



St Mary Star of the Sea College P&F Meeting

6 March 2018 (7.00pm) – Polding Learning Centre

Attendance: *Frank Pitt, Scott Sutton, Jennifer Bean, Belinda Cutter, Zoran Jovanoski, Karin Sylvester, Elizabeth Cavdarovski, Anna Tomasiello, Angela Hunter, Mary Hawkins, Yan Wang, Jorge Marquez, Michael Austin, Kylie Wood, Tim Berry, Elizabeth Clingan-Jones, Sonia Andraos, Cathy Harding, Dee Alfred Buzunga*

Apologies: nil apologies

Welcome & opening prayer **Dr Pitt**

1. Minutes of previous meeting

Minutes accepted as a true and accurate record of the meeting:

Accepted: Belinda Cutter

Seconded: Elizabeth Cavdarovski

2. Correspondence

Nil correspondence

3. Principal's Report

See attached report.

Accepted: Zoran Jovanoski

Seconded: Mary Hawkins

4. President's Report

See attached report.

Accepted: Mary Hawkins

Seconded: Anna Tomasiello

5. Treasurer's Report

See attached report.

Discussion about investing more money in term deposits such as a 3 month term investment.

ACTION: Belinda Cutter to investigate term deposit rates and discuss this option at the next meeting.



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Dr Pitt provided an explanation about the P&F Levy (in that it is additional to the building levy – the P&F do not pay for major capital works). The question of whether the P&F have paid the gymnasium classroom equipment was raised.

ACTION: Dr Pitt and Belinda Cutter to investigate who is paying the gymnasium equipment lease (the P&F haven't received an invoice in 2 years).

Belinda Cutter identified the outstanding projects that the P&F have committed to support (including the Good Samaritan Garden landscaping, sculpture installation, classroom equipment).

Accepted: Scott Sutton
Seconded: Mary Hawkins

6. Pastoral Care

Elizabeth Cavdarovski explained the role of Vice President (Pastoral Care) in that it is to assist Sister Rita to support families. This includes coordinating frozen meals and providing Woolworths vouchers to assist in her valuable support work.

Discussion on whether any new families had volunteered to support this project. It was noted that the freezer needs topping up.

ACTION: Elizabeth Cavdarovski to liaise with the school to determine if any volunteer forms had been handed in.

7. Elections for office bearers 2018

| | | |
|-----------------------|-----------------------|--|
| President: | Scott Sutton | Nominated: Belinda Cutter Seconded: Elizabeth Cavdarovski |
| Secretary | Elizabeth Clingon | Nominated: Kathy Harding Seconded: |
| Treasurer: | Belinda Cutter | Nominated: Mary Hawkins Seconded: Scott Sutton |
| VP Pastoral Care | Elizabeth Cavdarovski | Nominated: Scott Sutton Seconded: Anna Tomasiello |
| VP Events & Community | Mary Hawkins | Nominated: Scott Sutton Seconded: Belinda Cutter |



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8. General Business

1. Role of the P&F

A question was asked about the role of the P&F and it's key challenges for 2018.

Dr Pitt responded that the P&F is focused on the school community and creating and maintaining partnerships. It does not have a mandate for fund raising, rather it is a forum to seek input and advice on education and pastoral care – a consultative body. There are opportunities for the P&F to have an input into the MasterPlan and college strategic directions.

Scott Sutton said that the key challenge for the P&F is to build the level of participation and interest – with 700 families the participation rate in the P&F is relatively low (generally 10 -15 people attend meetings).

A question was raised about P&F led social events. Two factors contributing to the lack of success is the lack of interest by school families (attendance is low) and there is the lack of volunteers to run them. It was noted that for an event to be attended, they need to be linked to a school event such school concerts, school-coordinated information nights etc..

It was noted that Edmund Rice organizes their functions (such as Mother's Day and Fathers Day functions) at the beginning of the day (ie before the boys are dropped at school). The Mothers Day and Fathers Day functions are not run by the St Mary's P&F.

There was discussion that the P&F needs to foster volunteering in the school community such as supporting the canteen. It was suggested that a discussion with Mary Pulford could identify opportunities for communication with families.

