

Term 4 — Tuesday, 11 Nov 2025

Time: 6:30 pm (on-site and Google Meet)

Chair: Leisha (President)

Attendees: Anne (Principal), Kelly (Treasurer), Gemma, Melissa, Robert, Vanessa, Lyndal

Principal's Report

- Donation receipt for **\$15,063.15** received from the art show.
- **Spring Fair** final accounts show **\$37,000** net profit.
- HSC concluded well. Multiple nominations for Showcase, Encore, and Shape.
- **Tanzania immersion** pending DFAT rating. Board meets on **19 Nov**.
- **Speech Night** set for **1 Dec**. **Dance Night** successful.
- **School bus** purchase confirmed.

President Update

- Spring Fair systems and procedures worked well. Special thanks to Lyn for hands-on support, which was invaluable to the event's success.
- Attendance skewed older. Fewer Year 5 families. Profit matched last year at **\$37,000**.
- Recommendation: No external food vendors next year. Outside vendors reduced our sales.
- **Year 9 Social:** Only **38 girls** registered so far. Registration link was hard to find. Use more channels.
- Leadership transition: President stepping down at the AGM. Formal Spring Fair roles to be set early.

Treasurer Report

- **Cocktail party** raised **\$5,800**.
- **Art Exhibition:** 160 tickets. **\$8,750** sponsorship. 42 artworks sold. Sunday was free entry and had no raffle.
- **Spring Fair stall profits:** Silent auction strongest. Chocolate wheel up. **\$1,800** raffle tickets sold online before the event.
- Coffee placement and neighbouring vendors affected sales. Learnings noted.

Approved Funds (formal decisions)

- **Year 12 rings:** Approved. Rings to be funded from the student request allocation.
- **Art Exhibition working capital:** Approved **\$1,000–\$2,000** for marketing and small pre-event costs.
- **Boarder outdoor furniture:** Not approved.

P&F Funds — Distribution and Allocations (agreed in principle)

- **2025 P&F levy: \$107,700** total. Proposed split: **\$65,000** to capital. The remainder distributed evenly across other categories (about **\$10,000** each).
- **Outdoor furniture (general campus):** Final quote **\$55,000**. Previous allocation **\$40,000**. Proposed to cover the **\$15,000** gap from courtyard funds.
- **Courtyard project balances: \$156,000** tagged to courtyard/outdoor furniture. **\$153,000** remains unallocated. New levy sits on top.
- **Capital pool:** Combined capital discussed at **\$275,000** for one significant project. Avoid fragmentation.
- **Working funds:** Maintain a **\$2,000** operating buffer for events. Time transfers to the school to match fundraising cycles.
- **Current balance:** Bank account holds **\$309,000** at the time of meeting. Buffer to remain while allocations are executed.
- **Bus funding:** Bus ordered. P&F to transfer funds upon invoice confirmation.

Actions

- **School communications:** Send extra Year 9 Social emails and app notifications. Consider a message to students to lift registrations.
- **Staff requests:** Refresh the call for project proposals before the AGM distribution meeting.
- **Dates:** President to work with Lyndall to set Cocktail Party and Spring Fair dates. Consider aligning with parent–teacher interviews.
- **Treasurer:** Prepare the funds transfer plan for the bus and outdoor furniture once invoices and approvals are final.

Next Meeting

- AGM in March 2026 prior to the cocktail Party