



**St Mary**  
Star of the Sea College  
I AM BORN FOR HIGHER THINGS

**St Mary, Star of the Sea College Wollongong**

**P&F General Meeting Term One - MEETING MINUTES**

**Tuesday 20th March 2018 (6.45pm for a 7.00pm start)**

**Polding Learning Centre**

***Accepted at Term 2 Meeting 2018 (Tuesday 22nd May 2018)***

---

Attendance: Frank Pitt, Jennifer Bean, Scott Sutton, Belinda Cutler, Elizabeth Cavdarovski, Elizabeth Clingan Jones, Anna Tomasiello, Sonia Andraos, Michael Austin, Cathy Harding, Tim Berry, Angela Hunter, Katrina Gamble, Darren Grant, Sharon Holdsworth  
(15 attendees including two ex-officio representatives)

Apologies: Zoran Jovanoski, Veronica Spanicek, Marie Pulford

---

Welcome & Opening Prayer (Dr Frank Pitt)

1. Minutes of previous meeting (6th March 2018)  
Accepted as a true and accurate record of the meeting:  
Accepted: Belinda Cutler  
Seconded: Cathy Harding
  
2. Actions Arising from the Previous Minutes (6th March 2018)
  - a. Term Deposit Rates (BC) - Awaiting response from CDF.
  - b. Clarification of gymnasium equipment expenses (FP & BC) - Confirmed with business manager, Darren Grant, that the gymnasium equipment has been purchased outright by the St Mary P&F Association. The ongoing expenses related to the maintenance of the equipment will be covered by the school.
  - c. Pastoral Care Volunteer Forms (EC) - Needs to liaise with school office about whether new volunteer forms have been received. Scott Sutton also mentioned that there was formerly a database of volunteers maintained by Catherine Sutton and that he would request that it be forwarded to Elizabeth Cavdarovski. Further discussion ensued about the distribution of the forms and it was decided to include a regular update in the school newsletter about the state of donations and also to include the volunteer form in the annual notes distributed to parents (currently only in the Year Seven enrolment pack); to be actioned by FP
  - d. Creating a voluntary directory of St Mary's family businesses - Discussion held over until General Business.

- e. St Mary P&F Association Constitution (SS) - Not presently on the website. Scott Sutton and Belinda Cutler had both gone through the available documents in their portfolios and no constitution had been found.  
*Action* - Dr Frank Pitt to liaise with Ms Jane Edwards to see if there is an available copy of the P&F Association Constitution in the School Office.
- f. Sub-committee formation of interested people to look into parental engagement and social activities - Discussion held over until General Business.
- g. Invitation to Marie Pulford to attend meeting to discuss the potential use of the school social media account to link family interests and businesses - Marie was an apology.
- h. Dates for 2018 P&F meetings and activities - General Business
- i. Update on school activities in regards to environmental sustainability - General Business
- j. Year 12 Graduation Lunch - Date set for 25/09/2018. Each student allowed 2 accompanying adults but can apply for an exemption to this rule if there are 2 sets of primary carers. Note that the limitation on numbers able to attend is due to the capacity of the venue.

### 3. Correspondence

Correspondence received from the St Mary's Lego Robotics Team with an expression of their gratitude for the financial support from the P&F to attend the competition in Hungary (please see attached letter - Appendix 1).

### 4. Principal's Report - Dr Frank Pitt

See appendix 2

Accepted: Elizabeth Clingan Jones

Seconded: Belinda Cutler

### 5. President's Report - Mr Scott Sutton

After an extremely busy start to the New Year we find ourselves near the end of first term and hasn't time flown by.

A big thank you to the new P&F executive for putting their hands up and giving up their time to help. A big welcome to Elizabeth Clingan Jones for taking on the role secretary this year and huge thank you to Jennifer Bean for the work she has put in as Secretary last year.

This year we changed how we ran the Welcome BBQ and I believe from all reports that it was a huge success. Thank you to Mary for all your organising and Zoran and Belinda for stepping in and giving Mary a hand. To all the parents and students that made themselves available for the afternoon, these events can't happen without your help, so thank you again.

As we head into the rest of the year, and the girls workload starts to increase, we ask them "Are you OK" "are you coping" or "do you need help". It's important that they know you care and you are interested in how they are going. That you are there to support them and they can come to you if they need help. Their emotional wellbeing is just as important as their physical wellbeing. Again Thank you to the new Executive and I hope this year is as successful as last year.

