

Macquarie Anglican Grammar School Parents and Friends

Minutes 14 February 2023

Date: Tuesday 14 February 2023	
Time: 6.00pm to 7.00pm	
Venue: Zoom Meeting	
Minutes taken by: Alison Attenborough	
Attendees: Adam Millington Vanessa Ubergang Manson Craig Mansour Alison Mitchell Bill Williamson Sarah Christian Emma Small Fiona McCauley Kobi Davies Melissa Crawley Ali Attenborough Jo Sunderland Sally Jenkins	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: Lyndall Cook	

1. Welcome to Country	Sarah Christian	
2. Attendees	See above	
3. Apologies	See above	
4. Minutes from previous meeting 01/11/22		Motion: Accepted. Moved: Sarah Christian Second: Bill Williamson Note-amendment to Treasurers Report 01/11/22 (7).
5. Business Arising from previous meeting	5.1 Review action register 01/11/22 Finalisation of grand piano sponsorship Ali Attenborough reported that thank you letters were mailed to all piano key sponsors at the end of Term 4 2022. Sponsors were asked to contact Bill Williamson if they wanted a piano key acknowledging sponsorship. Closing date for notice was end January 2023. Bill confirmed no requests had been received. Craig advised that the piano keyboard would be mounted and displayed in the new building. Support from the Art and Tech students no longer required.	See register below 01/11/22 TBA
6. Correspondence – Ali Attenborough	Nil reported	

<p>7. Treasurers report – Bill Williamson</p>	<p>Square being used to make electronic payments. Square integrates with Xero, this has caused some issues with the correct balance reported.</p> <p>The new balance of \$17,893 is the correct balance at February 2023. This included the Raffle, Colour Run and Clothing Pool.</p> <p>New racks have been ordered for the clothing pool to support manual handling for clothing pool days.</p>	<p>Amendment to Minutes 01/11/22. Note – the previous Treasurers Report should not be accepted as correct.</p>
<p>8. Headmaster’s Report – Craig Mansour</p>	<p>Air-conditioning has been installed in Henderson Hall. Craig thanked all P&F over the past five/six years for this contribution. A 50K contribution from the P&F has been made to the school.</p> <p>The new build has commenced, the driveway has been fenced off. Due for completion late September 2023, weather and unforeseen delays permitting. Largest year of growth for the school with 565 students, 598 included Pre-Kindergarten.</p> <p>Boarding is full with a waiting list.</p>	
<p>9. General business</p>	<p>9.1 <u>Finalisation of fundraising activities from 2022</u> - Piano key sponsors</p> <p>9.2 <u>Expenditure goals 2023 (All)</u> - Netball court refurb Bill suggested that the annual expected P&F revenue (based on past years) is approximately 20K. This provides some guidance when deciding on expenditure projects for the year.</p> <p>Emma S asked if the school could investigate pre-ordered standard stationary requirements for all year groups.</p> <p>It was acknowledged that students may like to personalise stationery.</p> <p>Decision to be made on project expenditure goals for 2023. Fundraising register to be finalised and attached to Newsletter and P&F webpage. All agreed to reconvene and decide on key</p>	<p>See Action Register.</p> <p>Action – Alison M and Sarah C following up cost of netball court refurb.</p> <p>Action – Craig Mansour to arrange for Jacob to investigate stationery supplier. Craig will consider including in the survey being developed for strategies initiatives.</p> <p>Action – Ali A and Sarah C to finalise 2023 Project expenditure register and share to Newsletter and P&F page. Sarah C to co-ordinate group reconvene to finalise.</p>

