trivia Night at Crows Nest Hotel at 1 Willoughby on Thursday, 9 May for 7pm to specifically discuss price collections.</li> <li>Veronica confirmed the theme for this year is "Festival of Colour."</li> <li>Lyndal confirmed that the sub committees including Decorating Committee and Prize Committee had been confirmed.</li> <li>Veronica confirmed that she would help with the booking and coordination of tables and that the Trivia Master has been confirmed.</li> <li>65 tickets sold so far.</li> <li>For setting up of tables on Friday, Mr Duncan confirmed it best to speak to Bridget (Assistant Principal).</li> <li>Linda confirmed she would be there as treasurer on the evening. A float needs to be arranged with Mark, including the Eftpos machines. Linda asked to please be copied in on Trivia Night meetings outside of P&amp;F, Veronica happy to distribute notes to committee.</li> <li>26 tables confirmed for Trivia Night.</li> <li>Class parents to suggest pulling tables together for each year.</li> </ul> <p><i>ACTION: VR to distribute sub committee meeting notes to P&amp;F.</i></p> <p><i>ACTION: LJ to email class parents to suggest pulling tables together for each year.</i></p> <p><b>FATHER'S DAY BREAKFAST - 7am - 8am</b></p> <ul style="list-style-type: none"> <li>Linda reported back on three possible venues for Father's Day Breakfast - The Greens, Marist Hall and North Sydney Oval.</li> <li>North Sydney Oval not suitable.</li> <li>Greens suitable for 350 pax standing, including breakfast roll, with broken up areas and no formality. \$22p/p</li> <li>Marist Hall suitable for 350 pax. Full catering at \$21.84 p/p.</li> <li>Invitations need to be sent out by Monday, 1 July 2018. "Book this date" to be included in High Notes as soon as possible.</li> <li>Year 11 responsible for Father's Day Breakfast.</li> <li>\$5000 - \$6000 for speaker which will be a shared cost with the school.</li> <li>Illya to suggest motivational speakers and have decision from school and committee by Wednesday, 22 May. .</li> <li>Decision to be reached on format and set-up re: assembly style with speaker and then bacon and egg roll after or attend Greens.</li> <li>Band or not to be discussed later.</li> </ul> <p><i>ACTION: IS to have suggested motivational speaker by 22/05/19</i></p> <p><b>FUTURE DATES</b></p> <ul style="list-style-type: none"> <li>Wednesday, 7 August - next P&amp;F Meeting</li> <li>Friday, 23 August - Walkathon (Year 12) from 10am - 1.30pm</li> <li>Friday, 30 August - Father's Day Breakfast (Year 11)</li> <li>Friday, 27 September - Graduation Morning Tea (Year 11)</li> </ul>	Committee

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	<ul style="list-style-type: none"> <li>• Wednesday, 30 October - AGM - President's role will need to be considered.</li> <li>• Friday, 22 November - Christmas Drinks</li> <li>• Linda has broken down all events into folders detailing each event. Google Drive will hold all of these folders which the committee can access.</li> </ul>	
10	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>• Lyndal asked whether the school could please consider a different storage area for P&amp;F closer to the hall area and one that is secure and not so difficult to access.</li> <li>• Tony confirmed that he would discuss this with Mark Brooks..</li> <li>• Veronica suggested that the silver tables are moved into the hall where the trestle tables are stored.</li> <li>• Lyndal confirmed that we currently do not have a secure area to store prizes for Trivia night.</li> </ul> <p><i>ACTION: TD to discuss with MB new storage area for P&amp;F</i></p>	Committee
11.	<p><b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Dates for Meeting #2 is: Wednesday 7 August @ 6.30pm in ARC</li> </ul>	Committee

This is a true and correct record of matters discussed.



Date: 30/7/19

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Veronica Rios - P&F President