

# Macquarie Anglican Grammar School Parents and Friends

## AGM Agenda and Minutes 01/11/22

Date: Tuesday 01/11/22	
Time: 6pm-7pm	
Venue: Zoom Meeting	
Minutes taken by: Alison Attenborough	
Attendees: Alison Mitchell, Craig Mansour, Vanessa Uebergang Manson, Bill Williamson, Lyndal Elder, Emma Small, Lyndal Cook, Fiona McCauley, Kobi Davies, Ali Attenborough.	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.
Apologies: Priya McDonald	

1. Welcome to Country	Sarah Christian	
2. Apologies		
3. President's Report-Sarah Christian	President's Report attached	Motion: The President's report be accepted. Moved: Ali Attenborough Second: Emma Small CARRIED
4. Treasurer's Report-Bill Williamson	Treasurer's Report attached.	Motion: The Treasurer's report be accepted. Moved: SC Second: KD CARRIED
5. Audit recommendation/ presentation of Management letter from Christies Accountants and Advisors- Alison Attenborough		Motion: Recommendation letter addressed at today's meeting and outstanding items be actions. Moved: Second: CARRIED
6. Audit appointment-call for nominations to undertake the 2021-2022 Macquarie P&F Annual Financial Audit	Christies Accountants and Advisors	Motion: That Christies Accountants and Advisors be nominated as the Auditor for the next financial year. Moved: Kobi Davies Second: Sarah Christian CARRIED
7. Minutes from previous AGM 16/11/21	Minutes from the 2021 AGM accepted as read.	Motion: The 2021 AGM minutes are a true and accurate record. Moved: Ali Attenborough

		Second: Sarah Christian CARRIED
5. Business Arising from previous AGM	Elections-positions declared vacant. Noting that the Vice President position remains vacant . <b>AGM closed 6.43pm</b>	Action-Promote vacant VP position to the Macquarie community, including P&F web page.

**Signed:**

**President/Chairperson**

**Date:**

## **2022 AGM Report – P&F President Sarah Christian**

### **What a year!**

After a few years of the great unknown and false starts with covid and our school community becoming remote- this year was met with a slow hopeful start and as we hit November 2022 I am excited at what we have achieved as small but mighty P&F and the energy we as a school community are finishing on.

To start I would like to thank the previous committee for their commitment and efforts during the pandemic years- to put the energy into arranging all their events only to have them cancelled would have been exasperating (to be kind). They did however leave an amazing amount of \$50k raised from their combined efforts for the Schools Air conditioner plans.

The delay in the plans for the air con installation has been a sensitive issue throughout the year as the school waits for the next stage of developments- which include the power upgrade that is involved for Henderson Hall, to handle not just a new air con system but continue facilitating all the other activities that are hosted within that building. Though frustrations were expressed, I do feel that the school and P&F communicated clearly to everyone the delays and movements, remaining transparent throughout the year.

We as a committee agreed to not spend that money on any new fundraising ideas- respecting the efforts and donations for that particular item; placing the full funds into a term deposit for safe keeping and in an effort to earn a little interest.

Moving our focus to the year that was, I am incredibly proud of the activities and fundraising we carried out this year. I was not shy in my desire to move past the air conditioner and start rebuilding both the school community and the P&F – something that was shared with my fellow committee members and school.

As a result, our goals have been kept smaller and tangible - in a sense that we as a committee could ensure that the community could enjoy our efforts and not be held up by factors that are out of our control.

We certainly started slow and hesitantly not wishing to follow the past stalled years- focussing on smaller fundraising activities such as raffles, Pie Drives and grazing platters, and getting a little more excited by mid year with our Parents Night Out and then planning ahead for our Family focussed event of the Colour Fun Run.

A spotlight certainly needs to be shone on our Clothing Pool Team- run by Kobi Davies and Annabel Orford, they went above and beyond – not only reopening the clothing pool, but turning it into a well-run, incredibly well received little online business that is a significant money maker for the P&F. The attention and efforts of Kobi and Annabel have been amazing. THANK YOU!

To encourage school community input we actively communicated on the P&F page and newsletters that we started a fundraising register- the idea being that anyone can suggest ideas for fundraising and we would get ideas from all of those varied pockets within the school.

The plan is that register is investigated, discussed and when presented at a committee meeting, we have the schools response, ideas on budget and logistics.

If we are unable to facilitate the idea, it is explained to the person who registered the idea – in an effort to maintain open communication and explanation, which we feel has been positively received.

