



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

MINUTES P&F General Meeting – 19 November 2019

P&F Executive Committee:

Katherine Aitken	(KA)	President
Robbie Wells	(RW)	Vice President
Jim Demetriou	(JD)	Treasurer
Justine Hughes	(JH)	Secretary

St Vincent's College

Anne Fry	(AF)	Principal
Jane Palin	(JP)	College Liaison

Present

Katherine Aitken, Anne Fry, Jane Palin, Justine Hughes, Jim Demetriou, Arabella Joseph, Joelle Maguire, Cath George
No attendees dialled in

Meeting commenced at 6.45 pm.

1. Welcome and Opening Prayer

- KA welcomed all to the last meeting of the year.
- Opening prayer said by AF.

2. Apologies

- Robbie Wells and Andrew MacPherson

3. Minutes from Previous Meeting

- Moved by KA, seconded by JP.

4. Issues Arising from Previous Meeting

- Nothing to report.

5. Principal's Report

- AF confirmed since the last P&F meeting we've had a successful Spring Fair, graduation of the Class of 2019 and the HSC. Special mention was made of the success of graduation at St Mary's Cathedral.
- AF thanked the school community and the P&F for their work on the Spring Fair.

- Feedback on the HSC exams has been mostly positive. Individual results and ATAR will be released on 17 December.
- AF acknowledged the great legacy of Rachel MacLean with regard to outreach and immersion opportunities which she has developed during her 10 years with the College.
- AF advised the meeting of the Victoria Street restoration works which is due to commence over the summer break. This work will address safety issues and sandstone restoration and will be ongoing for 18 months due to the heritage components of the works. There will be some disruption to parking and pedestrian access along the college side of Victoria Street and new crossings are being planned for the duration of the works.
- Music, Drama and Dance nights have all been successfully done, with Speech Night on 25 November at the Sydney Town Hall being the last event.
- AF thanked the Executive Committee for their work in 2019.

6. Treasurer's Report

- JD confirmed that audits for 2017 & 2018 have been completed.
- The transaction account currently has \$87,019.
- The term deposit has \$105,000.00.
- Spring fair profit was \$30,821
- JD confirmed that an outstanding P&F contribution of \$32,787 is to be provided to the College – this was moved by JD and ratified by KA
- JD's report is attached as a separate document.

7. President's Report

- KA acknowledged another great year with the Spring Fair and cocktail party being highlights.
- KA thanked everyone involved in the Fair and acknowledged the contribution of JP whose assistance in raising the profits this year through sponsorships and the online auction. Moving the layout of the stalls for this year was successful. Key takeout as a review of the items hired for next year as some items were not needed.
- KA raised the need for succession planning with regard to the running and stalls of the Spring Fair – this to be discussed in The goal is to reach \$50,000 profit in 2020.
- KA and JD have now addressed outstanding items and in regard to allocation of P&F funds.
- Confirmed College contribution from P&F funds provided via parent school fee contribution would be: 60% capital support (for items which would be purchased in that year), 10% formation support, 10% foundation scholarship support and 20% allocated to requests from staff and/or students.
- Audits have been finalised for 2017 & 2018. Additional compliance with regard to P&F meeting minutes and reports was discussed and will be adhered to.
- The AGM will be held early next year, it has been agreed that the P&F levy will remain at \$160 per family.
- KA acknowledged the need to build better communication with parents in 2020 to raise awareness of the P&F and the role that it plays in the College life. Consideration to be given to a special welcome note/email to new families each year, speaking at Year 7 parent orientation night in 2020 as well as including P&F agenda and minutes in the newsletters.
- KA confirmed that the P&F Welcome Cocktail event is on 15 February 2020.
- KA's report is attached as a separate document.

8. General Business

Request for Funds

- AF tabled a request for Ms Laliotis for support funding to implement Lego Mindstorm Robotics as an expansion of the technology education platform for the school. The amount requested is \$34,900.65.
- KA requested that AF ask the SRC is there were any student requests before confirming support of the teacher request.

P&F profile

- JD raised a point with regard to the role of the P&F beyond the Spring Fair and how to broaden the reach and knowledge of the P&F as representatives of all parents of the College.
- KA acknowledged the need to build better communication with parents in 2020 to raise awareness of the P&F and the role that it plays in the College life. Consideration to be given to a special welcome note/email to new families each year, speaking at Year 7 parent orientation night in 2020 as well as including P&F agenda and minutes in the newsletters.

General

- JH and CG, complimented the College on the Orientation Event for Year 7 2020 Parents and the comprehensive induction manual. Both advised it was helpful for new parents and a great welcome to the College.

9. Next Meeting

6:30pm, 31 March 2020 (to be confirmed)

- AGM

The meeting closed at 8:20pm