

Macquarie Anglican Grammar School Parents and Friends

DRAFT Minutes 9 May 2023

Date: Tuesday 9 May 2023	
Time: 6.00pm to 8.20pm	
Venue: Zoom Meeting and Face to Face Upstairs Meeting Room Macquarie Reception	
Minutes taken by: Alison Attenborough	
Attendees: Adam Millington Hannah Boland Craig Mansour Bill Williamson Sarah Christian Fiona McCauley Ali Attenborough Jo Sunderland	Macquarie Anglican Grammar School Parents and Friends Association Constitution – April 2014 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.
Apologies: Melissa Baxter Sally Jenkins Alison Mitchell Emma Small	

1. Welcome to Country	Sarah Christian	
2. Attendees	See above	
3. Apologies	See above	
4. Minutes from previous meeting 14/02/23		Motion: Accepted Moved: Annabel Orford Second: Sarah Christian
5. Business Arising from previous meeting	5.1 Review action register from previous meeting 14/02/23 including outstanding items from 01/11/22 (see below).	
6. Correspondence – Ali Attenborough	6.1 Toongi Lamb schedule	Action – ensure key dates are uploaded to Newsletter. Sarah to send thru key dates to Newsletter email address.
7. Treasurer's Report – Bill Williamson	7.1 Balance at bank \$24,115. <u>Budget</u> Noted that budget is being finalised. Issue with the square, assistance being provided by Christies Accountants and Advisors. Adjustment will be applied when finalised. <u>Easter Raffle</u>	

	<p>\$1,600 raised. Melissa Baxter acknowledged for her efforts replacing a damaged second prize.</p> <p><u>Toongi Lamb</u> \$188 raised for the P&F since commencement of the collaboration.</p> <p><u>Clothing Pool</u> Two events Term 1 and Term 2 with a total of 60 transactions indicating that 60 families have been supported by the clothing pool. All agreed that this should be promoted as a good news story in the next Newsletter.</p> <p><u>P&F Expenditure Prioritisation Evening</u> Plan to engage members of the school community at a wine and cheese social evening. Families can provide a formal proposal for ideas or complete a ballot vote which will be tallied.</p> <p>Where possible families will be encouraged to do the leg work/ground work i.e., Requirements of the Science Department.</p> <p>Craig confirmed that members of Exec team would be present and available for 'Pitch Fest'. Mid-June 2023 with items for expenditure finalised for AGM to inform planning for expenditure 2024.</p> <p>Wednesday 14 June 2023. Book Function Room at Westside Hotel to support school family.</p> <p>Google form out to all parents to provide an avenue for feedback for those unable to attend.</p>	<p>Action – Sarah and Bill to finalise and promote 'Pitch Fest'. Sarah to book venue. Bill to arrange ballot/Google form for parent unable to attend.</p>
<p>8. Headmaster's Report – Craig Mansour</p>	<p>Craig thanked P&F again for the piano.</p> <p>New build progressing well. On track for last quarter of 2023, weather permitting.</p> <p>Naming policy for buildings, exploring the idea of local fauna or geographical features, meet with Aunty Beth (for local Wiradjuri knowledge), include current Boarding school buildings etc.</p>	