ACTION: Discuss creating a directory of St Mary's family businesses on the website to encourage a St Mary's community at the next meeting.

ACTION: Scott Sutton to check that the P&F constitution is on the website.

ACTION: Form a sub-committee/group of interested people to identify opportunities for social events.

ACTION: Invite Mary Pulford to the next meeting.



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2. Carry forward items to the next meeting

- Dates for the P&F to be determined at the next meeting.
Confirm the Year 12 Graduation Lunch date (25/9/18?)
Aim to put key dates on the school calendar.
- What does the school do about environmental sustainability (eg recycling, carbon levy)
- Year 12 Graduation Lunch arrangements
Need to agree on numbers (eg each girl has 2 adults but apply for an exemption if blended family), venue etc. Seek volunteers to assist the organization of this function.

3. Lego Robotics Team request

The School's lego robotics team is representing Australia in Hungary. They are seeking financial assistance. There was discussion about whether the P&F should provide support to them as a 'group' or as 'individuals'.

ACTION: Belinda Cutter to look at the P&F policy on subsidies/allocations in the constitution.

MOTION: That the P&F subsidise the Lego Robotics Team as individuals to the amount outlined in the P&F policy.

Moved: Cathy Harding

Seconded: Belinda Cutter

Meeting closed 8:45pm

NEXT MEETNG: 20 March 2018



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St Mary's P&F Annual General Meeting - March 6 2018

Principal's Report

As we commence another school year at St Mary's College, I offer my congratulations and thanks to the P&F for their wonderful support in 2017. With a relatively new team, the executive has been creative in looking at how we have organised events in the past and they have made the changes required to modernise and update these events. An excellent example of this was their approach in a new format for the 2018 Welcome BBQ for new Year 7 parents, improvements to the Year 12 Graduation Lunch and great ideas for speakers and presentations at P&F meetings.

I would like to take the opportunity to recognise and thank the P&F Executive of Scott Sutton, Elizabeth Cavdarovski, Mary Hawkins, Jennifer Bean and Belinda Cutler for their support of the college and for their work throughout 2017. They have been enthusiastic in their efforts and have continued to promote an excellent education for their children and a warm and supportive environment for parents.

As you may be aware, our Year 12 students performed exceptionally well in the 2017 HSC. We had 53 students gain places on the distinguished achievers list, gaining a total of 108 Band 6 results. We also finished above state average in 28 courses with very strong results in Mathematics, English and the Creative Arts. We gained a third place in the state in HSC Dance and a second place in the Human Services TVET course. When we add the 17 students who were nominated for their excellent HSC works in Dance and Visual Arts, we can see that we have much to be proud of.

A particularly pleasing aspect of the 2017 results was the significant learning gain achieved by the Year 12 students. This was particularly evident in our high number of Band 5 results in various subjects, where we anticipated lower results. Given that these results are as good as we have had since 2010, and improved on last year's excellent results, we as a staff were delighted. We hope that we will continue to see excellent teaching and learning resulting in consistently positive results into the future.

As well as gaining excellent results in the HSC, the 2017 school year was another excellent year in all areas of endeavour. We saw the continuation of the MYP into Year 8, the introduction of the Interdisciplinary Program into Year 8 and preparation for the verification visit from the International Baccalaureate to be held in March 2018. It would be negligent of me not to mention the outstanding sporting results the girls achieved throughout the year. We were very successful in most carnivals we attended, and sports participated in, emerging as the dominant girls school in diocesan carnivals and gaining outstanding results at regional and state level.

The 2017 year also provided beautiful opportunities to celebrate our faith through whole school Masses, liturgies during significant Church seasons and the



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celebration of class Masses in the chapel. In 2017 our college theme was "For the Life of the World" and we focused on developing a fresh understanding of who God is in our lives and what our responsibilities are as we seek to work toward building a better world. This was a rich and powerful theme that gave vision and direction to our year across a range of areas. In 2018 our theme is "Knock and the Door Will be Open" and I will keep you updated on the ways in which this theme will influence and shape our year.