It was through the P&F and register that we were engaged for:

**The Water Refill Stations-** three of which were installed for the kids to refill their drink bottles. A little funny that we have been met with the wettest spring/summer in years, but this will be a facility that the kids will enjoy for a very long time, and they look fantastic.

**The Grand Piano, our main item for 2022-** an idea raised by Alison Mitchell inline with the reboot of the MAGS Music Program (a reminder that kids were not even allowed to sing for 2years!). The piano became our key fundraising item for 2022 and was successfully unveiled on time on Grand Parents Day. The piano gave us a beautiful theme of black and white throughout the year for functions, fundraising ideas like key sponsorship etc and has been a fun item to work with this year.

Though we were met with a disappointing amount of negativity for the item itself- I do believe now it is on stage and enjoyed by the school as a whole, we hope that the school community can enjoy the beautiful addition.

NOTE: to curb the negativity, the community was continuously reminded of the Fundraising Register and that we would love to hear everyone's ideas.

I know I am not alone in the excitement in achieving our fundraising goals, and also that we can attend this AGM with money left in the kitty ready for future items.

I feel the desire to continue to grow the connection within the school community is still a strong focus for the P&F and I would love to see the continuation of manageable fundraising activities, that focus not just on those financial goals, but that ever important inclusion of our parents and greater school community.

I mentioned before our ***small but mighty P&F*** and I'd like to end this year's message with a huge thanks to Alison Attenborough, Lyndall Elder and Bill Williamson who started alongside me. Then those who I looked sideways at (IYKYK), and before they knew it they were integral parts of our P&F, we have been incredibly blessed with Kobi Davies and Annabel Orford who owned that Clothing Pool and for the support, energy and contributions from those who joined us throughout the year including Fiona McCauley, Madison Haynes, Emma Small, Emma Tink and Kate Wade.

**THANK YOU! I can rattle off a million one liners –**

**Many hands make light work.**

**You get out of it, what you put into it.**

**If you need something done, ask a busy person.**

You have all made this year fun and I for one have seen all the energy you have put into this year, thank you.

Sarah Christian

# Macquarie Anglican Grammar School Parents and Friends

## Meeting Agenda and Minutes 01/11/22

Date:	Tuesday 01/11/22
Time:	7pm-8.25pm
Venue:	Zoom Meeting
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. Minutes from previous meeting	Minutes accepted.	Motion: Accepted Moved: Ali Attenborough Second: Kobi Davies CARRIED
2. Business arising from previous minutes (Ali)	2.1 Review Action Register from previous meeting 26/07/22 (see below)	Complete
3. Correspondence (Ali)	-2021 Tax Invoice for Audit Christies Accountants and Advisors -Australian Business Register - Confirmation of Macquarie P&F ABN	Action-Ali to follow up confirmation of payment and scan copy of ABN and send to Bill.
4. Treasurers Report-Bill Williamson	7.1 Balance at bank-Quarterly report (T3-T4)-square accounting system has been implemented. This has assisted to streamline processes and receipting.  Westpac have removed the requirement for two to sign to allow set up of Term deposit. Term deposit matures in Feb 2023.  \$15,000 has been paid to the school for the piano.  \$1,920 clothing pool.  \$2,176 for the raffle-major fundraiser.  Recommended that recording and checking of raffle winners occur in the case that winners may have the same name.	See Treasurer's Report attached.  Action-Bill to investigate if two to sign can be reinstated at Westpac.
5. Principal's Report-Craig Mansour/Alison Mitchell	Craig thanked Alison Mitchell for her efforts and the calm approach to leading the school during Craig's absence.	