	<p>Sarah and Craig have discussed, a large event is not possible at this stage due to small number of volunteers.</p> <p>Sarah would like to see the P&F diversify to include representation from all families attending the school.</p> <p>Venue to be confirmed e.g., upstairs Milestone, Press outside. Date 22 July (TBC).</p> <p><u>Dads' Mixer</u> On hold until 2024. Pitch Fest instead 2024.</p> <p><u>Macquarie's Got Talent</u> – Discussed calling for donations for platters and the importance of compliance with Food Safety Standards when receiving donated items and preparing grazing boxes.</p> <p>Craig suggested that Food Tech students (Deb Hayson contact) can assist with food storage, food handling equipment (gloves etc).</p> <p><u>Colour Fun Run</u> – It was suggested that powder, headbands glasses etc. could be purchased independent of the Fundraising organisation. Most of the funds were raised through the kids fundraising. For those not fundraising a fee could be paid to participate. Barbecue and drinks could be included in the cost of attending the fun run. Need prices on chalk and headbands etc. Annabel will follow up quantities with Kobi. Sarah will look at chalk and headband/sunnies costs. Subcommittee members Annabel and Sarah will seek interest from others who have indicated their interest.</p> <p>Craig will ask Jacob to confirm a date (Term 4 Friday afternoon after school (November)).</p> <p><u>Clothing Pool Update</u> – Next Clothing Pool 27 July.</p>	<p>Action – Craig to connect Deb Hayson to the P&F ahead of MGT to advise re: Food Safety Standards and Food Handling practices.</p> <p>Action – Sarah to investigate cost of chalk and headbands.</p> <p>Annabel to follow up quantities required with Kobi.</p> <p>Craig will have Jacob confirm a date in Term 4 (November).</p>
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	<p>Suggested that we don't need one at the end of Term 2 due as only two families attended last year at the same time.</p> <p>The later opening was successful. Need to make more formal arrangements for late lock up and ensuring that there is no class booked for the room.</p> <p>Clare Booth asked for additional racks to be purchased. This would assist with transfer of clothes on Clothing Pool days. Purchase of two additional racks proposed. Investigate purchase of additional racks, more robust racks. Annabel to investigate appropriate racks.</p> <p>Racks require reinforcement, bigger wheels and mesh reinforcement.</p> <p>Clare Booth put forward (via email to the P&F) the suggestion DGR registration for the P&F. A receipt for donated items may provide an incentive for parent to donate to the Pool. Consideration of a clothing bin on the school grounds also proposed. Craig confirmed that a bin could not be made available on site. There is already a process for donations via Reception that is working well. Concern that the bin would be used for other items (rubbish).</p> <p><u>P&F Facebook Page</u> Ali A met with the Craig Mansour, Alison Mitchell and Lyndal Elder at the start of Term 1 to discuss the formalisation of the P&F Facebook page. Craig confirmed that the school was happy to take on the administration of the P&F Facebook page. This would include ensuring the correct membership of the page, adding new and removing past members, scheduled and branded communication about P&F events. Security is a major issue currently.</p> <p><u>Disability Parking Spaces</u> – Issue raised by a member of the parent community that disabled parking spaces are being used by those without disability parking stickers, noting that the signage on the ground is very faded and there are no upright signs.</p>	<p>Action – Arrange purchase of two additional racks. Annabel to investigate appropriate racks. Moved: Ali Attenborough Second: Sarah Christian</p> <p>Action – Annabel will pop shout out on Facebook to ask for assistance to reinforce racks.</p> <p>Action – seek advice from Christies accountants re:P&F DGR and implications. Craig will check with The Anglican Schools Corporation also for advice. Sarah to provide collated response to Claire.</p> <p>Action – Craig to contact consultant re: branding and templates for P&F activities. Greenhouse Creative could provide guidance for templates.</p> <p>Action – Jacob and Bree to look at transition for the P&F Facebook page in consultation with the current P&F elected committee.</p> <p>Action – Craig has emailed Jo Rankmore to follow up (completed 09/05/23).</p>
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	<p>Craig will investigate repainting of the spaces and signage.</p> <p><u>P&F Formal Mailing List (Bill W)</u> – Square collects email addresses. Suggested that this could be used to create a database. Concern about privacy issues.</p> <p>Communication is an issue for the P&F. Agreed that the P&F would continue to work with the Community Engagement team to address.</p>	
10. Business without notice	Ali confirmed that she would be standing down from the elected Secretary position at the July 2023 meeting. This is in line with the P&F Constitution that allows for a three-year term. Encouraged all present to seek a replacement.	
11. Agenda items for next meeting	Transition of P&F Facebook page to official Macquarie page.	
12. Next meeting date	1 August 2023	
13. Meeting closed	8.00pm	

ACTION REGISTER from Meeting 14/02/23

ACTION	RESPONSIBLE	STATUS
Investigate if two to sign can be reinstated at Westpac.	Bill W	Sarah to finalise.
Finalise/co-ordinate plaque/acknowledgment board for all piano key sponsors and advise of plan to label and mount keyboard.	Jacob Grey	In progress.
Progress P&F Handbook for new/incoming P&F committee.	Ali A and Fiona McCauley	In progress.
Follow up cost of netball court refurbishment.	Alison M and Sarah C	In progress.
Arrange for Jacob to investigate stationery supplier, Craig will consider including in the survey being developed for strategies initiatives.	Craig M	In progress. Will be included in the June/July 23 parent survey to establish wider interest.
Finalise 2023 Project expenditure register and share to Newsletter and P&F page. Sarah C to co-ordinate group reconvene to finalise.	Ali A and Sarah C	Pitch Fest planning has commenced. In progress.
Schedule meeting with Sarah C, Ali A and staff to finalise protocol/guideline for all P&F comms.	Craig M	Complete 14/03/23.
Craig agreed to speak with his teaching team to remind students that they are not to be on laptops or using phones inappropriately at P2 and bus bay.	Craig M	Complete
Term 1 Junior School Easter Raffle	Ali A and Sally J	Complete
P&F slides for Parent Information Night 22/02/23 to be completed and sent to Alison M for inclusion.	Sarah C	Complete 17/02/23

To assist with email management teacher profiles to be updated to reflect photo of the teacher. Discuss with IT.	Craig M	Complete. Unable to achieve.
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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 thru 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	
Winter Pie Drive – Sarah to complete flyer and materials for 2023 Pie Drive. Follow-up subcommittee volunteers	Sarah	
Parents' Night Out event – Sarah to confirm venue for 22/07/23 (TBC)	Sarah	
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	
Term 4 Colour Fun Run – Investigate cost of chalk and headbands.	Sarah	
Follow up quantities required with Kobi.	Annabel	
Craig will have Jacob confirm a date in Term 4 (November).	Craig/Jacob	
Clothing Poo l- Arrange purchase of two additional racks. Annabel to investigate appropriate racks.	Annabel	
Arrange for appropriate reinforcement of racks – shout out on P&F Facebook.	Annabel	
DGR proposal – seek advice from Christies Accountants re: P&F DGR and implications.	Ali	
Craig will check with The Anglican Schools Corporation also for advice.	Craig	
Sarah to provide collated response to Claire.	Sarah	
P&F Facebook page – Craig to contact consultant re: branding and templates for P&F activities. Greenhouse Creative could provide guidance for templates.	Craig	
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	
Signage – Disabled parking spaces P2. Craig has emailed Jo Rankmore to follow-up (completed 09/05/23).	Craig	Complete 09/05/23

Signed:

President/Chairperson

Date: