

# Macquarie Anglican Grammar School Parents and Friends

## Meeting Agenda and Minutes Term 1, 13 February 2024

Date:	Tuesday 13 February 2024
Time:	6.00pm
Venue:	Boardroom above Reception or via Zoom
Minutes taken by:	Tammy Batho
Quorum requirements:	<p>Helen Smith, Tammy Batho, Yvette Lloyd, Danielle Costa, Bill Williamson, Alison Mitchell, Ali Attenborough, Jo Rankmore, Sally Murray, Vik Kumar, Mary Nushaj, Vanessa Uerbergang, Lyndal Cook, Sarah Christian, Terrilee Amatto, Archana Palaparathi.</p> <p>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.</p>

1. Minutes from previous meeting Term 4	Minutes accepted.	Motion: Mary Moved: Ali Second: Lyndal
2. Business arising from previous minutes		
3. Correspondence	<ul style="list-style-type: none"> <li>Due to no AGM, extra ordinary catch up was held in Term 4 to discuss and organise 'thank you' morning tea for the staff at Macquarie as a thank you for caring for our children.</li> </ul>	
4. Treasurer's Report – Bill Williamson	<ul style="list-style-type: none"> <li>Rely heavily on the square for online option for payments. Keep the link the same and whatever is available on the website is what square is linked to.</li> <li>Two per cent charge on all transactions, but the payoff is there is less handling of cash.</li> <li>Still do take cash when required.</li> <li>Balance as at 28 January 2024 was \$30,544.</li> <li>Tickets sold for Colour Run (116)</li> <li>Clothing Pool revenue \$2,384</li> <li>WAS Carnival \$302</li> <li>MGT Night \$1,728</li> <li>Parents' Night Out \$392</li> </ul> <p>Notes on Treasurer's Report for new committee.</p>	

<p>5. Acting Principal's Report – Alison Mitchell</p>	<ul style="list-style-type: none"> <li>Alison – a thank you to the new committee.</li> <li>Alison has asked the Macquarie staff what some of the bigger items are that they would like the P&amp;F to fundraise for. They have been asked to submit their requests in writing.</li> </ul>	
<p>6. General Business: Social and fundraising activities</p>	<p><b>Update/feedback Fundraising and expenditure goals from 2023</b></p> <ul style="list-style-type: none"> <li><b>6.1 Macquarie's Got Talent (SC)</b></li> <li><b>6.2 Grandparents' Day</b></li> <li><b>6.3 WAS Athletics Canteen</b></li> <li><b>6.4 Pre-Kindergarten Uniform donation</b> <ul style="list-style-type: none"> <li>P&amp;F purchased a uniform to donate to Pre-Kindergarten</li> </ul> </li> <li><b>6.5 Colour Fun Run</b> <ul style="list-style-type: none"> <li>Tickets were already sold in Term 4, rescheduled for 22 March 2024.</li> <li>Refund offered, no requests for refund.</li> <li>Flyer has already gone out.</li> <li>Chalk has been organised.</li> <li>Barbecue available to use.</li> <li>P&amp;F purchased the sausages and buns, donations of drinks and lollies from students.</li> <li>Ticket sales are open again. At this stage no new sales.</li> <li>Probably need to see if the Boarding students can become involved to help.</li> <li>Sarah to continue to organise but will reach out to new committee to support.</li> </ul> </li> <li><b>6.6 Toongi Lamb Partnership</b> <ul style="list-style-type: none"> <li>Toongi Lamb will be put on hold for now.</li> </ul> </li> <li><b>6.7 Easter Raffle</b> <ul style="list-style-type: none"> <li>Melissa Crawley – has volunteered to organise this year's raffle.</li> </ul> </li> </ul> <p><b>Engagement/Community Building Activities</b></p> <p><b>Clothing Pool Update (AO)</b></p> <ul style="list-style-type: none"> <li>Clothing Pool is doing well online.</li> <li>Email/social media posts have been put out regarding the transition period for the old logo.</li> <li>No further old logo donations to be accepted.</li> <li>Mary asked can there be a patch placed over the old logo. Ali mentioned that it had been</li> </ul>	

	<p>discussed previously and the answer was no.</p> <ul style="list-style-type: none"> <li>- Ali put forward Texrecaus.com as an option to see about donating the old uniforms.</li> <li>- Annabelle Orford is stepping down; Claire Booth will continue.</li> <li>- Alinta may also accept returns for recycling.</li> </ul> <p>Newsletter – weekly blurb sent to school by 12noon Wednesday each week.</p>	<p>Jo to find out if Alinta is still taking old logo stock back to recycle.</p>
7. Business Without Notice	<ul style="list-style-type: none"> <li>• Ideas for community events: <ul style="list-style-type: none"> <li>- Mums' Lunch aired as an idea for this year. Kate Wade might be able to support with that.</li> <li>- Dads' Lunch?</li> </ul> </li> <li>• Sarah will add the new committee to a group chat so that discussions can start up about new ideas.</li> <li>• Contact will be made with sub-committees from 2023 to gauge interest in continuing to manage those events.</li> </ul>	<ul style="list-style-type: none"> <li>• Sarah to add new committee to the group chats.</li> <li>• Sarah to contact and report back to new committee.</li> </ul>
8. Next Meeting	Week 3, Term 2 – Tuesday 14 May	
9. Agenda Items for Next Meeting	<p>Committee will discuss staff requests for items to be purchased by the P&amp;F:</p> <ul style="list-style-type: none"> <li>- Ag – Aquaponic System</li> <li>- Library furnishings</li> <li>- Wicker beds</li> <li>- Library furnishings</li> <li>- Stage lighting</li> <li>- Sound equipment</li> <li>- Smoke machine</li> <li>- New cricket nets</li> <li>- Sensory playground equipment</li> <li>- Boarding – Firepit.</li> </ul> <p>Teacher suggestions need to be more specific, discussion about a request form being created for staff to fill out and submit to the P&amp;F for consideration.</p> <p>Mary mentioned that getting ideas from parents through discussions would also be beneficial.</p>	<p>Sally generating a template for staff to use as a proforma for submissions. Jo to support.</p>
10. Meeting Closed	7.43pm	

**ACTION REGISTER from AGM 13/02/24**

<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>STATUS</b>
Incoming committee to discuss/appoint 2024 P&F Financial Auditor – Term 2 agenda item.	Tammy Batho	
Request form template to be developed.	Sally Murray	
Old uniform donations options.	Jo Rankmore	