In 2017 we undertook a master planning process as a means of gaining some insights into the possibilities for our campus and the education that we offer into the future. I believe this was a powerful opportunity for all stakeholders to contribute to the future direction of the college and to reflect on the opportunities that this plan might provide. The master plan should be complete by April 2018 where it will be considered by the College Board. I will report back on the plan at the first P&F meeting following its adoption by the Board.

Our enrolments remained healthy in 2017 with the college population sitting at a little over 1100 girls, with a healthy Year 7 cohort commencing at the beginning of 2018. We have just completed school visits to Catholic primary schools in the diocese and we are conducting our annual Open Day this Thursday, 8 May. In 2018 we will be giving Year 5 students the opportunity to enrol for the 2020 school year as well as Year 6 girls the opportunity to enrol for 2019.

The college continues to inform our population and those interested in the goings on of St Mary's through the college website. This medium continues to go from strength-to-strength, with our Facebook page generating a healthy number of hits. Our stats show that we are gaining excellent coverage of college news and events using Facebook and we have a growing number of followers. Maree Pulford, our Director of Enrolments and Marketing, continues working to increase coverage and is delighted with the way that our community is using this platform. We will continue to explore how we maximise our on-line presence using Facebook and Twitter throughout 2018.

I thank the St Mary's College P&F and our parent body more broadly for their cooperation, support and trust in this wonderful endeavour of education. It is a privilege to work in this community and I look forward to another fantastic school year at St Mary's in 2018.



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Presidents Report 2017

Thank you all for attending this years AGM. Last year was a very successful year from a P&F perspective.

We started the year with the Year 7 welcome BBQ, which was attended by around 120 Students and Family. It is great way to introduce the girls to high school. Getting them together with their new friends out of the classroom and meeting each parents is a great way to start the New Year.

We also were successful in funding a number of resources.
Approved funding included:

- \$5752.00 for PLC benches and Stools
- \$29,300.00 for 10 electronic real care babies for PDHPE Faculty
- \$5000.00 for IPS sound and Electronics for VET
- \$38,000.00 for new & upgraded glassware, service ware and Combi-oven
- \$2000.00 for maths Faculty which will purchase polygons and interactive software
- \$34,000.00 for Tas Department to purchase sewing machines and a laser cutter

These plus a few more purchases meant the P&F were able to fund over \$119,000.00 worth of resources the all the girls in this school will benefit from in the coming years. A great effort on the part of Dr Pitt and all Staff to assess the needs of the school and accumulate the necessary prices and suppliers to purchase all of this.

A huge THANK YOU to P&F Executive for their efforts last year and especially Mary and Belinda for all their hard work, frustration and patience in organising the Year 12 Graduation lunch. Again it was a huge day for the Girls and went off without any problems.

So again thank you for supporting your P&F through out the year. Without it, the support and resources that we were able to give to Dr Pitt and Staff would not be made possible. I also encourage everyone to be involved in your children's education through out the high school years. As they become adults and then parents themselves they will reflect back on what their parents did and hopefully we have been great example.

Thank You

Scott Sutton
P&F President



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Treasurer's Report 2017

It is pleasing to report on another successful year for the P&F in 2017.

We currently have \$395,901 in our accounts, which gives the P&F considerable scope to continue our help for the College and its students

There are two accounts, both with the Catholic Development Fund. In the year ended 31 December 2017:

- Cheque Account balance: \$194,588.10
- Term Deposit Account balance: \$201,313.03

The Parent Levy raised funds totalling \$144,109 this year (the last cheque for \$47,872 is not included in this year's accounts as there was a delay in banking until 2018), which allowed us to focus on supporting the College, without the need of continuous fundraising and its demands on P&F time & effort.

In 2017, we helped organise and support a number of significant events at St Mary's, including the Year 7 Welcome Barbeque and Year 12 Farewell Luncheon.

