

Macquarie Anglican Grammar School Parents and Friends

DRAFT Meeting Minutes 22/08/23

Date:	Tuesday 22/08/23
Time:	6.00pm - 7.20pm
Venue: Upstairs Meeting Room MAGS Main Reception or Zoom Meeting	Please see below the Zoom link for those joining online. The upstairs Board Room has also been booked. https://tascmeet.zoom.us/j/82348979458 Meeting ID: 823 4897 9458
Minutes taken by:	
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 per cent 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. Acknowledgement to Country	Chair	
2. Attendees	Craig Mansour, Ali Attenborough, Bill Williamson, Emma Small, Annabel Orford.	
3. Apologies	Melissa Crawley, Lyndal Cook	
4. Minutes from previous meeting 09/05/23 – Ali A	Minutes accepted.	Motion: Minutes accepted Moved: Sarah Christian Second: Craig Mansour CARRIED
5. Business arising from previous minutes – Ali A	5.1 Review Action Register from previous meeting 09/05/23	See Action Register
6. Correspondence – Ali A	6.1 Progress 2022 – 2023 FY P&F Audit (AA)	All required documentation for 2022 – 2023 Audit has been provided to Christies Accountants and Advisors to complete the audit ahead of October AGM.
7. Treasurer's Report – Bill W	7.1 Balance at bank to 16/07/23 \$27,108.66. April to 16 July 23. Increase of \$2,800 over this period. Revenue from Pie Drive, Clothing Pool and Parents' Night Out.	Motion: Accept Treasurer's report. Moved: Emma Small Second: Ali Attenborough CARRIED
8. Headmaster's Report – Craig Mansour	Building is close to lock up. Monday 9 October keys will be handed over. Mid to early November will become Senior School classrooms. Details for Macquarie Boarding being finalised. School is working through a naming policy. Enterprise in the Community has been a successful program that has	

	<p>been underway at the school. Partnered with the Central West Leadership Academy. Students worked in groups to respond to identified business problems.</p>	
<p>9. General Business: Social and fundraising activities – Sarah C</p>	<p>9.1 – Update/feedback Fundraising/expenditure goals 2023</p> <p><u>Pitch Fest – Projects for expenditure (BW)</u> A small turn out to the evening and some submissions via Google form. All parents/carers had access to a very user friendly Google form via email. A very small number of suggestions were received. Many of the items that were raised have already been included in planning. Craig confirmed that the netball court refurbishment is still in the early planning stage. Registered suggestions as follows:</p> <ul style="list-style-type: none"> • Tiered stands for the stage in Henderson Hall. • Electronic mixers for Food Technology students. • Wet weather facilities – different years are allocated different areas for cover in wet weather. • Permanent playground markings – hopscotch/handball courts. • Outdoor tables for Junior School to allow students to eat at a table not on the cement. <p><u>Raffle Donations Register (SC)</u> To be progressed once a fundraising goal is determined.</p> <p>9.2 Engagement/community building activities</p> <p><u>Winter Pie Drive June 2023 (SC)</u> Used QR code only for ordering. Raised \$2,500, half that of the previous year. Handover of pies was very streamlined.</p> <p>Bill suggested that hard copy of QR coded notice continue to be sent home with students.</p>	

