

# Macquarie Anglican Grammar School Parents and Friends

## DRAFT Meeting Minutes 26/07/22

Date:	Tuesday 26/07/22
Time:	7pm-8pm
Venue: Zoom Meeting	<a href="https://tascmeet.zoom.us/j/83425215180?pwd=QVJ6bHdPeVUrK2dpbjJBaml1cDNydz09">https://tascmeet.zoom.us/j/83425215180?pwd=QVJ6bHdPeVUrK2dpbjJBaml1cDNydz09</a>
Minutes taken by:	Ali Attenborough
Quorum requirements:	Macquarie Anglican Grammar School Parents and Friends Association Constitution -April 2104 6.5 Quorum for general meetings (b) Twenty members (20) or 10% of the membership, whichever is the fewer, present (being members entitled under this Constitution meeting) constitute a quorum for the transaction of business or a general meeting.

1. Welcome to Country	Chair	
2. Attendees	Ali Attenborough, Bill Williamson, Sarah Christian, Alison Mitchell, Fiona McCauley, Lyndal Elder, Madison Haynes, Kobi Davies, Annabel Orford.	
3. Apologies	Priya McDonald.	
4. Minutes from previous meeting	Minutes accepted.	Motion: Accepted Moved: Bill Williamson Second: Fiona McCauley CARRIED
5. Business arising from previous minutes	5.1 Review Action Register from previous meeting 03/05/22 (see below)	
6. Correspondence	6.1 Letters Christies Accountants and Advisors-donated cheque (refund of audit cost) to be banked.	Action-Ali Attenborough to write thank you to Christies on behalf of P&F.  Bill Williamson to bank cheque from Christies Accountants and Advisors.  Christies Accountants and Advisors to be added to Benefactors list.
7. Treasurers Report-Bill W	7.1 Balance at bank-Confirmed that allocation of 50K is to be set aside for AC for Henderson Hall.  <u>7.2 Cattle Investment (BW)</u> Bill advised that there are several versions of this program.	Action-Alison Mitchell to seek approximate date for AC installation. AC contingent on the power upgrade to the Hall. This will assist to inform possible term deposit for 50K.

	<p>Calf program-families would identify and donate a calf with proceeds of the sale to the school.</p> <p>Purchase of cattle with P&amp;F funds to be run on the properties of benefactors. Advice to Bill is that this would not be the best time to use P&amp;F funds to invest as there is instability in the cattle market at present.</p> <p>Noted that there is potential to link this to MAGS pathways to Ag program.</p> <p><u>7.3 Cash investment (BW)</u> All agreed that the 50K allocated for the AC could be placed in a term deposit to earn interest while the required power upgrade to Henderson hall is being planned. Bill advised that the interest rate is greater for a longer term deposit.</p> <p><u>Clothing Pool (BW)</u> Bill reported that the Clothing Pool has been very busy again.</p>	<p>Action-Ali, Sarah and Bill to complete a proposal and progress to seek volunteers for a subcommittee to progress.</p> <p>Motion: Treasurer Bill Williamson be given authority to place 50K into a suitable term deposit dependant on the timeframe advised by the school for A/C installation. Moved: Bill Williamson Second: Sarah Christian CARRIED</p>
<p>8. A/Principals Report-Alison Mitchell</p>	<p>Water filling stations have been successful Dubbos boil water alert created concern. Water fountains were cleared for use.</p> <p>Planning for new infrastructure build progressing with tender process commenced.</p> <p>Deposit paid on the piano. Stage trolley and piano cover on order and invoice requested. Piano will be delivered in the next school holidays in preparation for reveal on Grandparents Day (Term 4). A student performance will be arranged.</p> <p>Landscaping completed near the hall around the sandstone structure. Landscaping around the water hydrant has been completed. Garden beds have been refreshed. Plans in place for new garden beds.</p> <p>Camps and Year 12 events coming up this term. HSC trials in Week 4/5.</p>	
<p>9. General Business: Social and fundraising activities</p>	<p><b>Update Fundraising goals 2022</b></p> <p><u>8.1 Piano (AM/SC)</u> Deposit paid on the piano. Stage trolley and piano cover on order and invoice requested. Piano will be delivered in the next school holidays in preparation for reveal on</p>	

