P & F Executive Committee:

Anne Fry (AF) Principal
Ann Cahill (AC) President
Felicity Ratcliffe (FR) Vice President
Annette Moran (AM) Treasurer
Babette D’Arcy (BD) Secretary
Angela Schacht (AS) Assistant Secretary
Lyn O’Neill (LO) College Liaison

MINUTES
Meeting commenced at 6.55pm

1. Welcome and Opening Prayer

2. Apologies
   Ro MacPherson (Year 7)

3. Approval of Minutes from previous meeting
   Moved by: AS   Seconded by: AM

4. Business arising from term 4 Meeting 2015
   None

5. 2015 HSC Report
   AF introduced Robert Graham (RG) for his HSC report.
   Most of the girls he contacted were very pleased with their results.
   • In 2012-13 20% of students received an ATAR score of 90 or above.
   • In 2014 this increased to 25%.
   • Last year this increased further to 30%

   On the whole, there was a growth in Band 5 and Band 6 results from 2012-14.

   St Vincents College had a number of subjects that were significantly above state average results, including History, Business Studies, PDHPE, Visual Arts, Ancient and Modern History. The marks for Drama are 10 marks above the state average.

   We are currently within the top 100 schools in the state due to our Band 6 results.
RG stated that SVC needs to address specific areas. For some subjects we may not have received a band 6 but many students did get band 5 results.

Out of 14 subjects, SVC achieved 33% percentage points above the state for band 5 and band 6 subjects. All students had band 5 and 6 for Design and Technology.

**ACTION:** RG will continue to contact students regarding their results.

AM asked for more detailed information regarding all of the different subjects undertaken instead of getting a broad band 5 or band 6 result. RG will try to get this information ready for release shortly and make it available in the Bulletin. Biology results are the best of the results for the last 6 years.

AS noted that there needs to be more discussion/information of the subjects that girls can do well in, particularly in relation to STEM and what we can do. There are declining student numbers in Maths and Sciences. RG replied that both the college and the government are committed to try to boost interest in these areas.

AF Growth has to happen at the beginning of year 7. Girls need to feel positive about Maths and Sciences and be aware of career possibilities. All core subjects are being heavily pitched to year 7 and 8. SVC girls are equally capable of performing in Maths and Sciences as they are in Drama and Visual Arts. It’s about attitude.

AM asked why there was such a high attrition rate in Science. AF responded that one issue is that Universities are reducing their entry requirements so students feel they don’t need to do Sciences at school. Science needs to be marketed well and careers advisers need to become involved.

Women in residence – scientist at school – good to provide interest to the girls. Last year the Head of Science started putting up posters of women scientists and their achievements, which had a good response. However, Science marks were not significantly above the state’s average.

AF stated that an in-depth information evening for parents might be the best avenue for them to have an in house discussion about the HSC subject results once the school receives relevant reports.

LO has made contact with ex-students to come and speak about Science and their Science careers on International Women’s day. AC congratulated the school staff and students on their results. AF stated that there was no room for complacency and that SVC is aspiring to be in the top 60 schools.
6. Principal’s Report

There are new leadership positions that have been filled this year:

• Ms Elizabeth Brooks has come in as the Deputy Principal
• Ms Maryanne O’Donoghue is Director of Boarding
• Mr Chris Zielonika is the school’s Business Manager.

In term 1 nobody is in an acting position.

Building Works:

• Storm damage in January hit the school badly causing addirional delay to the building works due to flooding and other damage.
• A new academic support centre, 6 learning pods for student-teacher one on one sessions and head of house area has been created, plus a reconstruction of the finance area for the finance team.
• The projected finish for major works is the end of March/early April giving access to rooms that have been previously inaccessible including the School hall.
• The wellness and health centres are under construction for the change over between terms 1 and 2.

General:

• Year Information nights have been well attended and will continue to be on the calendar.
• The Commissioning Mass has been given. Generosity of Spirit and Jubilee of Mercy is the theme for this coming year.
• Camps this year will be run during the one week to maximise time in class with minimum disruption.
• Lockers were discussed regarding space needed for hats, bags and laptops to fit in. AF responded that girls need to organize their locker space to fit everything in.
• Hats are to worn to and from school during terms 1 and 4. Terms 2 and 3 hats are to be worn in school.

7. Treasurer’s Report (see attached)

AM will only be in this position for this year. AC suggested we get an assistant treasurer this year to transition into the role next year.

• Current financial position: $117,336 in the bank
• Main area of funding is the P & F Levy as part of the school fees. The full amount should be placed into the P & F account where it is held until the school requests funding for school projects.
• Coaches’ uniform request for $2,000 has had no funding.
• There is a figure of $4,000 that is missing from the P & F financials that has been written off. LO stated that this was a donation from Ray White.

**ACTION:** LO to speak with Jacinta regarding the uniform request and follow up on the $4,000 donation to the college pledged by Ray White for the Spring Fair.

