

# Macquarie Anglican Grammar School Parents' and Friends' Association

## Term 2 Meeting Agenda 14 May 2024

Date:	Tuesday 14 May 2024
Time:	6.00pm
Venue:	Boardroom above Reception or via Zoom link
Minutes taken by:	Tammy Batho
Quorum requirements:	<p>Macquarie Anglican Grammar School Parents' and Friends' Association Constitution – April 2104</p> <p>6.5 Quorum for general meetings</p> <p>(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.</p>

### Agenda

1. Minutes from Previous Meeting
2. Business Arising from Previous Minutes
3. Correspondence
4. President's Report
5. Treasurer's Report
6. Principal's Report
7. General Business
  - NAIDOC Week celebrations
  - Working bee for shipping container
  - Piano donation recognition
8. Business Without Notice

### Minutes

1. Minutes from Previous Meeting	Terrilee Apology	Minutes accepted Moved – Mary Seconded – Tammy
2. Business Arising from Previous Minutes	<ul style="list-style-type: none"> <li>• Alinta is collecting the old logo clothing.</li> <li>• Clothing Pool items removed from activities room by start of Term 3 – Claire organising.</li> <li>• Publish link to Square privacy statement on P&amp;F payments page – Yvette completed – Pie Drive is now linked.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Establish separate email for Clothing Pool. correspondence – Not sure if this is complete as yet, Mary to speak with Clare.</li> <li>• Yvette to follow-up with Bill on proposed new auditor – we need to present audited reports to the school.</li> <li>• Gluten free options have been organised as part of the Pie fundraiser. Doughnuts are the option that has been organised.</li> <li>• Update wording on website with correct P&amp;F name as per constitution – Alison.</li> </ul> <p>Macquarie Anglican Grammar School Parents' and Friends' Association – is what the website needs to be changed to. Yvette will send through to Lyndal what the changes to the website need to be.</p>	<p>Mary to follow up with Clare.</p> <p>Yvette will send through to Lyndal what the changes to the website need to be.</p>
3. Correspondence	Nil	
4. President's Report	<ul style="list-style-type: none"> <li>• Congratulations to Alison on her appointment as Principal of Macquarie Anglican Grammar School.</li> <li>• Clothing Pool</li> <li>• Grandparents' Day - P&amp;F will be helping on the day.</li> <li>• Parents' Night Out - Saturday 17 August. Mary to look into venues and bring back ideas to next meeting.</li> </ul>	<p>President's Report accepted</p> <p>Moved – Yvette</p> <p>Second – Tammy</p>
5. Principal's Report	<p><b>P&amp;C Funding application from staff</b></p> <ul style="list-style-type: none"> <li>• Facebook Protocol - discussion <ul style="list-style-type: none"> <li>- P&amp;F Facebook could be used for P&amp;F announcements, rather than the individual messenger groups.</li> <li>- Facebook individual year group messenger could be used for general Q&amp;A between parents.</li> <li>- Protocol document for P&amp;F Social media use. Tammy to draft for next meeting.</li> </ul> </li> <li>• <b>Staff Pitch Form</b> – moved to a Google form. Alison presented the form to the P&amp;F. <ul style="list-style-type: none"> <li>- Google doc to be sent through to Tammy. She will circulate to the Executive and three out of four need to vote 'yes' for approval.</li> <li>- Tammy to feed back to Alison if the application has been approved.</li> <li>- Alison will present document to staff at a staff meeting.</li> </ul> </li> </ul>	<p>Tammy to draft a protocol document.</p>
6. Treasurer's Report	<ul style="list-style-type: none"> <li>• January – April</li> <li>• \$30,419 balance brought forward.</li> </ul>	Treasurer's Report – Yvette

	<ul style="list-style-type: none"> <li>• Expenses - \$824</li> <li>• \$35,590 current balance.</li> <li>• Clothing Pool, Colour Run and Easter Raffle</li> <li>• Clothing Pool sales – combined \$2,733</li> <li>• Old logo has been moving out with the sale.</li> <li>• Pie Drive sales – nine sales at the moment.</li> </ul>	<p>Moved – Mary</p> <p>Second – Lyndal</p>
<p>7. General Business: social and fundraising activities</p>	<p><b>NAIDOC Celebrations - Engage with Tegan King about NAIDOC Week and bring ideas back to P&amp;F – Terrilee.</b></p> <ul style="list-style-type: none"> <li>- Thursday 27 June</li> </ul> <p><b>Working Bee to clean out shipping container – Mary.</b></p> <ul style="list-style-type: none"> <li>- Clear out rubbish, and then make an inventory list.</li> <li>- Spring fair leftovers.</li> <li>- Need to organise an inventory list.</li> <li>- Track down a key from the previous committee.</li> <li>- Macquarie needs to be able to use the change rooms, proposed weekend is 26 May</li> <li>- Pick up gate key on Friday from school.</li> <li>- 10.00am to 2.00pm.</li> <li>- People are encouraged to provide whatever time they can commit to.</li> </ul> <p><b>Piano Donation recognition</b></p> <p>Suggestions for recognition:</p> <ul style="list-style-type: none"> <li>- Embroidery of the donors’ names on the cover.</li> <li>- Framed embroidered names.</li> <li>- A clock made of piano keys.</li> <li>- Donors are given the opportunity to come and collect their key. If they aren’t collected by the set date then they will be thrown out.</li> <li>- Tammy to send out letter to families that they can collect their key – collection date by Friday Week 10.</li> </ul>	<p>Decided upon the clock – Lyndal to source ideas and bring back to next meeting.</p> <p>Tammy to send letters.</p>
<p>Business Without Notice</p>	<p>Lyndal - Do the Year 12 leavers receive a gift?</p> <ul style="list-style-type: none"> <li>- Discussed the possibility of using some of the existing old uniforms to make a cape/jersey for the signature bears.</li> <li>- Lyndal has offered to create these to add to the signature bear.</li> </ul>	<p>Jo will get a demo bear for Lyndal to work from.</p>

Next Meeting	- Clothing Pool terms of use	
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**Meeting Close: 7.45pm**

**Next Meeting: Tuesday 18 June**