



Parents and Friends Association

Address: C/- Smeaton Grange Road, Narellan NSW 2567

Email: MCC_P-F@dow.catholic.edu.au

Agenda – Annual General Meeting – Term 4

7.00pm, 18 February 2024 – Learning Resource Centre

- **Prayer and Welcome**

- **Record of attendance and apologies**

Parents and Friends: David Cornett (President) Sunny Abbey (Vice President), Craig Harley (Treasurer), Erika Astudillo, Melissa Moore, Mathew Campbell, Diana Morrison, Kellie Diamond, Kimberley Hillis, Michelle Cornett, Ivana Forner (Assistant Principal), David Cloran (Principal)

Students: Lachlan Campbell, Isabel Abbey

Visiting Faculty: Nil

Apologies: Carly Cosmo (Secretary)

- **Confirmation and acceptance of the Minutes of the previous meeting**

Notes: Actions arising from the minutes reviewed and endorsed	
Motion: That the minutes and action arising be endorsed	
Seconded: Mathew Campbell	Outcome: Endorsed

- **Business arising (or carried over) from minutes of previous meeting**

- Request for Funding – Air Conditioning – Endorsed - \$250k (carried over)
- Hall Fit-out Funding – Approved – \$144k remaining, \$6k spent (carried over)
 - \$40k for heating – under consideration by CEO, decision pending
- Request for funding – Music Equipment – Paid
- Request for Funding - Moveable Display Boards – Paid
- Request for Funding - Australian Space Design Competition - Paid

- **Presentation – P&F Constitution**

- Not required – saved to P&F documents for future reference.

- **Treasurer’s Report**

- Summary of current financial position

Working 066711 004290	Available	\$63,622.54	✓
429055	Current	\$63,622.54	
3 MONTHS	Available	\$0.00	✓
429011	Current	\$261,270.53	
3 MONTHS	Available	\$0.00	✓
429011.1	Current	\$272,350.53	

- Balance – \$597,243.60 (down from \$631,986.16 in Term 4).



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- Annual Audit is now due – Commenced
- 7-Year Financial Plan - Commenced

• **Principal’s Update**

- Refer attachment 1 - Principals Update (David Cloran)

• **General Business & Correspondence**

Item 1: Correspondence

- Incoming: Regular correspondence from CDF re P&F accounts
- Incoming correspondence: Request for funding – sponsorship - international competition – pending further information from applicant.

Item 2: Presentation – Australian Space Design Competition

Notes: Presentation by Lachlan and Isabel on outcome of the College’s participation in the Australia Space Design Competition. The team won a tightly contested competition to design a space station and have been selected to participate in the International Space Design Competition to be held in Florida later this year. Well done to Magdalene ASDC team.
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Motion: Noted

Seconded: N/A

Outcome: N/A

Item 3: Air Conditioning

Notes: Air Conditioning has been approved for the College Hall. New quotes to be obtained and out of session approval to be provided by the P&F Executive on the final amount, noting that the P&F has already approved \$394,000. Anything beyond this amount to be approved ‘out of session’ by the P&F Executive to minimise delay.
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Motion: That the P&F Executive consider and provide out of session approval, as appropriate, for any additional funding beyond the agreed \$394,000.
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Seconded: Sunny Abbey

Outcome: Endorsed

Item 4: Website Update

- To be completed by the Secretary in consultation with the P&F Executive

Item 5: Annual General Meeting

- Executive Positions declared vacant - Ivana Forner
- Nominations and voting – Ivana Forner
- Outcome:
 - Melissa Moore – President
 - Byron Hillis – Treasurer
 - David Cornett & Craig Harley – A/Secretary – Term 1



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- As there were no nominations for Secretary, David Cornett (outgoing President) and Craig Harley (Outgoing Treasurer) will act in the Secretary role for Term 1. Nominations will be considered throughout Term 1, with confirmation at the Term 2 meeting.
- David Cornett and Craig Harley to assist with handover to new Executive through term 1, including:
 - Set up and training in Catholic Development Funding (CDF) System
 - Access to the P&F email address, contact list, and document register
 - Ad hoc advice on systems, policies and procedures
- David Cloran extended thanks to the outgoing P&F Executive – David Cornett, Sunny Abbey, Craig Harley, and Carly Cosmo.

Item 6: Other Business

- Bus Timetables – advice was sort on how to request a change to bus timetables to improve connecting buses and reduce waiting times. Mr Cloran advised that this was the responsibility of Transport for NSW and the Bus companies but would be happy to provide support where appropriate. The Local Member should also be considered as an advocate for change.
 - College Masterplan/Future Growth – a masterplan is being prepared for the College to ensure sustainable growth. Agenda Item for Term 2 meeting – tour of College grounds to highlight areas for future expansion under the masterplan. The masterplan will also consider other issues such as resourcing, transport, traffic, environment, waste management, energy requirements, etc.
 - Open Day – Thursday 27 February – Invitation to be sent to P&F Email Group to assist in the preparation of the BBQ. Commences at 2pm, concluding at approximately 8pm.
 - New Canteen – quite popular with students and provides a good selection of healthy options. Online ordering is available. Before school breakfast club continues to operate from the canteen. Request to consider a selection of cheaper, small snacks.
 - Volunteering – Now that the canteen is under new operation, opportunities to volunteer are limited. The P&F provides opportunities to volunteer for events throughout the year – requests to be sent via the P&F email group.
- **Next Meeting - Tuesday, 4th Week of Term 2, 2025**
 - **Attachments**
 - Attachment 1 – Principal's Report



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Magdalene Catholic College P&F Principal's Report

Tuesday 18th February – Term 1 2025

Welcome to new Staff in 2025

Staff Name	Position
Aisha Aboud	HSIE Teacher
Laura Grady	ML 2 Year Coordinator & PDHPE Teacher
Jim Hajjar	Maths Teacher
Rebecca Vincent	ML 2 Leader of Learning Science
Jacob Waldon	Science Teacher
Kristin Evans	Diverse Learning Teacher
Nicole McGregor	Leader of Learning HSIE
Samantha McGlynn	Stage 4 Leader of Wellbeing, HSIE Teacher
Emile Gad	Maths Teacher
Shivneel Kumar	HSIE Teacher
Isabella Jovanoski	Science Teacher
Jean Claude Seedoyal	HSIE Teacher
Melissa Mitchell	SSO Admin
Alicia Snushall	PDHPE/learning Support
Tiama Odisho	HSIE
Annelise Jennings	Art/indentured

Major College events since last meeting

- Commencement of Year 7 (3rd Feb)
- Commencement of Years 12 (4th Feb)
- Commencement of Years 8-11 (5th Feb)
- Year 7 Meet and Greet Evening (10th Feb)
- Year 12 Retreat (12th-14th Feb)
- Year 12 UOW Discovery Day (18th Feb)

BECAUSE I HAVE SEEN THE LORD

- Year 7 MacBook Bootcamp (18th Feb)
- Year 11 Information Evening (18th Feb)

Upcoming Events

- Opening College Mass (20 Feb)
- College Swimming Carnival (21st Feb)
- Year 7 2026 Open Afternoon (27th Feb)
- Project Compassion Launch (4th March)
- Ash Wednesday Liturgy (5th March)
- NAPLAN (12-14th March)
- Year 7 Camp (24th28th March)
- Year 9 Camp - The Tops Stanwell Park (7th-11th April)

Discussion Points

- Update on hall air conditioning and fit-out allocation
- Master Planning Underway