

# Macquarie Anglican Grammar School Parents and Friends Association

## Term 1 Meeting Agenda 9 April 2024

Date:	Tuesday 9 April 2024
Time:	6.00pm
Venue:	Boardroom above Reception or via Zoom link
Minutes taken by:	Yvette Lloyd
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.

**Attendees:** Mary Nushaj, Alison Mitchell, Marina Simcox, Yvette Lloyd, Helen Smith, Vicky Kumar, Melissa Crawley, Terrilee Amatto, Sally Murray, Claire Booth, Lyndal Cook

**Apologies:** Tammy Batho, Hannah Bolland, Danielle Giddings, Jo Rankmore

### Agenda

1. Minutes from Previous Meeting	Minutes accepted.	Minutes accepted  Moved – Mary  Second – Sally
2. Business arising from previous minutes	Contact Alinta for recycling of old logo clothes – Jo will take and dispose of old logo clothes when Clothing Pool is ready to dispose of them.	
3. Correspondence	<ul style="list-style-type: none"> <li>No incoming.</li> <li>Outgoing letters to thank Easter Raffle sponsors.</li> <li>School must sight outgoing correspondence that uses the P&amp;F letterhead.</li> </ul>	
4. President's Report	<ul style="list-style-type: none"> <li>Colour Run was a good event. Great to have Boarders involved with the barbecue.</li> <li>The P&amp;F has considerable funds from previous fundraising efforts.</li> <li>Focus on selecting quality projects to benefit the school.</li> <li>We are a new committee, 2024 is an opportunity to learn.</li> </ul>	

	<ul style="list-style-type: none"> <li>Delivering a few fundraising projects very well is better than over-committing on multiple projects.</li> </ul>	
5. Principal's Report	<ul style="list-style-type: none"> <li>Thank you to P&amp;F for work on Easter Raffle and Colour Run.</li> <li>Recruitment process for new Principal is ongoing.</li> </ul>	
6. Treasurer's Report	<ul style="list-style-type: none"> <li>Report tabled for the period 29 January 2024 to 6 April 2024.</li> <li>Balance at bank \$33,852.</li> <li>Balance brought forward \$30,419.</li> <li>Earnings in period \$4,257.</li> <li>Expenses \$824.</li> <li>Good start to the year with two fundraisers – Easter Raffle made a strong profit due to the sponsors covering expenses.</li> <li>Income statement has been provided with Treasurer's Report that shows a net profit of \$3,435.</li> <li>Income from Clothing Pool \$115.</li> <li>General sponsorship income \$1,245 (includes Christies Accountants' donation \$850 and Easter Raffle sponsors).</li> <li>Not all income from Colour Run captured in reporting period as many tickets sold in 2023.</li> <li>Balance sheet not provided due to problem with Xero. This will be fixed, and balance sheet tabled at next meeting.</li> </ul>	<p>Treasurer's Report accepted.</p> <p>Moved – Vicky</p> <p>Second – Terrilee</p>
7. General Business: social and fundraising activities	<p><b>Colour Run</b></p> <ul style="list-style-type: none"> <li>179 tickets sold.</li> <li>Raised \$1,571.</li> <li>A very fun event.</li> <li>Drinks/snacks sold at event does not raise much money but adds to the fun of the event.</li> <li>Chalk was left over from previous event – may not be so profitable if purchasing chalk.</li> <li>In future could get Seniors to design obstacles.</li> </ul> <p><b>Easter Raffle</b></p> <ul style="list-style-type: none"> <li>Raised \$2,022.</li> <li>Sally did a great job finding sponsors.</li> <li>Melissa's project timeline was a good template to be used for other events.</li> <li>Traditionally has been Junior School Raffle as winners drawn at Junior School Easter Hat Parade.</li> <li>No online purchasing made it hard for Boarding parents.</li> <li>Options for electronic payment to be considered further, however this would create both electronic tickets and physical tickets.</li> <li>Consider sending one booklet to each family (eldest child).</li> </ul> <p><b>Clothing Pool</b></p> <ul style="list-style-type: none"> <li>Need to incentivise donations of items to build up new logo stock.</li> </ul>	<p>Decisions for Colour Run:</p> <ul style="list-style-type: none"> <li>No further Colour Runs in 2024.</li> <li>Re-visit for summer 2025</li> </ul> <p>Decisions for 2025 Easter Raffle:</p> <ul style="list-style-type: none"> <li>Continue for 2025.</li> <li>Open Raffle to whole school.</li> <li>Include free ticket for each book sold as added incentive.</li> </ul> <p>Decisions for Clothing Pool:</p>