	<p>Grandparents Day. A student performance will be arranged.</p> <p>Funds raised for the piano to date \$8500. Goal is \$15,000.</p> <p><u>8.2 P&amp;F Parents Fundraiser Evening 03/09/22 (SC)</u> Sarah confirmed date is 3<sup>rd</sup> September. Emma Tink and Kate Wade will drive the sub-committee to contact identified sponsors to determine if they are still able to donate for the Fundraiser Evening.</p> <p>Sub-committee will continue to meet offline to progress planning for the Fundraiser Evening</p> <p><u>8.3 Macquarie's Got Talent 07/09/22 (Wk 8) (SC)</u> Abbey Spencer has asked the P&amp;F to provide support to the Macquarie's Got Talent night ie. sale of food and drinks on the night.</p> <p>Group suggested that food and drinks could be donated and then sold to families on the night.</p> <p><u>8.4 Term 4 Colour Run (KD)</u> Kobi advised that planning would need to commence at the end of this term. Kids register on line, start raising money, prizes for money raised. Younger siblings and those who may not want to fund raise need to pay a fee to participate in the colour run.</p> <p>Through the Australian Schools Fundraising (ASF) website-need to register with them and follow the process. Prizes are distributed by the ASF.</p> <p>Senior school students can assist with the throwing of the coloured powder and pay a fee to participate.</p> <p>No minimum number of participants.</p> <p>Set up time minimal, Kobi suggested timeframe of 3-4 hrs max.</p> <p>Possible twilight event on a Friday or Saturday.</p> <p><u>8.5 Update AC Installation (AM)</u> Alison Mitchell to seek approximate date for AC installation. A/C contingent on the power upgrade to the Hall. This will assist to inform possible term deposit for 50K</p>	<p>Action-Partner with Junior School SRC to assist on the night. Alison Mitchell to speak with Keera Job.</p> <p>Action-Kobi Davies to confirm details, Sarah Christian to put proposal up to Alison Mitchell and Craig Mansour for approval.</p>
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	<p><b>Engagement/community building activities</b></p> <p><u>8.6 P&amp;F Website (SC)</u> Is now live and can be accessed. Sarah encouraged all to look at the website and provide feedback.</p> <p><u>8.7 P&amp;F Year and Boarding reps (SC)</u> Sarah welcomed Fiona McCauley as Senior School rep and Madison Haynes for Junior school.</p> <p>Sarah asked Alison Mitchell to follow-up Boarder representatives for the P&amp;F.</p> <p>Alison will follow-up request with the Head of Boarding. Alison will ask Head of Boarding to put in a letter to all boarding families. Include link to P&amp;F website.</p> <p><b>Clothing Pool update (AO)</b> 8.8 Clothing Pool information to be included in the new family Welcome Packs.</p> <p>Face to face later in the term for summer uniforms. Recent call out for donations.</p>	<p>Action-Clothing Pool information to be included in new family Welcome Packs. Sarah to check in with Zoe Westgarth.</p> <p>Action-Sarah to contact Keera Job to amend spelling of Kobi's name on the P&amp;F website.</p> <p>Action- Sarah to confirm and send link to P&amp;F website including clothing pool to Lyndal Elder for publication in the weekly newsletter.</p> <p>Action- Alison Mitchell will ask Head of Boarding to write to all boarding families seeking representatives for the P&amp;F. Include link to P&amp;F website.</p>
10. Business without Notice	9.1 Piano key sponsorship	Action-Sarah to put together a flyer outlining process to sponsor a piano key. Ali will arrange printing and distribution of flyers to all students.
11. Next Meeting	Tuesday 18 <sup>th</sup> October 2022	
12. Agenda items for Next Meeting		
13. Meeting Closed	8.08pm	

#### **ACTION REGISTER from Meeting 03/05/22**

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
Confirm specific requirements for piano and most appropriate location (stage) and storage.	Lyndal Elder and Alison Mitchell	<b>Complete</b>
Discuss arrangements for benefactors to provide support to the school.	Bill and Craig to meet to progress.	<b>In progress</b>
Cow and calf program structure to support fundraising	Ali to discuss with Bill to progress	<b>In progress</b>
<b>P&amp;F Funding of water refill station</b> School to consider the options and costs here and advise P&F	Craig Mansour	<b>Complete</b>

#### **ACTION REGISTER from Meeting 26/07/22**

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
Thank you to Christies on behalf of P&F for annual audit donation. Bill Williamson to bank cheque from Christies Accountants and Advisors. Christies Accountants and Advisors to be added to Benefactors list.	Ali Attenborough  Bill Williamson  Bill Williamson	
Alison Mitchell to seek approximate date for AC installation. AC contingent on the power upgrade to the Hall. This will assist to inform possible term deposit for 50K.	Alison Mitchell	
Ali, Sarah and Bill to complete a proposal and progress to seek volunteers for a subcommittee to progress Cow/Calf Program.		
<b>Motion:</b> Treasurer Bill Williamson be given authority to place 50K into a suitable term deposit dependant on the timeframe advised by the school for A/C installation.	Bill Williamson	
Macquarie's Got Talent-Partner with Junior School SRC to assist on the night. Alison Mitchell to speak with Keera Job.	Alison Mitchell	
Colour Run term 4-Confirm details and put proposal up to Alison Mitchell and Craig Mansour for approval	Kobi Davies and Sarah Christian	
Clothing Pool information to be included in new family Welcome Packs. Sarah to check in with Zoe Westgarth.	Sarah Christian	
Sarah to contact Keera Job to amend spelling of Kobi's name on the P&F website. (Clothing Pool contacts)	Sarah Christian	
Sarah to confirm and send link to P&F website including clothing pool to Lyndal Elder for publication in the weekly newsletter.	Sarah Christian	
Alison Mitchell will ask Head of Boarding to write to all boarding families, seeking representatives for the P&F. Include link to P&F website.	Alison Mitchell	
Sarah to put together a flyer outlining process to sponsor a piano key. Ali will arrange printing and distribution of flyers to all students.	Sarah Christian and Ali Attenborough	

**Signed:**

**President/Chairperson**

**Date:**