During 2017, the following requests were funded through the P&F:

- Science Department - Annual Science Fair
- Robotics Team Support
- National Cross Country Support for 1 student
- NYSF Year 12 Program Support for 2 students
- Uniform Costs Support for 2 students

During 2017, the following faculty requests were agreed to be funded through the P&F but have not yet been actioned:

- PLC Faculty - for bench tables and stools (\$5752)
- PDHPE Faculty -10 electronic real care babies for community and family classes (\$29,300)
- VET Faculty (Entertainment)- IPS Sound and electronics (\$5000)
- VET Faculty (Business services) - Laminators, shredders & binders (\$2000)
- VET Faculty (Hospitality) – new & updated glassware, service ware and combi-oven \$38,000
- Maths Faculty – polygons, interactive software (\$2000)
- TAS department – sewing machines x 8 (\$14,400) and a laser cutter (approx. \$20,000)
- Total are approximately \$81,000 + a laser cutter

As always, the P&F welcomes any proposals from the College staff, students and parents for P&F financial support and encourages direct involvement by parents in the P&F.

Belinda Cutler - St Mary College P&F Treasurer 2017



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1. Cheque Account (in Dollars)

| | | | |
|-------------------------|-------|--------------------|-------------------|
| OPENING BALANCE: | | | 107,119.18 |
| RECEIPTS: | 31/3 | Interest Credit | 66.02 |
| | 30/6 | Interest | 65.87 |
| | 30/9 | Interest | 77.18 |
| | 31/12 | Interest | 121.06 |
| | 14/9 | P&F Levy #1 | 48,050.00 |
| | 14/9 | P&F Levy #2 | 48,187.00 |
| | 9/11 | Yr12 Grad Lunch #1 | 13,560.00 |
| | 9/11 | Yr12 Grad Lunch #2 | 4,085.00 |
| | 9/11 | Yr12 Grad Lunch #3 | 790.00 |
| TOTAL INCOME: | | | 115,002.13 |

EXPENSES:

| Cheque No. | Date | Description | Amount |
|------------------------|------|--|--------------------|
| 751957 | 24/3 | Yr7 BBQ - Coniston Bakery | 366.00 |
| 751958 | 26/3 | Yr7 BBQ – Hasties Meats | 192.00 |
| 751959 | 26/3 | Yr7 BBQ - Chicko's Chickens | 719.00 |
| 751960 | 26/3 | Yr7 BBQ – Reimbursements | 238.46 |
| 751961 | 18/9 | Yr12 Grad Lunch for Lagoon Restaurant | 23,155.00 |
| 751962 | 18/9 | Yr12 Grad Lunch Tonittos Cakes | 590.00 |
| 751963 | 8/11 | Yr12 Grad Lunch Deposit Reimbursement to SMC | 500.00 |
| 751964 | 8/11 | SMC Reimbursement – Summer Uniform | 416.00 |
| 751965 | 8/11 | SMC Reimbursement – Winter Uniform | 420.85 |
| 751966 | 6/12 | Student Grant – H.P – National Cross Country | 400.00 |
| 751967 | 6/12 | Student Grant – E.M – NYSF Year 12 Program | 400.00 |
| 751968 | 22/9 | Student Grant – M.S – NYSF Year 12 Program | 400.00 |
| | 9/9 | | 165.00 |
| TOTAL EXPENSES: | | | 27,533.21 |
| BALANCE: | | | +194,588.13 |

2. Term Deposit Account (in Dollars)

| | |
|------------------------|-------------------|
| OPENING BALANCE | 196,650.85 |
|------------------------|-------------------|



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| RECEIPTS: | | | |
|----------------------|-------|----------|------------------|
| | 24/3 | Interest | 1,139.50 |
| | 24/6 | Interest | 1,171.57 |
| | 26/9 | Interest | 1,178.51 |
| | 28/12 | Interest | 1,172.60 |
| TOTAL INCOME: | | | +4,662.18 |

| WITHDRAWALS: | | | |
|------------------------|-------------|--------------------|--------------------|
| Cheque No. | Date | Description | Amount |
| | | Nil | 0.00 |
| TOTAL EXPENSES: | | | 0.00 |
| BALANCE: | | | +201,313.03 |

| | |
|-------------------------------|--------------------|
| TOTAL FUNDS AVAILABLE: | +395,901.16 |
|-------------------------------|--------------------|