	<ul style="list-style-type: none"> <li>• Concern with challenges in taking commission for clothes – complex and variations in quality.</li> <li>• Discount voucher for Clothing Pool for families donating items proposed.</li> <li>• Currently many people buying and selling online.</li> <li>• Thank you to Claire for sorting out the stock.</li> <li>• P&amp;F has a shipping container that needs a clean out. – ACTION working bee.</li> <li>• School needs activities room change area back by end of Term 2 – Clothing Pool must find own space.</li> <li>• P&amp;F has a shipping container that needs to be cleaned out – can house Clothing Pool items.</li> <li>• Opportunity for Clothing Pool to become a commercial business venture that brings in significant revenue for the P&amp;F.</li> <li>• Clothing Pool needs a space to house this professionally.</li> <li>• Clothing Pool provides an important service for families from a social and equity perspective.</li> <li>• Opportunity to establish a stand-alone building for the Clothing Pool. Claire offered expertise in sourcing and fitting out demountable. School community could chip in services to establish space.</li> <li>• Privacy issues – risk of data breach on Square platform (risk to Square).</li> </ul> <p><b>Template for school resource request:</b></p> <ul style="list-style-type: none"> <li>• Sally Murray presented template for P&amp;F funding requests.</li> <li>• Option one-off funding requests for items up to \$500 from teachers proposed to enable timely funding of small items rather than needing to wait until the next P&amp;F meeting.</li> <li>• Approval of by school plus approval by three of the four Office Bearers.</li> <li>• Small requests to be balanced with big-ticket items.</li> <li>• Faculties are preparing their budget mid-year for approval end of year.</li> <li>• All items purchased for school by P&amp;F must be approved by the Principal and Business Manager</li> <li>• P&amp;F seeking some support (can be in-kind) from nominating for their items.</li> <li>• Many fundraising efforts are already run in the school by students. P&amp;F needs to balance this.</li> </ul> <p><b>Schedule of events for 2024</b></p> <ul style="list-style-type: none"> <li>• Easter Raffle – conduct again in 2025.</li> <li>• Parents' Night Out – Hold once new Principal appointed and align with Boarder collection weekend.</li> <li>• Pie Drive – Winter – 31 May 2024 – Sally managing.</li> <li>• Clothing Pool Dates – 12 April, 3 May, 26 July, 18 October.</li> <li>• Macquarie's Got Talent – 19 September 2024. P&amp;F to do boxes of food.</li> </ul>	<ul style="list-style-type: none"> <li>• Terms of Use – to be carried forward for decision at next meeting.</li> <li>• Clothing Pool will be held once a term face-to-face.</li> <li>• No incentives for donations offered this year.</li> <li>• Prices will be 30 per cent of Alinta price.</li> <li>• P&amp;F to absorb Square payment fees.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Organise Working Bee to clean out shipping container – Mary.</li> <li>• Clothing Pool items removed from activities room by start of Term 3 – Claire.</li> <li>• Publish link to Square privacy statement on P&amp;F payments page – Yvette.</li> <li>• Establish separate email for Clothing Pool. correspondence – Claire.</li> <li>• Yvette to follow-up with Bill on proposed new auditor.</li> </ul> <p>Decisions for template for school resource requests</p> <ul style="list-style-type: none"> <li>• Approval for small items up to \$500 can be made at any time with the approval of the school plus three of four P&amp;F Office Bearers – all voted and all in favour.</li> <li>• Items over \$2,000 require requesting to support fundraising efforts – all voted and all in favour.</li> <li>• Template for Macquarie P&amp;F Funding Application approved for use (with correction of typing errors) – all voted and all in favour.</li> </ul> <p>Decision to conduct the following in 2024:</p> <ul style="list-style-type: none"> <li>• Pie Drive</li> <li>• Macquarie's Got Talent (refreshments)</li> <li>• Parents' Night Out</li> <li>• Clothing Pool (four per year)</li> <li>• Easter Raffle (2025)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Colour Run – would need to have more involvement from Seniors. Not to be done in 2024. Re-visit for 2025.</li> </ul> <p><b>Financial Auditor 23/24</b></p> <ul style="list-style-type: none"> <li>• New auditor required.</li> <li>• Bill has approached an auditor with connections to the school.</li> </ul>	<p><b>Action:</b></p> <p>Investigate gluten free options for Pie Drive – Sally</p> <p><b>Action:</b></p> <p>Proposal for new financial auditor brought to next meeting – Yvette.</p>
Business without notice	<ul style="list-style-type: none"> <li>• Old logo clothing – Request to revise decision to require new logo for blazer/jackets. The school is not able to change the new logo by 2025 decision.</li> <li>• Trousers for female students – already allowed for Juniors. Navy trousers for Seniors have been sourced for winter 2024.</li> <li>• P&amp;F name on website not same as constitution</li> <li>• Need to recognise people that funded the Piano keys. There was a commitment made by former P&amp;F to display names.</li> </ul> <p><b>NAIDOC Week Celebrations</b></p> <ul style="list-style-type: none"> <li>• NAIDOC Week celebrated in 2023 with a special assembly,</li> <li>• Tegan King, Aboriginal Liaison Officer, organised games and activities with members of Aboriginal community participating.</li> <li>• Junior School conducts separate NAIDOC Week activities as part of their classes.</li> <li>• 7 July – 14 July Official Dates (in school holidays).</li> <li>• Range of cultural experiences that can be organised in Dubbo.</li> <li>• Proposal that the P&amp;F supports NAIDOC week activities.</li> </ul>	<p><b>Action:</b></p> <p>Update wording on website with correct P&amp;F name as per constitution – Alison.</p> <p><b>Action:</b></p> <p>Find information on previous commitment made by former P&amp;F committee to recognise Piano Key donors – Tammy.</p> <p><b>Action:</b></p> <p>Engage with Tegan King about NAIDOC Week and bring ideas back to PNF – Terrilee.</p>

Meeting close 8.16pm

Next meeting 14 May 2024