	<p>Noted and thanked P&amp;F for Macquarie's Got Talent and handover of the piano on Grandparents' Day.</p> <p>Alison Mitchell-thanked Craig and the P&amp;F Committee. Alison advised that Peter Mitchell from IPM Valuers will sponsor C sharp \$500 to match Craig Mansour's sponsorship of Middle C \$500.</p> <p>Fiona suggested that Senior School students (Art and Tech) could assist with the framing process.</p>	<p>Action-Bill Williamson to investigate cost of plaque on each key with KJ print.</p> <p>Action-Lyndal Elder to photograph and share photo of mounted keyboard</p> <p>Action-Sarah and Ali to call piano key sponsors and advise of plan to label and mount keyboards.</p> <p>Action-Bill to co-ordinate framing with backboard.</p> <p>Action-Bill to investigate support from Art and Tech Senior students to assist with framing,</p>
<p>6. General Business: Social and fundraising activities</p>	<p><b>Update completed fundraising 2022</b></p> <p><u>6.1 Piano (AM/SC)</u> -key sponsorship All agreed to close off piano key sponsorship.</p> <p><u>6.2 P&amp;F Parents Fundraiser Evening 03/09/22 (SC)</u> Noted that this was a successful evening with focus on engagement.</p> <p><u>6.3 Macquarie's Got Talent 07/09/22 (Wk 8) (SC)</u> Sarah commented that the evening was a success with funds raised.</p> <p><b>Update outstanding fundraising 2022</b></p> <p><u>6.4 Term 4 Colour Run (KD)</u> Kobi advised that as at today 100 people registered to participate. Aiming for Prep-Year 9. Years 10, 11 and 12 not engaged at this stage. Only 5 registrations for Senior School.</p> <p>Boarder attendance at the colour run suggested.</p> <p>Extension of the invitation to new students to be followed up.</p>	<p>Action-Alison M to follow up Boarder attendance at Colour Fun Run with Peter (Head of Boarding).</p>

	<p>SRC and school leaders to be approached to attend and support the event.</p> <p>Sarah suggested that event be promoted a with registrations taken up until the day.</p> <p><u>6.5 Update AC Installation (CM/AM)</u> See above (5).</p> <p><b>Engagement/community building activities</b></p> <p><u>6.6 P&amp;F Website (SC)</u> Lyndal Elder continues to monitor and update</p> <p><u>6.7 P&amp;F Year and Boarding reps (SC)</u> Craig will speak to Sarah with names and contacts of Boarder parents who may be interested.</p> <p><b>Clothing Pool update (AO)</b> 6.8 New clothing pool email <a href="mailto:magsclothingpool@hotmail.com">magsclothingpool@hotmail.com</a> Will confirm with Annabel on open day for end of Term 4 and before Term 1 starts.</p>	<p>Action-Sarah to follow up with Zoe Edwards.</p> <p>Action-Alison Mitchell to follow up support from identified senior school SRC elected students to assist with colour fun run.</p>
7. New Business	<p><u>7.1 Collaboration with Toongi Lamb</u> (BW) Fergus Job organising monthly orders. The logistics will be managed by Fergus re: delivery and storage.</p> <p>Craig advised that the school has a great relationship with Toongi Pastoral, this collaboration would strengthen that partnership. Toongi Pastoral is looking to tap into the P&amp;F marketing and promotion channels to promote sales. All present agreed to further investigate the Tooni Lamb proposal and provide support.</p> <p>Sub committee formed Emma Small, Bill Williamson, Craig Mansour and Sarah Christian to finalise all details.</p> <p>Bill suggested that a tiered sponsorship protocol needs to be developed.</p> <p><u>7.2 P&amp;F Handbook</u> (FMc/SC) Fiona advised draft has been sent to Sarah. No further progress. Craig asked that copy be provided to school prior to publishing. Ali confirmed that purpose of handbook was for the incoming committee to provide templates, passwords etc, not for distribution to the general school community.</p>	<p>Action- Subcommittee formed Emma Small, Bill Williamson, Fiona Macaulay and Sarah Christian to meet and finalise all details re: Toongi Lamb partnership.</p> <p>Action-Ali and Fiona to progress P&amp;F handbook.</p>

	<p>7.3 <u>Xero -NFP Charity (AA/BW)</u> Not discussed.</p> <p>7.4 <u>End of Term thank you to staff (AA)</u> Agreed to provide end of year thank you to all staff. Coffee cart and a thank you cookie on behalf of the P&amp;F. Second last week of T4 suggested.</p> <p>7.5 <u>MAGS P&amp;F Constitution and compulsory membership (KD/AA)</u> Process to propose changes to the Constitution discussed. Craig advised that proposed changes would need to be emailed to him, this would progress to the School Council and the AGC for approval/feedback. Kobi and Ali to finalise proposed changes and email to Craig.</p> <p>7.6 <u>Fundraising log/goals 2023 (all)</u> Sarah advised that a register has been established. Craig advised currently adequate undercover seating in the senior school though noted numbers are growing in the senior school.</p> <p>7.7 <u>Pool Party welcome 2023 **boarder inclusion</u> Sarah to confirm date- Week 4 Term 1 suggested either a Sat or Sun evening, Craig flagged that boarders attend Chapel at 6pm Sunday evening. Time and date to be confirmed. Sausage sizzle, drinks and inflatables proposed. All agreed inclusion of boarder families would be a great outcome though logistics may be difficult.</p>	<p>Action-Ali to follow up with Bill NFP status for Zero subscription.</p> <p>Action-Sarah to confirm detail with Craig.</p> <p>Action- Kobi and Ali to finalise proposed changes to the existing P&amp;F Constitution and email to Craig to progress.</p> <p>Action-Sarah to share current Fundraising register with Craig and Alison M.</p> <p>Action-Sarah to confirm date, time and inclusion of boarder families with Craig and Alison. Promote to all parents.</p> <p>Ali to confirm booking of pool BBQ and inflatables with DRC Swimming Pool.</p>
8. Business without Notice		
9. Next Meeting	Tuesday 7 <sup>th</sup> Feb 2023 (TBC)	
10. Agenda items for Next Meeting		
11. Meeting Closed	8.25 pm	