	<p>expenditure items for 2023 by end Term 1.</p> <p>Consensus amongst the group is to aim for a number of smaller projects in 2023.</p> <p><u>9.3 Community Activities 2023</u> - Finalise P&F calendar (SC). All agreed to remove Carols by Candlelight from the Fundraising calendar and leave this event with Senior students. Focus for 2023 is on further community and year group engagement with planned activities reflecting this.</p> <p>Sub-committee leads established (tentative whilst further volunteers are being confirmed)</p> <ul style="list-style-type: none"> • Clothing Pool – Kobi Davies and Annabel Orford • Toongi Lamb – Bill Williamson and Emma Small • Junior School Easter Raffle – Sally Jenkins and Alison Attenborough • Winter Pie Drive – Sally Jenkins and Bill Williamson • Parents' Night Out – Sarah Christian • Family Colour Run – Sarah Christian <p>- <u>P&F budget for community engagement</u> – mufti day (AA) – not discussed. - <u>P&F webpage</u> – not discussed. - <u>P&F FB page and promotion of activities</u> (AA)</p> <p>Ali A discussed need for consistent protocol for P&F communications and promotion of activities, noting that the P&F need to work closely with the school.</p> <p><u>9.4 Clothing Pool update</u> (KD and AO) Clothing Pool needs to be set up in a way that is transferable to the next caretakers. The P&F has ordered new movable racks to assist with handling and Clothing Pool days. Bill W advised that these are due to arrive any day.</p> <p>Concern raised that many parents who make online orders do not collect and</p>	<p>Action – Craig to schedule meeting with Sarah C, Ali A and staff to finalise.</p> <p>Action – Clothing Pool information to be updated and communicated to cease online ordering – Sarah C.</p>
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	<p>follow up to advise that items are no longer needed. This creates unnecessary work for the busy volunteers who co-ordinate the Clothing Pool. Clothing Pool volunteers agreed to provide support for large families at the discretion of the school.</p> <p>All agreed that Term 1 is the last of the online ordering, two popups a term to be manned by volunteer parents. Sarah has a list of parents who are happy to assist.</p> <p>9.5 <u>Toongi Lamb Update</u> (BW) Collaboration going well with great feedback on the quality of the product. Further comms required to remind all parents. Closing date for next orders 20/02/23.</p> <p>9.6 <u>Other</u> Use of technology at bus bay in the afternoon (ES). Concern raised about the number of students using phones and laptops at the bus bay and P2.</p> <p>Craig explained that the use of phones at the bus bay was put in place several years ago to assist with co-ordination of buses and after school activities.</p> <p>Term 1 Easter raffle Junior School only.</p>	<p>Action – Further promotion of Toongi Lamb to be undertaken – Sarah C.</p> <p>Action – 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.</p> <p>Action – Ali A and Sally J to co-ordinate.</p>
10. Business without notice	<p>P&F update to be included in the Information Night Junior School, 6.00pm, and Senior School, 7.00pm, 22/02/23.</p> <p>Overwhelming number of emails discussed. Sarah has suggested that icons be changed to show school emblem this will assist in the recognition of emails.</p>	<p>Action – Sarah to add slides to PowerPoint. Liaise with Alison Mitchell. Flyers to be handed to parents on departure.</p> <p>Actions – Craig has emailed IT to follow up.</p>
11. Agenda items for next meeting	<p>TBA</p> <ul style="list-style-type: none"> - <u>P&F budget for community engagement</u> – mufti day (AA) – not discussed. - P&F <u>webpage</u> – not <u>discussed</u>. - <u>P&F FB page and promotion of activities</u> 	
12. Next meeting date	9 May 2023	
13. Meeting closed	8.00pm	

ACTION	RESPONSIBLE	STATUS
- 2021 Tax Invoice for Audit Christies Accountants and Advisors - Australian Business Register – Confirmation of Macquarie P&F ABN Follow up confirmation of payment and scan copy of ABN and send to Bill.	Ali A	Complete The FY22 audit fee of \$825 inc GST was paid 9 Nov 2022
Investigate if two to sign can be reinstated at Westpac.	Bill W	This was pending maturity of Term Deposit and can now be put back to Westpac to action - Bill to mail Sarah
Investigate cost of plaque on each key with KJ print.	Bill W	Complete Individual plaques \$8 ea. Group plaque 10" approx \$80
Lyndal Elder to photograph and share photo of mounted keyboard.	Lyndal Elder	Complete
Contact all piano key sponsors and advise of plan to label and mount keyboards.	Sarah C and Ali A	TBA
Co-ordinate framing of keys with backboard.	Bill W	Waiting on a wall
Investigate support from Art and Tech Senior students to assist with framing,	Bill W	Complete Not required if keyboard goes on a wall
Follow up Boarder attendance at Colour Fun Run with Peter (Head of Boarding).	Alison M	Complete
Extend invitation to Colour Fun Run to all 2023 students, follow up with Zoe Edwards.	Sarah C	Complete
Follow up support from identified Senior School SRC elected students to assist with Colour Fun Run.	Alison M	Complete
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	Complete
Progress P&F handbook for new/incoming P&F committee.	Fiona Macauley and Ali A	Ali, Sarah and Fiona to complete.
Follow up with Bill NFP status for Zero subscription.	Ali A	Complete Subscription has been reduced from \$50 to ~\$25 /mth Bill W pays and reimburses self.
Confirm details for P&F thank you to all staff end Term 4 2022.	Sarah C	Complete
Finalise proposed changes to the existing P&F Constitution and email to Craig to progress.	Kobi Davies and Ali A	Complete
Share current Fundraising register with Craig and Alison M.	Sarah C	Complete

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 barbecue and inflatables with DRC Swimming Pool once detail advised.	Sarah C Ali A	Complete
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ACTION REGISTER from Meeting 14/02/23

ACTION	RESPONSIBLE	STATUS
Investigate if two to sign can be reinstated at Westpac.	Bill W	This was pending maturity of Term Deposit and can now be put back to Westpac to action - Bill to mail Sarah
Finalise/c-ordinate plaque/acknowledgment board for all piano key sponsors and advise of plan to label and mount keyboards.	TBA	TBA
Progress P&F handbook for new/incoming P&F committee.	Sarah C, Ali A and Fiona McCauley	
Follow up cost of netball court refurb.	Alison M and Sarah C	
Arrange for Jacob G to investigate stationery supplier, Craig will consider including in the survey being developed for strategies initiatives.	Craig M	
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	
Schedule meeting with Sarah C, Ali A and staff to finalise protocol/guideline for all P&F comms.	Craig M *Meeting scheduled 14/03/23	
Clothing Pool information to be updated and communicated to cease online ordering.	Sarah C.	Complete 19/02/23
Further promotion of Toongi Lamb collaboration to be undertaken.	Sarah C	Complete 19/02/23
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	
Term 1 Junior School Easter Raffle	Ali A and Sally J	
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	

Signed:

President/Chairperson

Date: