



# Parents and Friends Association

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

**Email:** [mchs.pandf@gmail.com](mailto:mchs.pandf@gmail.com)



## MINUTES – ANNUAL GENERAL MEETING

7.00pm, 9<sup>th</sup> February 2021

- **Prayer and Welcome**

Prayer by Jenny Foldes, introduction by all attendees

- **Record of attendance and apologies**

Jenny Foldes, David Cornett, Michelle Cornett, Birgit Hoffman, Mathew Campbell, Craig Harley, Angie Hayward, Karen Worlledge, Sunny Abbey, Julie Patroklou, Pablo Medina, Carly Cosmo, Kerri Toweel, Matthew McMahon, Angela Young, Amy Smith, Bianca Di Losa.

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

Notes:	
Motion: That the minutes be adopted as a true and accurate reflection of the meeting	
Seconded: Pablo Medina	Outcome: Carried

- **Business arising from minutes of previous meeting**

- Awaiting further request from F1 in School (IG) – Awaiting update from students. This could become a virtual competition or there could be the need to travel to Melbourne possibly in November. Students are to come to the P&F and request funds when they know how the competition is going to proceed.

- **Treasurer’s Report**

- Summary of current financial position (PM) – Accounts and their purposes was described to the group. We explained how the P&F receives funds from the levies paid at school fee payment and through the sale of second hand uniforms. We do not do any other fundraising activities. We use the funds to do specific projects at the school like air conditioning, purchasing the school bus, and providing support for students who are representing the school in sporting creative and cultural endeavours. Requests are made to the P&F by students. There are restrictions on what we can use funds for, (eg no buildings) but these rules have become more relaxed over time.
- P&F Financial Plan – (PM) – 5 year plan to be revised and presented at the next meeting.
- 2019 & 2020 Financial Audits – Update (PM) – information has been provided to the independent auditor. PM to follow up to get the audits completed.



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Account List			
Account	Name	Current	Available
4290S5	Working 066711 004290	\$35,981.04	\$35,981.04
4290I1	3 TO 5 MONTHS	\$145,725.98	\$0.00
4290I1.1	3 TO 5 MONTHS	\$139,586.18	\$0.00

- **Principal's Report**

Attached

- **General Business & Correspondence**

**Item 1:** F1 in Schools – Update (DC) – covered in business arising from previous meeting.

**Item 2:** Clothing Pool – Update (MC) – Michelle Cornett continues to do a wonderful job running the second hand clothing pool for the old style uniforms for Yr8,9 & 12. Michelle will continue to provide this service and be at the old brother's house on a Monday morning until it is no longer required. Parent are encouraged to send a note through the office if a specific item is required. Noone will provide a second hand clothing on consignment for the new style uniform similar to how St Gregory's runs theirs. The executive team thanked Michelle for her devotion to supporting the school through the clothing pool for so many years. The eftpos machine will be retained and its costs assessed to see if it is worthwhile to keep. A machine can be borrowed from the CEO which required but this process can be arduous. Having our own machine is very handy and has made the clothing pool much more successful

**Item 3:** Correspondence

- CDF - CDF Deposit Book – supply for CDF accounts while the Xavier Centre is being refurbished (To be held by Treasurer)
- CDF – regular account correspondence – provided to treasurer
- Commonwealth Bank – Account statement for Clothing Pool and EFTPOS Machine

**Item 4:** Upcoming Events

- Open Day – Monday 1 March. volunteers will be required to run the P&F BBQ from 2pm. There will be three sessions run throughout the evening with the BBQ running the whole time. Please let David know if and when you can help. An email will be sent out requesting helpers. The BBQ will use COVID safe practices.



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- Year 7 Meet and Greet. Will not run like previous years. Possibly will be a meeting of pastoral care teachers only. School will communicate what is happening as details come to hand.
- Other events

**Item 5:** Executive Elections – all positions declared vacant.

Notes: President position	
Motion: David Cornett nominated for President	
Seconded: Karen Worlledge	Outcome: Carried

Notes: treasurer position	
Motion: Pablo Medina nominated for Treasurer	
Seconded: Angie Hayward	Outcome: Carried

Notes: Secretary position	
Motion: Angela Young nominated for Secretary	
Seconded: David Cornett	Outcome: Carried

Meeting closed 8:13pm

- **Next Meeting Tuesday, 3<sup>rd</sup> Week of Term 2, 2021**

## Attachments

- Attachment 1 - Principals Report