### **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.	Ali Attenborough	<b>Complete</b> <b>02.09.22</b>
Bill Williamson to bank cheque from Christies Accountants and Advisors.	Bill Williamson	<b>Complete</b>
Christies Accountants and Advisors to be added to Benefactors list.	Bill Williamson	

AC contingent on the power upgrade to the Hall. This will assist to inform possible term deposit for 50K.	Craig Mansour	<b>In progress</b>
Ali, Sarah and Bill to complete a proposal and progress to seek volunteers for a subcommittee to progress Cow/Calf Program.		<b>Hold over</b>
<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	<b>Complete</b>
Macquarie's Got Talent-Partner with Junior School SRC to assist on the night. Alison Mitchell to speak with Keera Job.	Alison Mitchell	<b>Complete</b>
Colour Run term 4-Confirm details and put proposal up to Alison Mitchell and Craig Mansour for approval	Kobi Davies and Sarah Christian	<b>Complete</b>
Clothing Pool information to be included in new family Welcome Packs. Sarah to check in with Zoe Westgarth.	Kobi Davies	<b>Complete</b>
Sarah to contact Keera Job to amend spelling of Kobi's name on the P&F website. (Clothing Pool contacts)	Sarah Christian	<b>Complete</b>
Sarah to confirm and send link to P&F website including clothing pool to Lyndal Elder for publication in the weekly newsletter.	Sarah Christian	<b>Complete</b>
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	<b>Complete. Note-no boarding parents to date. Craig to liaise with Sarah.</b>
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	<b>Complete</b>

#### **ACTION REGISTER from Meeting 01/11/22**

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
-2021 Tax Invoice for Audit Christies Accountants and Advisors	Ali A	
-Australian Business Register - Confirmation of Macquarie P&F ABN Follow up confirmation of payment and scan copy of ABN and send to Bill.		
Investigate if two to sign can be reinstated at Westpac.	Bill W	
Investigate cost of plaque on each key with KJ print.	Bill W	
Lyndal Elder to photograph and share photo of mounted keyboard	Lyndal Elder	
Contact all piano key sponsors and advise of plan to label and mount keyboards.	Sarah C and Ali A	
Coordinate framing of keys with backboard.	Bill W	
Investigate support from Art and Tech Senior students to assist with framing,	Bill W	

Follow up boarder attendance at Colour Fun Run with Peter (Head of Boarding).	Alison M	
Extend invitation to Colour Fun Run to all 2023 students, follow up with Zoe Edwards.	Sarah C	
Follow up support from identified senior school SRC elected students to assist with colour fun run.	Alison M	
Sub committee formed Emma Small, Bill Williamson, Fiona Macaulay and Sarah Christian to meet and finalise all details re: Toongi Lamb partnership.	Emma Small Fiona Macauley Bill W and Sarah C	
Progress P&F handbook for new/incoming P&F committee.	Fiona Macauley and Ali A	
Follow up with Bill NFP status for Zero subscription.	Ali A	
Confirm details for P&F thank you to all MAGS staff end Term 4 2022.	Sarah C	
Finalise proposed changes to the existing P&F Constitution and email to Craig to progress.	Kobi Davies and Ali A	
Share current Fundraising register with Craig and Alison M.	Sarah C	
Term 1 2023 Pool party- confirm date, time and inclusion of boarder families with Craig and Alison. Promote to all parents.  Confirm booking of pool bbq and inflatables with DRC Swimming Pool once detail advised.	Sarah C  Ali A	

**Signed:**

**President/Chairperson**

**Date:**