	<p><u>Macquarie Mums' Mixer 2024 planning (SC)</u> Leads Kate Wade Hannah Boland and Jo Linehan. Term 1 2024.</p> <p><u>Parents' Night Out July 2023 (SC)</u> Successful evening. Profit of \$700.</p> <p><u>Macquarie Dads' Mixer September 2024 (SC)</u> Will be arranged in 2024. Subcommittee to be organised. Sarah would like to bring in Toongi Lamb and Tradies in Sight.</p> <p><u>Macquarie's Got Talent September 2023 (SC)</u> Lead is Emma Small – Emma has identified six parents to assist. Emma will organise soft drinks and lolly bags. Bill will help to arrange cash float and square for the evening.</p> <p><u>Grandparents' Day 25 Aug 23</u> Lead – Melissa Crawley. Reminder posts have been scheduled for Thursday night. Sarah to liaise with Keera to confirm finer details. Will be self-service at the event.</p> <p><u>WAS Athletics Canteen 28 Aug 23</u> Seven to eight parents have confirmed that they will assist in canteen on a roster. SLR class will attend and assist on the day. Homemade goods will need to list ingredients/allergens. Sarah working with Jo Rankmore for canteen list and confirming information re: profit margins. Bill will arrange cash float and square. Ali to arrange to drop soft drinks and Zooper Doopers to Michelle Parkes for sale at the Canteen. Profits to the P&F.</p> <p><u>CAPA Night 2023</u> Sarah advised that the P&F had been approached, P&F declined this year but is happy to assist in 2024 with more notice. This will form part of the planning for the P&F 2024 activities/calendar.</p>	<p>Action – Ali to forward Food Handling emails to Emma and CC to Committee.</p> <p>Action – Emma to provide list of produce for sale and cost so Bill can load into square beforehand.</p>
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	<p><u>Colour Fun Run Nov 2023 (SC)</u> Committee agreed that the Fun Run would not include registration to external fundraising group for prizes. P&F will sell drinks and Zooper Doopers on the night. Chalk quantity required approximately 450. Event to be held 24 Nov 23.</p> <p>9.3 Clothing Pool Update (AO)</p> <p><u>Purchase of additional racks</u> Annabel Orford reported not required. Will continue to monitor.</p> <p><u>Pre-Kindergarten</u> – donated shirts and shorts to Pre-Kindergarten.</p> <p><u>Incentives/push for donations</u> Not discussed.</p> <p>9.4 Progress Community Engagement team Macquarie - P&F Facebook page (AA)</p> <p>9.5 Change of Office Bearers AGM Oct 2023. Secretary – Ali will need to resign in line with the Constitution. Treasurer – Bill advised he is happy to continue as the Treasurer. Templates are in place, handover will be provided to interested incoming office bearers.</p>	<p>Motion – to purchase six pairs of shorts and spare underwear for donation to the Pre-Kindergarten rooms. Moved: Sarah Christian Second: Annable Orford CARRIED Action – Craig to email Jo Rankmore to liaise with Alinta to determine if there are any J2/J4 shorts that could be used.</p> <p>Action – Sarah to commence push for recruitment to Secretary position.</p>
10. Business without Notice	<p>9.1 Assembly date and time very difficult for many working parents to now attend. This was noted by Craig.</p> <p>9.2 Craig would like to run a Volunteers evening in Term 4. Sarah to provide a list of sub-committee members</p>	<p>Action – Sarah to provide a list of sub-committee members to Craig.</p>
11. Next Meeting and AGM	Tuesday 24 October 2023 AGM and General Term 4 Meeting	
12. Agenda items for Next Meeting	Colour Fun Run	
13. Meeting Closed	7.20pm	

Review ACTION REGISTER from Meeting 09/05/23

ACTION	RESPONSIBLE	STATUS
Promotion of Toongi Lamb collaboration – ensure key dates are uploaded to Newsletter. Sarah to send through key dates to Newsletter.	Sarah	Complete
P&F expenditure prioritisation evening – Sarah and Bill to finalise and promote 'Pitch Fest'. Sarah to book venue. Bill to arrange ballot/Google form for parent unable to attend.	Sarah Bill	Complete
Winter Pie Drive – Sarah to complete flyer and materials for 2023 Pie Drive. Follow-up sub-committee volunteers	Sarah	Complete
Parents' Night Out event – Sarah to confirm venue for 22/07/23 (TBC)	Sarah	Complete
Macquarie's Got Talent (MGT) – Craig to connect Deb Hayson to the P&F ahead of MGT to advise re: Food Safety Standards and Food Handling practices.	Craig	Complete – Ali A emailed Food Safety and Handling information to Emma Small and Craig Mansour
Term 4 Colour Fun Run – Investigate cost of chalk and headbands.	Sarah	Complete
Follow up quantities required with Kobi.	Annabel	Not required
Craig will have Jacob confirm a date in Term 4 (November).	Craig/Jacob	Complete
Clothing Pool – Arrange purchase of two additional racks. Annabel to investigate appropriate racks.	Annabel	Not required
Arrange for appropriate reinforcement of racks – shout out on P&F Facebook.	Annabel	Not required
DGR proposal – seek advice from Christies Accountants re: P&F DGR and implications.	Ali	Complete
Craig will check with The Anglican Schools Corporation also for advice.	Craig	N/A
Sarah to provide collated response to Claire.	Sarah	Complete
P&F Facebook page – Craig to contact consultant re: branding and templates for P&F activities. Greenhouse Creative could provide guidance for templates.	Craig	Ongoing
Jacob and Bree to look at transition for the P&F Facebook page in consultation with the current P&F elected committee.	Jacob/Bree Sarah, Bill and Ali	Ongoing
Signage – Disabled parking spaces P2. Craig has emailed Jo Rankmore to follow-up (completed 09/05/23).	Craig	Craig to follow up progress with Jo Rankmore

ACTION REGISTER from Meeting 22/08/23

ACTION	RESPONSIBLE	STATUS
Forward documentation Food Safety Standards and Food Handling practices to MGT lead, Committee members and Craig M.	Ali A	Complete 22/08/23
Load items for MGT into square software ahead of MGT event	Emma S and Bill W	Complete
Confirm requirements for Pre-Kindergarten shorts donation with Jo Rankmore	Craig M	Complete
Arrange for purchase and labelling of donated shorts to Pre-Kindergarten	Annabel O and Ali A	
Recruit campaign to Secretary position	Sarah C	
Term 4 volunteers evening list of sub-committee members to Craig	Sarah C	