



Meeting Minutes

P&F

Term 4, Tuesday 17th October 2023

Meeting held via Google Meet, commencing at 6:30pm.

1. Welcome and Opening Prayer
 - Welcome by: Leisha Major
 - Opening prayer & Acknowledgement to Country by: Elizabeth Brooks
2. Minutes & issues from Previous Meeting
3. Deputy Principal's Report - Elizabeth Brooks
4. VP President Update on Spring Fair - Tricia Rubenstein
5. Treasurer Report
6. General Business

Minutes & issues from Previous Meeting - Approved

Deputy Principal's Report - Elizabeth Brooks

- Class of 2024 / HSC Commencement: Term 3, Week 9, highlighted the start with celebration events and a carer focus. HSC preparations workshops scheduled for Term 3, Week 10.
- Acknowledgements: Thanks extended to the community for the Rockwall rodeo and the successful workshops aiding in HSC preparations. A special thank you to Ms Alison and the introduction of 2 new staff members.
- HSC Update: English Paper 1 on Wednesday went smoothly, with no concerns. Discussion on ATAR, gap years, and the importance of good goal-setting habits.
- Visible Wellness Program - Lea Waters: Introduction of a strength-based approach to student wellbeing, incorporating the science of positive psychology across classes, tutor groups, and extracurricular activities. Aim to embed and reimagine student skills for better wellbeing.

Students and Staff Updates



- Year 7 - 2024 Orientation: 100 students from 40 different primary schools. Additional orientation for 110 students expected, with 120 confirmed.
- Year 8 - 11 Orientation: Scheduled for late November.
- Staff Announcements: Welcome to Robert Anderson and Mr. Grace (deputy). Special mention of Jacinta Jacobs' staff leave, with Lisa Harmas stepping in as a replacement.
- Edumate App: Testing phase for managing absences and sending SMS notifications. The trial period is this term, with plans for future refinement.

Infrastructure and Events

- Building Development: Updates from Anne and David Osbourne on the auditorium and pool developments, indicating a positive financial future.
- Boarder and School Events: Mention of the Year 10 social on November 25 at the Intercontinental Hotel Double Bay. Emphasis on co-curricular activity including the festival of speech and college production.

VP President Update - Tricia Rubenstein

- Spring Fair Recap: Successful event with \$30,000 net profit. Thanks to 140 parent volunteers and the introduction of new stalls. Feedback forms to be circulated for improvement suggestions.
- Entertainment and Community Building: Purchased a chocolate wheel and introduced new entertainment games. Plans for a more structured marketing plan and the importance of community engagement in events.
- Volunteer Coordination: Elena's strategy for volunteer coordination through SMS, WhatsApp groups, and segmented year group communications praised for effectiveness.



Approved Fundraising Spending

No	Item	Value	Category	Purpose
1	Outdoor Event Sound System	\$46,000	Capital	All-season sound system for Caritas Christi Courtyard events
2	Boarders Gym	\$15,000	Capital	Upgrade of Boarders gym facilities
3	Industrial Embroider	\$6,500	Department Request	Bernina B700 Industrial Embroider
4	Jacinta Jacobs Winter Sports	\$3,500	Department Request	Winter jumpers and hats for sports coaches
5	Etching Press for Art Department	\$20,000	Department Request and Art Exhibition Fundraising	Purchase of Etching Press 36"x30"
6	Elizabeth Brooks Parent Formation (Years 10-12)	\$6,241.50	Parent Formation	Safe Partying - Alcohol and drug awareness sessions
7	Elizabeth Brooks Parent Formation (Years 7-9)	\$3,795	Parent Formation	Digital Wellbeing - Online safety ySafe sessions
8	School Scholarship Fund	\$10,167	Scholarship	School Scholarship Fund
9	Waste Recycling	\$4,235	Student Request	Waste recycling bins and shipping costs
10	Year 12 Rings for 2024	\$6,000 - \$9,000*	Student Request/Fund raising	Provide the current Year 12 rings a Signet Ring funded by the P&F, at the end year rings to be blessed and passed to the girls
11	Staff Wellbeing	\$5,000	Student/Pare	Coffee vouchers and Staff



St Vincent's College Potts Point

P&F General Meeting: Online
St Vincent's College
Rockwall Crescent
POTTS POINT NSW 2011

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