• The profit from the Spring Fair is inconsistent and AM will investigate further.
• The P & F can run more fundraising events for the school now that construction won’t be so disruptive.

There is a formal process for distribution of P & F monies depending on projects that are being undertaken at the school. Staff are asked if they need any monies, meetings are held with staff and students to discuss distribution of the funds. This is done throughout the year but may in future be held at the end of the year when teachers are looking at the year ahead. FR explained to those present at the meeting that the P & F is sponsoring speakers for parent information evenings.

8. President’s report (see attached)
AC thanked those present for coming to the meeting plus the dial-ins.

**Key initiatives**
- Create inclusive and engaged community
- Continue to broaden parent engagement
- Support College in enhancing our daughter’s education through fundraising
- Continue to enhance communication between school and home

9. General Business
**Cocktail Party:**
- FR is organising suppliers, caterers and lighting and asked for help setting up in the afternoon.
- An email will be sent out to parents to remind them of the event and to ask for help setting up.
- Specific areas will be made available to make it easier for parents in different school years to meet each other.
Heaviness of school bags/requirement for exercise book for each subject:

- Workbooks are also needed for some subjects which are not used so much during the year and are lugged to and from school.
- AF stated that e-books were thought to be the answer to this, some teachers and girls find the use of books gives them a sense of security, however the school needs to keep pushing to reduce book load.
- AF also suggested that if the bag is the smaller size, it would reduce the temptation to pack to the brim.
- Parents need to educate their girl in how to wear their bag – not low down on their backs. One suggestion from a parent present was that during uniform check when students are leaving school, teachers could check if their backpacks are not low on their back.

**ACTION:** AF will follow up

Requirement to wear tights on hot days in Terms 2 and 3:
After a brief discussion it was determined that tights form part of the school winter uniform and are to be worn during both winter terms.

Parent Speaker Program Committee:
- AF suggested that we engage a Speaker once a term. A few weeks after the event there should be a follow up meeting for parents to get together to host a discussion group relating to the topic
- AF asked for a small group of people to come and meet with her to discuss topics that may be of interest so we can organise appropriate speakers. She is very interested in including the Fathering Project in the program.
- AC asked Elizabeth Roydhouse if she would be willing to participate in this process due to her previous involvement in this initiative. She has agreed to.

Spring Fair meeting:
- To be held at 6pm on 23rd February.
- AC asked for parents to contact her if they are interested in being part of the sub-committee for the fair.

- The SVC School calendar will be available tomorrow.
- Uniform stocks have been low. AF will follow up tomorrow.

Meeting Closed at 8:45pm  
Next Meeting: Tuesday 17th May at 6.30 pm
President’s report SVC P&F Term 1 2016
At this time of year there isn’t a lot to report on so I want to take the opportunity to outline the goals for the year ahead for the SVC P&F as I see them and to identify the initiatives we have put in place so far that will help us to meet those goals.

Creating an inclusive and engaged parent community
There is no doubt that we are fortunate in having many engaged parents who assist with P&F and school activities. Many of these people are the quiet achievers who fly under the radar and can always be relied on to step up and lend a hand when and where it is needed. As a P&F we can’t function without their support and we are grateful for it. It is important that we acknowledge these efforts and that we continue to make the rest of the community aware that their input too is valued. We want to hear from them and we would greatly value their assistance in whatever capacity they can offer it. So one of our goals this year as I see it is to continue to broaden our parent engagement.

Initiatives such as the Parent Formation evenings championed by Anne Fry are an important part of engaging with our school community and provide an opportunity for us to build a conversation around our daughters and their journey into adulthood and work on broadening parent engagement through providing an opportunity for parents to participate simply by coming along and listening.

Supporting the college in enhancing our daughter’s education
Yes, I am talking fundraising, sponsorship and all those other related topics that make some parents blanch. It’s not the P&F’s only reason for existence but it is an important and necessary one. In recent times we have assisted a number of departments and programs through provision of specialist equipment that was not available through regular funding. We have helped improve the common areas shared by boarders and we aim to contribute to the fitout of the new school facilities as they are completed. This is our opportunity to do our bit to build for the future and to recognise the benefits we have enjoyed through resources provided by former students and their families.

Not all of our fundraising activities are going to be cash cows and that is ok. Some of our events such as the spring fair are about engaging with the broader community as much as they are about fund raising. The Cocktail party is about welcoming parents into the school and into the new school year. We will however aim to create opportunity for good fun events that will also help grow our fundraising efforts without overcrowding the calendar with too many events.

Ensuring that we continue to enhance communication between the school and the parent body
with the assistance of Lyn O’Neill for which we are extremely grateful we are looking at how to improve communications with year groups, within the P&F executive and in day to day communications between parents and the school. We believe it is important to ensure that questions and feedback are raised in the right forum. By making it easier for parents to identify where to take issues we will be able to assist the college.
SVC Parents and Friends  
Treasurer’s Report  
Date: 9 February 2016  
Annette Moran: Treasurer

1. Current Financial Position

Commonwealth Bank Account as at 31st December 2015: $117,336.75
Accrued Revenue: nil
Accrued Expenses: nil
Net Position as at 31st December 2015: $117,336.75

Position at 31st December 2014: $93,143.87

NB: Refer Appendix 1 for full year details.