Accepted: Cathy Harding

Seconded: Anna Tomasiello

6. P&F Events Update - Ms Mary Hawkins (Not Present)  
No update available at the time of meeting.

7. Treasurer's Report - Ms Belinda Cutter  
See appendix 3

Accepted: Scott Sutton

Seconded: Sonia Andraos

Discussion around the timing of the P&F levy, which is the major source of income. This is currently paid as a \$160 contribution per family. It was estimated that there were approximately 700 families in the school. The Levy is collected by the school on behalf of the P&F and then disbursed on three occasions during the year; suggestion that this might work better as a "lump sum" payment. General agreement that any monies received by the P&F from the levy could be disbursed by the school in any mutually agreeable manner.

*Action* - BC and DG to discuss with Rosina Dowsett potential options for these payments and report back to the next general meeting.

8. Pastoral Care Report - Ms Elizabeth Cadarovski

The freezer of meals is now full.

*Action* - EC to liaise with Sister Rita in regards to whether any additional \$100 gift cards are needed since the previous donation and advise at the next meeting.

9. General Business

- a. Art-room Mural Project - Proposal by Dr Sharon Holdsworth

See attached proposal - Appendix 4A and 4B

Discussion about the benefit of the project was engaged.

Motion Proposed by Elizabeth Clingan Jones: That the P&F agree to fund a 2-portrait mural as per the brief provided, up to the value of \$6,500.00

Motion Seconded: Michael Austin

Vote: Unanimously passed

- b. School Environmental Sustainability - Update by Darren Grant

- Discussion about the age of the buildings and the need to future-proof the structures in any future endeavours. The building management system C-bus is currently in use in D-block, the Polding Learning Centre and the Gymnasium.
- At a conservative estimate there are up to 400 windows in the school that are being manually closed at the moment. C-bus may help with automatic closure as well as automatic light and fan control.
- There are 5 kW of solar panels on the F-block. Presently the feed-in credits are maximised.
- Both the gymnasium and D-block have new roofs and these may be suitable for additional solar panel placement.

- SGN Hall, B-block and the Science building will need a new roof in the next 2-3 years. Additional solar panels may be able to be installed over time on these roofs subject to the suitability of the roof structures.
- The winds and saline environment create a hostile environment which causes earlier damage to the roof and air-conditioning units.
- Discussion around investing \$100,000.00 into a 100 kW solar panel system. It was stated that the school would see a return in ~7 years. The advantage of solar is that the school uses almost its entire consumption during the day making solar very viable.
- Energy storage systems (such as battery storage) were not thought to be critical to this implementation. Additionally, there would need to be an uninterruptible power supply if a storage system was installed with the solar panel system to allow instantaneous computer system back up.
- The current building management system includes smart lighting in B-Block which is being deployed in a phased manner.
- In the future, electronic doors and security could be added to the building management system by way of the student and teacher cards.
- The school does provide yellow recycling bins and the conservation club and SRC are very supportive of these options.
- Air-conditioning:
  - The school is currently at capacity in terms of drawing power off the grid. To increase the capacity of the sub-station at the front of the school would cost \$300,000.00
  - Presently 40% of the school is air-conditioned
  - Running the air-conditioning accounts for 68% of the power consumed by the school
  - There are a combination of ducted and split-systems in place depending upon the building and whether it is accessible for power and duct dimensions.
  - Air-conditioning units are replaced approximately every 6-10 years
  - Light-sensitive shutters and extraction fans have been looked into as part of a carbon-neutral strategy.
  - Stewardship is part of the Catholic ethos at St Mary's.

*Action:* Darren Grant and Michael Austin to investigate options in regards to the solar panel system and alternative ways of cooling the rooms.

c. Parental Engagement

- Discussion about the potential for opening up the air-conditioning and solar energy challenges to the wider school community by way of EOI to join a subcommittee.
- The benefits of a voluntary parental directory accesible via SEQTA were discussed. Darren Grant (Business Manager, Parent & Co-ordinator of the Duke of Edinburgh Program) stated that a directory of parental businesses and interests may be of use for the girls undertaking their Duke of Edinburgh award as the girls need to do volunteering and skills.

- Discussion on whether the purpose of parental engagement is for school-based activities, P&F meetings, social events or other purposes.

*Action:* Cathy Harding, in consultation with Scott Sutton & Frank Pitt, to design a survey for parents.

#### 10. Business without Notice

None.

Meeting Closed: 9.10pm

Next Meeting: Tuesday 22nd May 2018