



# Parents and Friends Association

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

**Email:** MCC\_P-F@dow.catholic.edu.au

## Minutes

7.00pm, 10<sup>th</sup> May 2022 – Online Meeting

### 1. Prayer and Welcome

### 2. Record of attendance and apologies

Matthew McMahon (MM) (Principal), Ivana Forner (IF) (A/Assistant Principal), Carly Cosmo (CC)(Secretary), David Cornett (DC) (Chair), Craig Harley (CH) (Treasurer), Sunny Abbey SA, Pablo Messina (PM), Michelle Cornett (MC) (Minutes), Julie Patroklou (JP)

Apologies: Jenny Foldes (Assistant Principal), Nancy Carrano

### 3. Confirmation and acceptance of the Minutes of the previous meeting

Notes: DC summarised the actions from the previous meeting, noting points from item 4 of the agenda

Motion: That the minutes be adopted as a true and accurate reflection of the meeting

Seconded: Craig Harley

Outcome: Endorsed

### 4. Business arising from minutes of previous meeting

- Hall Equipment - \$150,000 allocated, updated to be provided in Principals report
- Open Day - call for volunteers - thank you to all that assisted on the day, added to agenda for further discussion re timing
- P&F Secretary - Seeking nominations - added to the agenda for discussion
- Letter for CEO - naming of the new hall - on hold, subject to outcome of decision by CEO

### 5. Treasurer's Report

- Summary of current financial position (Craig Harley)

Account List			
Account	Name	Current	Available
4290S5	Working 066711 004290	\$51,111.25	\$51,111.25
4290I1	3 TO 5 MONTHS	\$146,965.31	\$0.00
4290I1.1	3 TO 5 MONTHS	\$251,155.04	\$0.00

- Options
  - No change
  - Transfer \$40,000 to Investment Account 2 in May 2022



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- Transfer an amount from Investment Account 2 to Working Account

Notes: Waiting on advice from CEO re funding for equipment. Likely that P&F will be asked to fund purchase of exercise bikes, free weights, and rowing machines. Unlikely to purchase bulky equipment as it would be ideal to maintain flexible use of that space. It is likely that the request for funding will occur prior to the next meeting and additional funds will be required in the working account.
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Motion: Transfer \$50k to the working account for the purchase of hall, with final approval to be completed out of session by the MM and the P&F executive.
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Seconded: Michelle Cornett
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Outcome: Endorsed
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- Annual P&F Financial Plan
  - \$1000 for BBQ expenses not yet invoiced - to be followed up with Finance
  - \$40,000 transfer has been forecast, subject to advice from Matt McMahon
  - Income and expenditure are consistent with the financial plan

Notes: CH presented the financial report and update of the financial plan. MM noted that A/C for the Hall may need to be considered in the future. DC emphasised the importance of appropriately allocating funds to worthy projects - having too much in the P&F accounts is not a good thing if there are programs, projects, and equipment that require funding.
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Motion: Move that the financial plan be endorsed, noting comments by MM and DC.
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Seconded: Carly Cosmo
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Outcome: Endorsed
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## 6. Principal's Update

- Refer attachment 1 - Principals Update (Matt McMahon)

Notes:

- Year 12 student - Garden Design Project - P&F supported the idea of turning the design into reality. Out of session endorsement to be considered, subject to timing and requested amount.
- Survey - does the College share the survey results with parents. MM confirmed that results would be shared. MM also encouraged participation in the survey.

## 7. General Business & Correspondence

**Item 1:** Correspondence

- General correspondence from CDF

**Item 2:** Financial Contribution - Hall Equipment / Fit out

- \$150,000 allocated in February 2022 - refer Treasurer's report

**Item 3:** Open Day – Debrief



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- Thank you to everyone assisting on the day, great support, very welcoming and enthusiastic
- Timing of BBQ preparation and serving - some confusion of the timing of the event, resulting in food wastage and some families missing out of the BBQ. DC to discuss with IF prior to next year.

## Item 4: Upcoming Events

- Feast Day - Friday 22<sup>nd</sup> July - P&F will seek volunteers to assist on Feast Day, another great event, lots of fun, 3-4 volunteers required
- Magdalene Shines - Thursday 23<sup>rd</sup> June, great event and well worth attending.

## Item 5: (Year 9) Clothing Pool (Michelle Cornett) – roughly \$300 for new sports uniform.

- Michelle Cornett clarified some points around availability of older school uniform for Year 9 students. Students seeking sport uniform components are being actively encouraged to consider uptake of new uniform as it will potentially be worn for 3.5 years, representing good value and partitioning the cost of the entire uniform for next year.
- Confirmed that items such as boy's trousers, girls winter ties and some shirt sizes are problematic. College have put acceptable measures in place to ensure that year 9 students can continue to present in old uniform in the form of - No girls tie with parental note in diary, boys may source plain grey pants, white shirts from local suppliers in line with current style.

## Item 6: Promotional Material – banner, brochures, marquee, name tags for events – DC to follow up options for consideration by P&F, low cost options to proceed with P&F Executive approval.

## Item 7: P&F Secretary – Carly Cosmo self-nominated and was enthusiastically endorsed by the P&F. Thank you Carly.

## 8. Next Meeting - Tuesday, 3rd Week of Term 3, 2022

### 9. Attachments

- Attachment 1 – Principal's Report



Principals Report  
May 2022 P&F.pdf

- Attachment 2 – Financial Plan



MCC PF Budget and  
Financial Plan 2022 (1