Notes since last P&F meeting of 27th October 2015

• $4,000 donation never received so previous accrual reversed.
• No significant transactions since SVC Fair receipts and expenses
• No levies received
• Refer Appendix 1 for full detail.

Discussion items and for consideration

• Levies from school. Based on 2014 year not all levies received.
• Coaches’ uniform. P&F agreed to pay and waiting on details.

Forecast for 2016

• Purpose of this forecast is to inform parents and the college about the available amounts for purchases and contributions which will benefit the students.
• Forecasts are based on last year’s items
• Levies forecast is based on 2013 levies as not all levies received in 2015

Using this forecast the projected balance for 31/12/16 is $191,725.75
Current Position | 117,336.75
--- | ---

### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Forecast</th>
<th>Comments on assumptions to forecast</th>
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</thead>
<tbody>
<tr>
<td>Bank Interest</td>
<td>$49.00</td>
<td>Based on 2015</td>
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<tr>
<td>P&amp;F Levies</td>
<td>$75,000.00</td>
<td>Based on 2013 receipts from College</td>
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<tr>
<td>Spring Fair/ Other events</td>
<td>$3,000.00</td>
<td>Conservative based on 2015</td>
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<tr>
<td>Other revenue</td>
<td>$0.00</td>
<td>Not considered for forecast</td>
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**Total Revenue** | **$78,049.00**

### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Comments on assumptions to forecast</th>
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</thead>
<tbody>
<tr>
<td>Merchant Fees</td>
<td>-$160.00</td>
<td>Based on current fees</td>
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<tr>
<td>Cocktail Party</td>
<td>-$2,000.00</td>
<td>Cocktail party usually run at loss.</td>
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<tr>
<td>Other Expenses</td>
<td>-$1,500.00</td>
<td>Based on 2015 excluding one offs</td>
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</table>

**Total expenses** | **-$3,660.00**

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2014</th>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
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<td></td>
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<tr>
<td>Cocktail Party Entrance Fees</td>
<td>$14,143.14</td>
<td>$13,760.00</td>
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<td>Bank Interest</td>
<td>$49.48</td>
<td>$28.10</td>
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<td>Cocktail Party Raffle</td>
<td>$2,227.00</td>
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<td>Fair Receipts</td>
<td>$20,762.25</td>
<td>$34,657.00</td>
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<td>P&amp;F Levies</td>
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<td>Cook Book/ Wine Receipts</td>
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<td>$12,342.34</td>
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<td><strong>Total Revenue</strong></td>
<td>$73,421.87</td>
<td>$101,717.44</td>
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<td><strong>Accruals</strong></td>
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<td><strong>Total Revenue</strong></td>
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<tr>
<td><strong>Expenses</strong></td>
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<td>Merchant Fees</td>
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<td>Cocktail Party Costs</td>
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<td>SVC School levies/contributions</td>
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<td>Year Events</td>
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<td>Other Expenses</td>
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<td>2014 Fair expenses</td>
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<td><strong>Total Expenses</strong></td>
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<td>-$68,986.64</td>
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<tr>
<td><strong>Total Expenses</strong></td>
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<td>-$68,986.64</td>
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<tr>
<td><strong>Total Net Revenue for the Period</strong></td>
<td>$24,192.88</td>
<td>$34,890.80</td>
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### Balance Sheet at 31st December 2015

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Cash at Bank</td>
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<tr>
<td>Commonwealth Bank Account</td>
<td>$117,336.75</td>
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<tr>
<td>Accrued Revenue</td>
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<tr>
<td>Accrued Expenses</td>
<td>$0.00</td>
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<tr>
<td>Net Assets</td>
<td>$117,336.75</td>
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**Position at 31st December 2014**  
$93,143.87

**Difference**  
$24,192.88
Parents present at meeting:
Elena Ferrari Year 7
Elizabeth Roydhouse Year 12
Geraldine Holloway Year 8
Anne Corlette
Michelle McPherson Years 8 & 11
Despa Fitzgerald Years 7 & 9
Michael Walker
Peter Stepto
Ann Calwell
Robbie Wells Year 7
Patricia Hoyle Year 9
Julie Traylen Year 7
Cath George Year 7
Corinna Maljevac Year 8
Trish Pryke Year 10
Penny Vlies Years 8 & 9
Fiona Patchett Year 7
Edwina McLachlan Year 11
Elina Liverod Year 8
Adrienne Teychennie Year 11
Aileen Barancewicz Year 9
Joanne Pomereng Year 7
Therese Ryan Year 7
Louise Ryan Year 12

Parents dialed in:
Lisel Gabriel Year 7
Marita Howells Year 8
Corey Loehr Year 8
Bob Goldrick Year 10
Monholland Year 7
Les Schmalzbach Year 7